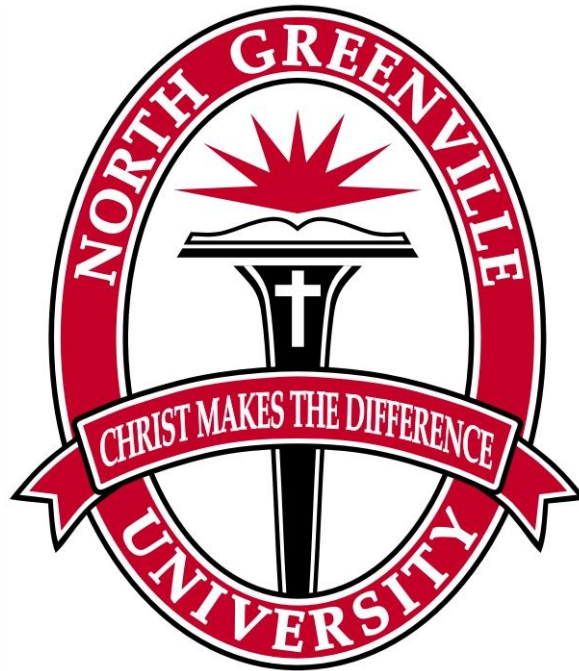


THE GRADUATE BULLETIN
North Greenville University



2011-2013

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The Graduate School at North Greenville University is the culmination of a compelling vision. Built on NGU's solid reputation as a leading Christ-centered liberal arts institution and sustained by an impressive graduate faculty, the Graduate School offers three Master's degree programs and one Doctoral program: **The Master of Christian Ministry (MCM), the Master of Business Administration (MBA), and the Master of Education (M.Ed.), and Doctor of Ministry (DMin).** The MCM program is designed specifically to support the exciting personal vision and fit the busy lifestyle of today's church leaders and professionals. Master's students do not have to give up their current employment or disrupt family life to complete this program. Likewise, recent University graduates can rapidly pursue their ministry goals while engaged in advanced study.

The MBA program is designed for the working professional who desires to enhance his or her business acumen in a Christian institution. The program offers courses in a compressed format that, when taken in order, will result in graduation within a year and a half. MBA students can continue their employment while taking courses during the evenings and on weekends. The program offers a balanced approach between developing people skills and building analytical abilities. NGU offers the only Christ-centered MBA in the area.

The M.Ed. program is designed to offer a quality education, for licensed teachers, in a biblically sound, Christ-centered environment. The M.Ed. program will prepare educators to be competent in their teaching and focused on the needs of their students in a research-based classroom. All of this will be accomplished through the preparation of teachers based on the standards associated with the National Board of Professional

Teaching Standards (NBPTS). Throughout each course, the M.Ed. program will instill Biblical principles related to the teaching profession.

The Doctor of Ministry program is designed to provide advanced training for ministers who already hold the Master of Divinity or its equivalent and who have at least three years of ministry experience. The DMin is offered with a concentration in Great Commission Studies.

A PHILOSOPHY FOR CHRISTIAN EDUCATION

As a Christian school, North Greenville University must keep the emphasis upon the person and work of Jesus Christ, the Son of God, who was begotten by the Holy Spirit, born of the virgin Mary, true God and true man who died as the substitutionary atonement for the forgiveness of sin, was resurrected from the dead, and now reigns as the living Lord. The University is Christian when this Christ is the head and center of all its thinking and conduct.

An education at North Greenville University is regarded as preparation for effective Christian service and witness. The Bible, as the inspired and infallible Word of God, is the solid foundation of the curriculum and the basis of the philosophy of education and of life. We care about the spiritual well-being of our students as well as their academic achievements.

Attendance at North Greenville University is a privilege, and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the institution. The University may request the withdrawal at any time of any student, who, in the opinion of the University, does not fit into the spirit of the institution, regardless of whether that student conforms to its specific rules and regulations.

STATEMENT OF PURPOSE

Affiliated with and committed to the South Carolina Baptist Convention, North Greenville University is a co-educational liberal arts institution that provides opportunities for higher education in a Christian atmosphere. The University strives to prepare students to become better, contributing members of society by educating the whole person through an integration of academic discipline, a Christian lifestyle, and an enriched cultural experience while offering students the best opportunities for spiritual growth, academic training, and Christian service. Christ must be the center of the campus for the purpose of Christian education and Christian character-building. North Greenville University offers a quality education in a biblically-sound, Christ-centered environment.

INSTITUTIONAL OBJECTIVES

The University endeavors to serve these purposes by:

1. Offering liberal arts curricula that lead to the associate, baccalaureate, and master's degrees;
2. Strengthening opportunities to meet the needs of advanced and gifted students while continuing to maintain the University's heritage of providing quality education for all students;
3. Presenting distinctive, innovative programs that attract and meet the needs of non-traditional students;
4. Achieving high academic standards through the employment of qualified professionals and through furnishing appropriate educational support services;
5. Providing an environment in which students can realize their fullest potential as complete persons, developing intellectually, physically, socially, culturally, morally, and spiritually;
6. Affording a special sense of community through the development of close, personal relationships and the

nurturing efforts of a caring, Christian, dedicated faculty, staff, and administration.

PURPOSE OF THE GRADUATE SCHOOL PROGRAM

The Graduate School program exists to fulfill the Great Commission by enabling students to enter meaningful and fulfilling professions within the leadership ministry of the Church, the global business community, and the community of educators by helping them to develop an integration of faith and learning, and demonstrate the application of biblical precepts to professional practice.

GOALS OF THE GRADUATE SCHOOL PROGRAM

1. To strengthen the student's knowledge of a field of study and practice offered by North Greenville University.
2. To help the student integrate learning in the content area with the application of knowledge in a professional context.
3. To help the student master communication skills applicable to the student's professional goals.
4. To teach the student how to use modern research tools relevant to the chosen field of study.
5. To make the student aware of his or her own values as these apply to the study and teaching of a content area.
6. To increase the student's awareness of the differing cultural values of diverse populations.
7. To strengthen the student's abilities to interact and collaborate with others in studying, analyzing, and formulating solutions to problems and in implementing effective change.

WHO SHOULD APPLY:

- Adults in secular professions who sense a call to full-time
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congregational leadership or those currently in ministry related fields who seek to strengthen their education or skill set should apply to the MCM program.

- Adults entering the business professions for the first time or those who find their careers stagnating in their current positions should apply to the MBA program.
- Former graduate or seminary students who discontinued previous study to tend to family or career needs.
- Undergraduate students in their senior year who want to fast-track their ministry or career goals by getting a jump start on an advanced degree.
- Visionaries who understand the need to retool for effective leadership and ministry.
- Individuals whose undergraduate degree is not in business, but whose career paths indicate the importance of improving their business skills, will appreciate the MBA curriculum.
- Persons who desire to enhance their careers by developing advanced professional skill and knowledge sets.
- Individuals wanting to pursue a graduate degree in education should have one form of K-12 certification.

Ministers Seeking the Professional doctorate (DMin)

ACCREDITATION AND AFFILIATION

North Greenville University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone Number 404-679-4501) to award Associate, Bachelor's, Master's, and Doctor's degrees. North Greenville University is also a member of the South Carolina Association of Independent Colleges and Universities, the International Association of Baptist Colleges and Universities, the Consortium for Global Education, South Carolina Independent Colleges and Universities, the

National Collegiate Athletic Association, the National Christian College Athletic Association, the International Assembly for Collegiate Business Education, the Council for Christian Colleges and Universities, and Tuition Exchange, Inc., The National Association of Schools of Music, and the National Council for Accreditation of Teacher Education. Documents of accreditation may be found in the office of the President of North Greenville University.

North Greenville University is incorporated as a non-profit educational institution by the State of South Carolina.

ADMISSIONS INFORMATION

The Graduate School provides opportunity for advanced study to qualified and motivated students who have the determination and personal vision to become effective and dedicated servant leaders.

ADMISSIONS DECISIONS

In examining the credentials of applicants, the Graduate Admissions Office considers the applicant's experience, commitment, and character, as well as academic ability demonstrated in the applicant's undergraduate and graduate transfer records. Admitted students will receive a letter of admission from the Vice President for Graduate Studies.

ADMISSION DEADLINES

Applicants are accepted on a rolling admissions basis, which means that the applications are considered for fall, spring, and summer course start dates.

GRADUATE MCM AND MBA ADMISSIONS PROCESS AND CRITERIA

1. Complete application and pay application fee.
2. Official transcripts in English, listing all undergraduate and

graduate work, must be submitted from regionally accredited institutions, or institutions that are members of the Council on Higher Education Accreditation (CHEA). Transcripts must indicate the completion of prerequisite bachelor's degree and list appropriate leveling work for graduate study.

3. Applicants need one of the following for regular admission into the master's programs:
 - A cumulative grade point average (G.P.A.) of 2.5 (on a 4-point scale) in the undergraduate major and a G.P.A. of 2.25 for the overall undergraduate program.
 - If the applicant does not meet one of the grade point averages listed above, then a Graduate Record Exam Score (GRE), a Miller Analogies Test (MAT) Score, or a Graduate Management Admission Test (GMAT) Score may be required for consideration. Test scores older than five years prior to the date of application are not acceptable.
 - If the Program Dean and Admissions Officer determine that a student needs to take a standardized test, the student is responsible for preparing, scheduling, and funding the exam.
 - Students may make arrangements to take the GMAT through the testing website at www.mba.com.
 - To receive more information on the Graduate Record Examinations, write to: GRE, P.O. Box 6000, Princeton, NJ 08541-6000 or call 609-771-7670. The code number for North Greenville University is 5684.
 - To receive information on the Miller Analogies Test, visit their web site at www.MillerAnalogies.com or call 1-800-622-3231.
 4. Three letters of reference including one from an individual
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who has been directly involved in supervising the applicant's professional experience if the applicant has been out of college for three or more years or an academic advisor for more recent graduates.

5. A self-reflective statement of 500 to 1000 words relating the applicant's personal goals to the program requirements. This statement should reflect the student's ability to communicate effectively through writing, as writing ability will be one component in determining whether or not the student will be accepted into any program.
 6. Those applicants whose undergraduate major is in a field unrelated to the MCM, MBA, or programs may be required to take additional hours of leveling or prerequisite coursework.
 7. An interview with the Graduate School Council may be required.
 8. All international applicants must be able to read, write, speak, and understand the English language with a high degree of proficiency in order to successfully complete graduate level work. Much of an applicant's success will depend on fluency in English. Thus, international applicants must submit a minimum TOEFL (Test of English as a Foreign Language) score of 550 paper-based or 213 computer-based, unless the primary language of the applicant's home country is English or the applicant has matriculated from schools whose primary language of instruction is English. Official score reports must be sent directly to NGU from the Educational Testing Service (ETS). Only scores from tests completed within the two years prior to the date of application will be accepted. To take the TOEFL, the student must obtain a specially prepared "*Bulletin of Information*" from the office for the country or area. Copies of the "*Bulletin*" are usually available at United States
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educational commissions and foundations, United States Information Services (USIS) offices, bi-national centers, and private organizations, such as the Institute of International Education (IIE). Students who are unable to obtain a “Bulletin” locally should request one well in advance from: TOEFL Phone: 609-771-7100 Educational Testing Service Fax: 609-771-7500.P.O. Box 6155. E-mail: toefl@ets.org Princeton, NJ 08541-6155 Website: <http://www.toefl.org>. To request an exemption from taking the TOEFL, please submit an appeal for the exemption with your application. Please note that an applicant must have the financial resources to take the required TOEFL exam. Inability to pay for the exam is not a valid reason for exemption.

9. ***International Applicants:*** To receive unconditional admission, the quality of post-secondary studies must meet the usual standards for admission to the Graduate School. Transcripts of work taken in an international university must be submitted to World Education Services, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, or Josef Silny & Associates, 7101 S.W. 102 Avenue, Miami, Florida 33173 for a detailed evaluation before being mailed to the Graduate Admission Office. International applicants must also meet all requirements set forth by the United States Immigration and Naturalization Service, including a demonstrated ability to meet the financial obligations of graduate study. The form, “Statement of Financial Responsibility,” must be completed, signed, and accompanied by a letter from the student’s or sponsor’s bank showing an amount sufficient to cover one year of graduate study.

GRADUATE M.ED. ADMISSIONS PROCESS AND CRITERIA

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1. Complete application and pay application fee.
 2. Official transcripts in English, listing all undergraduate and graduate work, must be submitted from regionally accredited institutions, or institutions that are members of the Council on Higher Education Accreditation (CHEA). Transcripts must indicate the completion of prerequisite bachelor's degree and list appropriate leveling work for graduate study.
 3. Applicant's need one of the following for regular admission in the M.Ed. program:
 - A cumulative grade point average (G.P.A.) of 2.7 on a 4-point scale.
 - If the applicant does not meet one of the grade point averages listed above, then a Graduate Record Exam Score (GRE) may be required for consideration. Test scores older than five years prior to the date of application are not acceptable.
 - If the Program Director and Admissions Officer determine that a student needs to take a standardized test, the student is responsible for preparing, scheduling, and funding the exam.
 - To receive more information on the Graduate Record Examinations, write to: GRE, P.O. Box 6000, Princeton, NJ 08541-6000 or call 609-771-7670. The code number for North Greenville University is 5684.
 4. Three letters of reference including one from an individual who has been directly involved in supervising the applicant's professional experience if the applicant has been out of college for three or more years or an academic advisor for more recent graduates.
 5. A self-reflective statement of 500 to 1000 words relating the applicant's personal goals to the program requirements. This statement should reflect the student's ability to communicate
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effectively through writing, as writing ability will be one component in determining whether or not the student will be accepted into any program.

6. A copy of a current, valid South Carolina teaching certificate or out-of-state equivalent (or evidence of prior certification) or an explanation should be included in your 100 word essay regarding your professional reasons for pursuing this degree without your teacher certification established.
7. All international applicants must be able to read, write, speak, and understand the English language with a high degree of proficiency in order to successfully complete graduate level work. Much of an applicant's success will depend on fluency in English. Thus, international applicants must submit a minimum TOEFL (Test of English as a Foreign Language) score of 550 paper-based or 213 computer-based, unless the primary language of the applicant's home country is English or the applicant has matriculated from schools whose primary language of instruction is English. Official score reports must be sent directly to NGU from the Educational Testing Service (ETS). Only scores from tests completed within the two years prior to the date of application will be accepted. To take the TOEFL, the student must obtain a specially prepared "*Bulletin of Information*" from the office for the country or area. Copies of the "*Bulletin*" are usually available at United States educational commissions and foundations, United States Information Services (USIS) offices, bi-national centers, and private organizations, such as the Institute of International Education (IIE). Students who are unable to obtain a "*Bulletin*" locally should request one well in advance from:
TOEFL Phone: 609-771-7100 Educational Testing Service
Fax: 609-771-7500.P.O. Box 6155. E-mail: toefl@cts.org

Princeton, NJ 08541-6155 Website: <http://www.toefl.org>.

To request an exemption from taking the TOEFL, please submit an appeal for the exemption with your application.

Please note that an applicant must have the financial resources to take the required TOEFL exam. Inability to pay for the exam is not a valid reason for exemption.

8. ***International Applicants:*** To receive unconditional admission, the quality of post-secondary studies must meet the usual standards for admission to the Graduate School. Transcripts of work taken in an international university must be submitted to World Education Services, P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745, or Josef Silny & Associates, 7101 S.W. 102 Avenue, Miami, Florida 33173 for a detailed evaluation before being mailed to the Graduate Admission Office. International applicants must also meet all requirements set forth by the United States Immigration and Naturalization Service, including a demonstrated ability to meet the financial obligations of graduate study. The form, “Statement of Financial Responsibility,” must be completed, signed, and accompanied by a letter from the student’s or sponsor’s bank showing an amount sufficient to cover one year of graduate study.

TRANSFER POLICY

1. New students must request a transcript analysis by the respective Program Dean in order to have transfer of graduate credits considered. The Program Dean or the Graduate School Council must approve all requests for transfer of graduate credit. Transfer credit will not be considered for the following capstone or thesis-oriented courses: BUSN 5350, BUSN 6300, CM 6300, or EDU 6500.
 2. Transfer credit will not be applied to the student’s record
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until the student has completed a minimum of nine graduate hours with a cumulative grade point average (G.P.A.) of 3.0 or higher at North Greenville University.

3. Students may transfer up to twelve (12) hours of graduate credit into the MCM program, up to six (6) hours of graduate credit into the MBA program, and up to nine (9) hours of graduate credit into the M.Ed. program. The graduate work must be completed at regionally accredited college or university and consist of courses a grade of 3.0 (on a 4-point scale) or better is earned. Coursework accepted for credit toward a graduate degree must be relevant to the degree under consideration. It must also reflect content and instruction resulting in student competencies equivalent to those required of students enrolled in similar courses at NGU.
4. Requests by students seeking consideration of graduate credits earned at an institution or in a program that was not regionally accredited will be evaluated by the Dean of the relevant program, the Vice President for Graduate Studies, and the Graduate School Council using the following guidelines:
 - a) Consistency with evaluation criteria of other regionally accredited institutions.
 - b) An evaluation of all of the work completed in the previous program on a course-by-course basis, including a review of the syllabus for each course, the requirements to complete each course, and the academic credentials of faculty teaching each course.
 - c) Students must have earned a 3.0 (on a 4-point scale) or higher in each course being considered for transfer.
 - d) Faculty teaching in these programs must have had the

appropriate terminal degree. For faculty who had a master's degree and taught as adjuncts at the institution in question, a file documenting special expertise in the area in which they were teaching must be submitted.

- e) Transfer credit will be entered on the graduate transcript after the student has completed a minimum of nine graduate hours with a G.P.A. of 3.0 or higher.
- f) Graduate work completed longer than 5 years ago will not be considered for transfer credit into the MBA or M.Ed program.

PROVISIONAL ADMISSION

An applicant who does not meet the formal requirements or standards for full admission may be granted provisional admission. A student admitted with provisional status must meet any condition attached to admission before being granted full admission. Deficiencies may include lack of undergraduate foundation studies, low test scores, or low undergraduate grade point average. For students admitted provisionally due to undergraduate course prerequisite deficiencies, North Greenville University generally offers undergraduate foundational courses at various times throughout the year. An individual having foundational deficiencies may not enroll in any of the program's courses until all deficiencies have been removed without permission of the Dean of the Program. A student with low test scores or a low undergraduate grade point average may be asked to take two core courses over the next two semesters following application. A student who is admitted on a provisional basis must complete nine graduate hours with a G.P.A. of 3.0 or above at NGU in order to achieve full acceptance into the graduate

program. If the student cannot achieve a G.P.A. of 3.0 or above in the first twelve graduate hours completed at NGU, then the student will be dropped from the graduate program. No student may be admitted to the MCM or MBA program with a grade point average lower than a 2.25 on all baccalaureate work attempted or the last 64 hours of undergraduate work attempted. M.Ed. prospects should refer to the M.Ed. admissions process section located on page 9 concerning provisional admission.

SPECIAL STUDENT

A student entering any of the programs to take courses for professional or career enhancement as a non-degree seeking student is granted special admission. A maximum of nine semester hours of credit may be earned as a Special Student. Upon completion of nine semester hours, Special Students will be required to enroll as degree-seeking candidates and must meet all regular admission requirements.

TRANSIENT STUDENT

Transient status is assigned to an applicant from another recognized graduate institution who desires enrollment at North Greenville University to take courses for transfer to the institution in which the student is enrolled as a degree candidate. A transient student must submit an application for admission and a letter from the director or dean of the graduate program in which the student is regularly enrolled indicating good standing and permission to transfer the course work back to the home institution.

READMISSION OF FORMER STUDENTS

Any student who does not register for two consecutive terms must apply for readmission before resuming graduate work. The Graduate School office keeps inactive files for a year, after which students applying for readmission must submit all new application materials. Students will be notified by the Graduate School office

of their new status.

TIME LIMITS

Students have a time limit of five (5) calendar years to complete their degree from the beginning of the term in which they are initially accepted.

CREDENTIALS

All records submitted by the applicant become the property of the University and are kept as part of the permanent record of the student. Copies of these credentials are confidential and will not be released to any outside person or agency without written permission from the student. If students require duplicate records for any reason, they should be obtained from the original source. In accordance with the Family Education Rights and Privacy Act of 1974, students have access to confidential information pertaining to them. In order to allow complete openness for the individuals providing personal references, the student may sign a waiver foregoing this privilege in respect to these forms.

Admissions Requirement for the Doctor of Ministry Program

Students may seek admission to the Doctor of Ministry Program at any time during the academic year. The on-campus intensive seminars will normally be taught in March and October. Application must be approved prior to the beginning of a seminar in order to participate in that course.

ADMISSION CRITERIA

Graduates of accredited colleges and universities who have also earned a Master of Divinity degree or its equivalent from an institution accredited by a regional accrediting agency or the Association of Theological Schools (ATS), and have otherwise demonstrated aptitude for academic work on the doctoral level, may apply for admission to the program of studies leading to the Doctor of Ministry degree. A minimum cumulative master's level

grade point average of 3.0 on a 4.0 scale is required for consideration for this program. Applicants with a lower grade point average may be admitted on academic probation if they successfully complete all other requirements including any additional required standardized testing and assignments as determined by the Dean.

The Doctor of Ministry Program is most effective when the students bring to it a period of experience in ministry that follows the attainment of the first professional degree. In most cases applicants must have three years of full-time post-Master of Divinity ministry experience prior to beginning the Doctor of Ministry Program and must be continuously engaged in some type of Christian ministry during enrollment.

The program of study required for the Doctor of Ministry degree will be no fewer than three academic years and no greater than six. Entering students must understand the high level of commitment that is expected and required to actively participate in this degree program year round for this period of time. Admission to the Doctor of Ministry Program is determined by an evaluation of the applicant's academic ability and potential for excellence in ministry.

GRADUATE STUDENT INFORMATION

ADMISSION TO CANDIDACY – In order to continue beyond one term of attendance of graduate work, a degree-seeking student must be admitted to candidacy. Candidacy will be based upon the student's demonstrated competency and compliance with University requirements. To be admitted to candidacy by the Office of the Graduate School, the student must:

1. Have on file all required admissions documents and be

admitted to the Graduate Program.

2. Have on file an official degree plan approved by the Advisor, Program Dean, and Vice President for Graduate Studies.
3. Have a cumulative GPA of 3.0 or better in all graduate courses attempted at North Greenville University.
4. Have no grade lower than C in all graduate courses attempted at North Greenville University.

GRADUATION UNDER A PARTICULAR CATALOG – Graduate degree requirements are governed by the catalog in effect at the time of a student’s first enrollment in graduate courses (when the student establishes a transcript) or by any subsequent catalog, whichever the student chooses, within a period of five consecutive years. Degree requirements must be from one catalog. Unless the student formally requests to change catalogs, the catalog of record will be defined as the catalog in force when the student first enrolled in graduate course work. Requests to change catalogs should be made in writing and submitted to the Vice President for Graduate Studies. In all cases, all courses taken for credit toward the degree must have been completed within the stated time limit.

CONTINUATION IN THE GRADUATE PROGRAM – An applicant admitted to the Graduate School must enroll within one calendar year of acceptance. Thereafter, the applicant must reapply for admission. If one calendar year lapses between enrollments, the student is classified inactive and must reapply for admission. In both cases, the applicant is not required to pay a second application fee. To continue enrollment beyond the first term of attendance, the student must matriculate as a degree-seeking or non-degree student prior to the beginning of the next semester. Students who have incomplete files in the Graduate School Office due to lack of transcripts, GRE/GMAT/MAT scores (when required), or other required documentation will be placed on hold and will not be

allowed to register for additional course work until requirements are satisfied.

GRADUATE DEGREE PLAN AND ADVISEMENT – Academic advisement will be provided for the student by the Program Dean in which the student is enrolled, by a faculty member assigned to counsel graduate students, or by the Graduate Studies Office. Advisors aid in selecting appropriate course sequences, in registration, in the adjustment to being a graduate student, and in dealing with any academic problem that should arise. Students should make appointments to see their advisor prior to registration each term. Upon acceptance into the program, students will receive a letter that informs them of any leveling or prerequisite work that needs to be completed. A copy of the degree plan is kept in each student’s official file in the Graduate Studies Office. There is no guarantee that courses taken prior to the filing of an approved degree plan will be applicable to the degree program. Although the University seeks to provide continuing advisement, the student has ultimate responsibility for knowing and fulfilling degree requirements listed in the catalog.

REQUIREMENTS FOR THE MASTER'S DEGREE – General

University requirements for the master's degree include:

1. A minimum of 36 semester hours of approved graduate credit.
2. A minimum of 24 graduate semester hours in the MCM program, 30 hours in the MBA program, and 27 hours in the M.Ed. completed at North Greenville University.
3. A minimum cumulative GPA of 3.00 on a 4.00 scale computed on all graduate work taken at North Greenville University. No grade of less than C will be accepted as credit for any master's degree. No course with the grade of less than B will be accepted as graduate transfer credit.
4. Successful completion of the integrative capstone course.
5. Some programs may impose stricter requirements than these listed herein.

SECOND MASTER'S DEGREE – A student who already holds a master's degree and who wishes to receive a second master's degree must complete all requirements for the degree, including a minimum of 24 additional semester hours in residence. A student may apply up to a maximum of 12 semester hours of related graduate credit (6 hours for the MBA) from an earlier graduate degree to a master's degree. The second degree must still be different from the first degree awarded.

COLLEGE/UNIVERSITY TEACHING CREDENTIALS – Students seeking a graduate degree for University teaching are advised that regional accreditation agencies typically require University teachers to hold a minimum of a master's degree and 18 graduate hours in the specific discipline. Institutional requirements may vary.

RESEARCH – Although master's programs currently offered by the University do not require a thesis, each program involves the

student in the use of appropriate research tools and the evaluation of research findings. In addition, graduate faculty understand research techniques and will guide students in developing competency in research as a means of seeking truth. The DMin requires a thesis-level ministry Research Project.

CLASS ATTENDANCE – The University expects students to make class attendance a priority in the graduate program. Faculty members must provide a copy of attendance requirements within one week of the beginning of the academic term. Instructors will determine if an absence may be excused. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the Program Dean. Any student who misses 25% or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, constitute a part of the University's attendance policy. Student appeals should be addressed in writing to the Vice President and Dean for Graduate Studies.

GRADUATE AND DOCTORAL COURSES – Graduate courses are numbered 5000 or higher with doctoral courses numbered 7000 or higher. Courses at the 5000 level are open only to students with graduate standing and seniors who meet specific criteria. (See below.)

UNDERGRADUATES ENROLLED IN GRADUATE COURSES – A senior student in the last regular term or summer session of undergraduate work may enroll in up to six semester hours of graduate work under certain conditions. The student must have completed an application to the Graduate Program, have a cumulative GPA of 3.0 or better, and have obtained written approval from the Program Dean in the area in which the work is

offered. With approval from the academic advisor, the student may apply credit for graduate course work to either the undergraduate degree or graduate degree; however, in no instance may credit be applied to both degrees. If the graduate course work is to satisfy undergraduate degree requirements, the student shall be governed by the existing catalog of record. If the graduate course work is to be applied to graduate degree requirements, the student shall be governed by the current catalog at the time of initial enrollment in graduate course work.

FULL TIME STATUS – Nine (9) semester hours credit in a standard academic semester constitutes a full time course load. MBA and M.Ed. students who carry six (6) semester hours in consecutive terms are considered full time.

MAXIMUM COURSE LOAD – A graduate student may not enroll for more than twelve (12) graduate credit hours in a regular semester in the MCM program or more than six (6) graduate credit hours in the MBA and M.Ed. program without the approval of the Program Dean.

LEVELING COURSES – Every master's degree program assumes that the participating student possesses a general University education through the baccalaureate level. Accordingly, the first prerequisite for the entering student is a baccalaureate degree from a regionally accredited institution (or, for international and special students, proof of equivalent training). In some instances, the Graduate Admissions Committee may require a student to strengthen undergraduate knowledge and abilities or meet specific program prerequisites by transcript evidence, course enrollment, or examination. The student must complete these requirements before the enrolling in a course for which the requirements are prerequisite. If a student without adequate preparation wishes to enter a particular graduate program, the

Graduate Admissions Committee will impose undergraduate leveling courses as a degree requirement. These courses will be in addition to the 36 hours (or more) required for the master's degree itself. Leveling courses are not used in calculating graduate GPA. A student must earn a grade no lower than B in any leveling work required. Leveling work completed by a non-degree student must have a grade no lower than B to satisfy graduate degree requirements. In accordance with University undergraduate policy (see Credit by Examination in the undergraduate catalog) a student may satisfy leveling requirements by examination. A graduate course cannot serve as both a leveling requirement and a graduate elective. Leveling is a firm requirement of the Graduate Program. North Greenville University will not accept graduate transfer credit from other institutions unless leveling or prerequisite coursework has been satisfactorily completed.

PORTFOLIO EXPERIENCE – The University does not award graduate credit for portfolio-based experiential learning. Graduate field experiences that are a part of the official degree program must be completed under the direction of University faculty in the student's field of study.

ADVANCED STANDING EXAMINATIONS – Advanced standing examinations will not be accepted for graduate credit.

TOPICS COURSES – Topics courses emphasize research and case studies dealing with current issues. Such courses may be taken as a class or, with prior approval (see Directed Study below), as an individual project. Graduate students may repeat a topics course once for credit as the course topic changes. No more than six hours of topics coursework may be used to satisfy degree requirements.

DIRECTED STUDY COURSES – Directed study courses may be offered when special circumstances or scheduling conflicts

indicate their need. A directed study is any type of study conducted under the direct supervision of a full-time graduate faculty member and outside the regular term offerings. The course must not be concurrently scheduled. Credit hours are awarded for each directed study course as listed in the catalog for regularly scheduled classes. The student must initiate all directed study and submit a written request to the Program Dean for approval prior to the academic term for which credit is sought. The student should submit the request to the Program Dean during the advisement period. The Program Dean must grant approval prior to enrollment. The student and faculty member will work out the format of each course and will adhere to the following standards:

1. No student may take more than one three-semester hour directed study course per academic term; no more than six hours of directed study may be applied to a graduate degree.
2. The student's schedule must allow for an average of three hours of work per week per semester hour, including time spent in meeting with the professor. The professor will document all meetings and submit documentation to the Program Dean at the end of the academic term.
3. A clearly written understanding must be established between the student and professor concerning the objectives of the study, procedures, reading, written work, travel, and means of evaluation. A written summary of this agreement must be submitted to the Program Dean prior to enrollment in the course.
4. Additional requirements may be imposed by the academic division.

COURSE CHANGES, DROPS, AND WITHDRAWALS

CHANGE OF SCHEDULE – Course(s) may be added to or dropped from a student's schedule during the time specified in the

official University calendar. Schedule changes must be approved by the Program Dean and the instructor(s) concerned. Other regulations related to adding or dropping a course follow:

ADDING A COURSE – To add a course, a student must obtain a Drop/Add form from the Program Dean. The student's advisor, the course instructor, and Program Dean must sign this form. There is a \$10 charge for adding a course. Under no circumstance may a course be added after the end of late registration as indicated in the official University calendar.

DROPPING A COURSE – To drop a course, a student must obtain a Drop/Add form from the Program Dean. This form must be signed by the student's advisor, the course instructor, and the Program Dean. There is no charge for courses dropped as a result of changes in the University course schedule, the request of the student's advisor, or during the regular registration period. Otherwise, a fee of \$10 will be charged for each course dropped. A student may drop a course without record prior to the first day of a class. For courses dropped after that date, the student may receive a W, indicating withdrawal, by dropping the course prior to mid-term examinations. Students dropping a course after mid-term examinations may receive a Withdrawn Passing (WP) or Withdrawn Failing (WF), as assigned by the course instructor. A student is officially dropped from a course only after the Drop/Add form has been signed by the Program Dean. Failure to file the Change of Program form can result in a grade of F in courses affected.

WITHDRAWAL FROM THE UNIVERSITY – A student who finds it necessary to withdraw from the University must file a Withdrawal Form with the Program Dean. Failure to file this form may result in grades of F in courses then in progress. A student may withdraw without record through the first day of classes. For courses

dropped after that date, the student may receive a W, indicating withdrawal, by withdrawing prior to mid-term examinations. A student withdrawing after mid-terms may receive a WP or WF as assigned by the course instructor. A student who withdraws from the University according to the procedures stipulated will be allowed a grace period of two working days to rescind the withdrawal. Reinstatement may occur only during regular class days. Therefore, final examination days and days thereafter are specifically excluded. Students who withdraw from the University must have a “Withdrawal Form” appropriately completed with all required signatures. To receive a transcript, all accounts in the Business Office must be paid. Partial refunds may be available, depending on the date and the number of classes attended prior to the withdrawal.

ADMINISTRATIVE WITHDRAWAL FROM THE UNIVERSITY – A student who fails to comply with University regulations may be required to withdraw after administrative review. The grade of W, WP, or WF will be assigned according to the normal withdrawal procedure.

AUDITING COURSES – A student may attend classes for a graduate course without receiving credit by completing a Graduate Application for Admission at the time of registration, provide a copy of the latest official transcript with a degree posted, and has the permission of both the instructor of the course, and the Program Dean. A fee of \$75 per course hour in addition to all course fees is required. No credit is awarded and no record of the student’s attendance is maintained. Audits are on a space-available basis and no refund will be given if the course is dropped. Under no circumstance may an audit be converted to credit.

INCOMPLETE OR IN-PROGRESS WORK – The grade of incomplete (I) is granted only in exceptional circumstances and

requires the instructor to file a Change of Grade form, signed by the student, and the Program Dean. An outline of the work to be completed and the time span (in no case longer than one regular academic term) allowable for the work's completion must be included with the form. In no case may repetition of the course be assigned as work to be completed. If the work has not been completed at the end of the specified time, the "I" will be changed to an "F." A student may not graduate until all incomplete grades have been eliminated.

PETITION FOR A COURSE SUBSTITUTION – Under certain circumstances, substitutions for required courses may be necessary and appropriate. The student must have approval from the graduate advisor prior to initiating a course substitution. To initiate a course substitution, the student should complete and sign the course substitution form, which must then be approved by the Program Dean and Vice President for Graduate Studies. The form to petition for course substitutions is available in the offices of Program Deans or the Office of Graduate Admissions. Students who are allowed to substitute courses upon admission to the graduate program will not follow this procedure.

REPETITION OF A COURSE – A graduate student may repeat once any course taken at the University for which the student received the grade of a C or less. Students must repeat any course in which they receive a grade of D or F. All grades received will remain on the transcript, but only the second grade will be used to calculate the cumulative GPA. A course may be repeated for multiple credit toward graduation only when so designated in the catalog course description and approved by the graduate advisor and Program Dean.

COURSE SYLLABUS – A course syllabus will be provided to each student on the first day of class. At a minimum, the syllabus

will include the following:

1. Name of Campus and Term Course is offered.
2. Name of Instructor.
3. Office telephone number and email address.
4. Catalog description.
5. Prerequisites.
6. Required resource materials.
7. Course outline.
8. Course requirements. (If the course is cross-listed with an undergraduate course, additional requirements must be clearly delineated.)
9. Course outcome competencies.
10. Means for assessing student achievement of the outcome competencies.
11. Attendance requirements.
12. The following statement: “It is university policy that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the University.”
13. Methods of instruction.
14. Grading criteria.
15. Meeting times and dates and assignments.
16. Office hours/faculty access.

CLASSROOM DISRUPTION – When a student deliberately and maliciously disrupts a class, the student will be directed by the faculty member to leave the class immediately and report to the office of the Vice President for Graduate Studies. The Vice President will discuss with the student the cause of the disruption. The student will return to the class only with permission of the Vice President and only after the Program Dean or Vice President

has discussed the matter with the faculty member involved and they have reached agreement that the student will be allowed to return to class.

THE GRADING SYSTEM – Grades for courses shall be recorded by the symbols below: A = Excellent; B = Good; C = Passing; D = Unsatisfactory; F = Failure; W = Withdrawn; WF = Withdrawn failing; WP = Withdrawn passing; and I = Incomplete.

CHANGE OF GRADE – A change of grade (among the values A, B, C, D, F) may occur only if there has been an error in computation or recording of the grade, or if a change has been ordered as a result of the grade appeal process. A grade may not be changed because of consideration of work completed following the end of the grading period for which the grade was issued. The change is initiated by the instructor of record and approved by the Vice President for Graduate Studies. For such a change to be valid, it must be submitted to the Program Dean on, or before the last day, of the term following the term in which the grade was originally issued, and on the form provided for that purpose.

REMOVING THE GRADE OF INCOMPLETE – A grade of incomplete is changed if the work required is completed prior to the end of the next regular academic term, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to the grade of F. An incomplete notation cannot remain on the student's permanent record and must be replaced by the qualitative grade (among the values A, B, C, D, F) by the end of the next regular term.

ACADEMIC HONESTY – Graduate students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is

subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) Disciplinary action for academic misconduct is the initial responsibility of the faculty member assigned to the course. The faculty member assesses the gravity of the case of academic dishonesty and gives sanctions to any student involved. Penalties that may be applied to individual cases of academic dishonesty include one or more of the following:

1. Written reprimand.
2. Requirement to redo work in question.
3. Requirement to submit additional work.
4. Lowering of grade on work in question.
5. Assigning the grade of F to work in question.
6. Assigning the grade of F for course.
7. Recommendation for more severe punishment, up to and including dismissal from the University. The faculty member involved will file a record of the offense and the punishment imposed with the Vice President for Graduate Studies. The Vice President for Graduate Studies will review all cases of academic dishonesty reported and approve or modify the sanctions given. Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. Appeals must be directed in writing to the Vice President and Dean for Graduate Studies.

ACADEMIC PROBATION AND SUSPENSION – A student is placed on academic probation when the cumulative GPA falls below 3.0. A student's GPA is calculated from the initial point of enrollment in North Greenville University graduate course work. Leveling courses are not included in calculating graduate GPA. A student whose GPA falls below 3.0 for two consecutive regular terms or

who receives a grade of F is suspended from the Graduate Program for at least one year. For the purposes of this policy, compressed format summer terms are combined into a single term. To be reinstated to a degree program, the student must reapply to the graduate program, appeal in writing, and be approved by the Program Dean, the Vice President for Graduate Studies, and the Graduate Council. North Greenville University's Graduate School will honor the probation or suspension imposed by other regionally accredited institutions.

MINIMUM ACADEMIC STANDARDS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS – A student receiving VA educational benefits is subject to the same provisions for academic probation and suspension described above. A student who receives an F or fails to achieve a 3.00 cumulative GPA at the end of the probationary period shall be reported to the VARO as making unsatisfactory progress and may become ineligible to receive further VA benefits until the cumulative GPA is 3.00 or better.

CAPSTONE COURSE – All graduate students will complete the requirements for the capstone course as designated by the respective program.

COMPREHENSIVE EXAM – All MBA graduate students will successfully complete a comprehensive exam prior to the completion of the respective program and graduation. This exam is the same as the MBA Major Field Assessment Test published by the Educational Testing Service and is administered in conjunction with BUSN 6300.

APPLYING FOR DEGREES, DIPLOMAS, AND TRANSCRIPTS – Completion of all degree requirements listed in the academic catalog, approval by the Graduate Council, University administration, and Board of Trustees qualifies a student for graduation. To graduate at a designated time, however, the student

must apply for the degree prior to established deadlines and pay all graduation fees. Students are required to file an Application for Graduation on or before February 1st for a May graduation or on or before September 1st for a December graduation. The Application for Graduation can be found on the NGU website under Graduate Resources. All graduation requirements must be completed before students may participate in graduation exercises. The appearance of a student's name on the commencement program is no guarantee that the degree will be conferred. A student who applies for a degree and pays the graduation fee for a given commencement, but who fails to meet degree requirements, must reapply for graduation. If a deadline is missed, the student must reapply for graduation no sooner than the next scheduled graduation. Final official transcripts are issued only upon completion of all degree requirements and payment of all outstanding financial obligations to the University. No transcript carrying graduate course credit will be issued to a student whose files are incomplete for failure to submit transcripts, examination scores, or other data required by the University, or whose financial account is not clear.

LETTERS OF COMPLETION – Letters of completion are available only from the Vice President for Graduate Studies. Requests for letters of completion should be made to the Graduate Studies Office.

CAREER SERVICES – Graduate students may request assistance in developing basic job search skills such as interviewing and resume writing by contacting the Office of Placement and Career Planning. The office also maintains a job registry to assist students in finding employment.

COMMENCEMENT ATTENDANCE – Candidates completing their work at North Greenville University are required to attend

commencement exercises. All degrees conferred will be posted to the student's permanent record as of the date of the graduation. Appeals to this policy should be made to the Vice President for Graduate Studies.

STUDENT CONDUCT EXPECTATIONS – Graduate students are expected to observe the same conduct requirements when on campus as outlined for undergraduates in the *Enlightener*. Flagrant violations committed off campus are also subject to disciplinary sanctions up to and including dismissal from the University. A copy of the *Enlightener* can be found on the NGU website.

FINANCIAL INFORMATION

Current financial information is posted on the Graduate website.

REFUND POLICY —

1. To receive a refund of tuition, a student must officially withdraw.
2. Charges shall continue up to the day the student begins official withdrawal process.
3. Tuition will be refunded according to the following schedule:
Regular Session
Before classes begin 100%
During 1st week 75%
During 2nd week 50%
After 2nd week 0%
4. There will be no refund in cases involving forced withdrawal, disciplinary suspension, or expulsion.
5. Federal funds shall be returned in accordance with federal policies at the time of withdrawal. Students withdrawing prior to completion of 60% of a semester may owe additional funds due to the loss of federal aid. Students are urged to consider this factor prior to making the decision to withdraw from

school.

6. State funds and institutional aid shall be prorated by the same schedule

OVERPAYMENT — When overpayment results in a credit balance, a student may apply to the business office for reimbursement of the amount of the credit balance. Such requests will be processed after the mid-point of the term. Students may elect to have the balance credited toward the following semester's fees.

FINANCIAL AID

STUDENT ELIGIBILITY AND METHOD OF DISTRIBUTION OF STUDENT AID

At North Greenville University, student aid is generally awarded on the basis of financial need. Simply defined, financial need is the difference between the student's cost of education (tuition, fees, and books) and the amount the student is expected to contribute toward meeting those costs. In order to determine eligibility for financial aid, the Free Application for Federal Student Aid (FAFSA) is required. Financial aid forms are available at University financial aid offices. On April 10, 2001, the Executive Council of North Greenville University passed the following policy to begin the 2001-2002 school year:

The purpose of institutional grants and scholarships is to assist students with their institutional costs. The purpose is not to allow students to "profit" by attending the university. Therefore, the following formula shall be used to package students for each semester:

"Institutional aid plus all outside grants and scholarships may not exceed actual charges for tuition, room, board, fees and books."

Rent for university apartments, car registrations fees, fines, and supplies is not included.

The Financial Aid Office shall adjust a student's financial aid as needed to implement this policy. **To clarify policy: Students, who receive only grants and scholarships and do not pay cash, will not receive a cash refund.** North Greenville University reserves the right to reduce institutional aid if the student receives additional financial aid after the initial package is completed. When a student's enrollment status (full-time to part-time or resident to commuter) changes, the financial aid package may be reduced.

GRADUATE CURRICULUM

Master of Christian Ministry

A 36-Hour Program*

The purpose of this program is to strengthen and enhance the resources and skills that students have already developed for leadership in the church.

Core Requirements: (15 hours)

- Spiritual Formation
- Old Testament Research & Application
- New Testament Research & Application
- Leadership Development
- Biblical Interpretation

Students with superior undergraduate preparation may exempt up to four common courses. Exemptions must be approved by the MCM Program Director. Students qualifying for exemptions will take additional courses to replace common courses exempted. A specific plan of study will be developed at the initiation of the student's program.

Program Emphasis: Christian Ministry (9 hours)

Nine hours required from Christian Ministry (CM) and/or

Christian Counseling (CO) areas.

Electives: (9 hours)

- Sufficient hours to complete the 36-hour requirement for the degree.

**Students without sufficient Bible or ministry coursework at the undergraduate level may be required to take six additional hours of Bible/Theology leveling courses.*

Integration Project: Capstone Course (3 hours)

Planned with the student's advisor and with approval of both the advisor and MCM Program Director, the goal of this experience is to integrate the student's coursework, personal experience and goals in a "Theology of Ministry" that will further define the student's ministry. The written project plan, literature search, and analysis of results are the capstone in the Master of Christian Ministry.

Master of Christian Ministry Educational Outcomes

Graduates of the MCM program should be able to:

- 1) Demonstrate the ability to apply theoretical concepts to actual ministry situations and utilize critical thinking skills to identify, analyze, and develop practical solutions to problems related to Christian ministry in an increasingly diverse and post-modern world.
 - a) Identify and explain the major issues confronting ministry professionals in the 21st century.
 - b) Identify and explain the major themes and individuals of both the Old and New Testaments.
 - c) Identify and analyze ministry case studies and develop an action plan to address identifiable issues that might hinder effective ministry.
 - d) Develop and implement an effective ministry

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- plan for an existing church.
- e) Articulate a cross-cultural ministry plan for a diverse local population by identifying major world cultures and their differences from those found in the American culture.
- 2) Express ideas clearly, concisely, and logically through effective skills in oral, written, and interpersonal human relation skills.
- a) Develop meaningful, thoughtful and theologically coherent sermons and lessons.
 - b) Awareness of intentional interviewing techniques.
 - c) Ability to interview another individual and convince the interviewee listening has occurred.
 - d) Utilize public and private libraries, the internet and other major research tools to develop coherent research projects.
 - e) Knowledge and application of the MCM program's accepted method of research formatting.
- 3) Develop an understanding of the moral and ethical dimensions of Christian Ministry.
- a) Develop a statement of personal values.
 - b) Articulate how and why personal values are utilized in decision-making and carrying out Christian Ministry and personal life.
- 4) Formulate programs and strategic plans (related to the student's ministry responsibilities) that demonstrate facility with modern practices of worship, fellowship, discipleship, ministry, and missions.
- a) Identify the major tenets of Christian leadership.
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- b) Identify issues involved in ministry within the context of a professional ministry team.
 - c) Carry out a problem solving exercise in the context of a professional ministry team.
- 5) Qualify for an extended range of ministry positions.

Master of Business Administration

A 36-Hour Program*

The purpose of this program is to equip students with the advanced tools that will enable them to assume a leadership role in the business or professional community while gaining a Christ-centered perspective.

Graduate School Program

The Curriculum

The MBA curriculum focuses on critical aspects of research and scholarship in business and management. Students may enter the program during either of the first two terms of any session. At present, there are five sessions offered, with at least one point of entry at every term.

Students will take the following courses in completion of graduation requirements:

1. ACCT 5310 Managerial Accounting
2. BUSN 5000 Organizational Behavior
3. BUSN 5100 Issues in Professional Ethics
4. BUSN 5315 Entrepreneurship and Small Business Management
5. BUSN 5320 Quantitative Methods in Business
6. BUSN 5340 Human Resource Management
7. BUSN 5350 Research Methods in Business
8. BUSN 5360 Operations Management
9. BUSN 5380 Financial Management
10. BUSN 6300 Business Strategy
11. ECON 5310 Economics for Managers
12. MRKT 5310 The Marketing Process

**Students without sufficient background in accounting will be required to take Financial Accounting at the undergraduate level.*

Recommended Course Sequence

In order to complete the program in the most expeditious manner, it is recommended that students stick to a single course sequence. Courses are offered in the following sequence, based on a full-time load of two courses per term. Students who choose to take only one course per term or to take courses out of sequence will find that matriculation will require more than six terms.

Term 1

Organizational Behavior
Issues in Professional Ethics

Term 2

Human Resources
Quantitative Methods

Term 3

Managerial Accounting
The Marketing Process

Term 4

Operations Management
Economics for Managers

Term 5

Research Methods
Financial Management

Term 6

Business Strategy
Small Business and Entrepreneurship

MBA with a Concentration in Human Resources Management

NGU's MBA program offers students the opportunity to extend their studies in order to become more knowledgeable about the field of human resources management. In order to graduate with an MBA with a concentration in Human Resources Management, students are required to take the following four courses, in addition to the 12 standard courses required for the MBA.

BUSN 5341 Human Resources Selection and Placement

BUSN 5342 Human Resources Compensation and
Development

BUSN 5343 International Human Resources

BUSN 5344 Strategic Issues in Human Resources

MBA with a Concentration in Financial Planning

The MBA program also offers students the opportunity to extend their studies in order to become more knowledgeable about the field of financial planning. In order to graduate with an MBA with a concentration in Financial Planning, students are required to take the following four courses, in addition to the 12 standard courses required for the MBA.

BUSN 5381 Financial Planning

BUSN 5382 Investments and Portfolio Management

BUSN 5383 Fundamentals of Risk Management and
Retirement Planning

BUSN 5384 Income Taxation and Fundamentals of
Estate Planning

MBA Program Educational Outcomes

Graduates of the MBA program should be able to:

- 1) Demonstrate the ability to apply theoretical concepts to actual business situations and utilize critical thinking skills to identify, analyze, and develop practical solutions to management problems in an increasingly global environment.
 - a. Knowledge of managerial finance and accounting from the perspectives of managers and accountants and the analysis of financial/accounting information in the decision-making process.
 - b. Knowledge of the types of managerial tasks and

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- activities necessary for the recruitment, development, motivation and compensation of a qualified workforce.
- 2) Express ideas clearly, concisely, and logically through effective skills in oral, written, and interpersonal human relation skills.
 - a. Ability to present ideas logically and persuasively in writing and speech, with emphasis on effective business presentations using technology.
 - b. Ability to work effectively as a member of a team and to demonstrate leadership skills as appropriate in a team environment.
 - 3) Integrate management ethics based upon a Christian worldview of the functions and processes of management.
 - a. Ability to apply ethical marketing management strategies to position and to position a product or service in domestic and international markets.
 - b. Knowledge of Christian values, ethical issues, and the legal processes as they affect the business environment and financial management, including capital budgeting, risk asset evaluation, and forecasting.
 - 4) Formulate report projects (related to the student's professional responsibilities) that demonstrate facility with modern business, financial, management, and economics concepts, including the formulation and implementation of business policy.
 - a. Ability to use computer technology and statistical techniques as tools for business decision making.
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- b. Understanding of microeconomic principles practices, applications, and techniques directly related to business issues.
 - c. Work with “real world” problems on a consultant-like basis to address contemporary problems and present potential solutions using a variety of media.
- 5) Qualify for an extended range of management positions.

Master of Education

A 36-Hour Program

The M.Ed. program will focus on preparing strong teachers in education through equitable educational practices while emphasizing the application of classroom technology and research-based practice. The M.Ed. program will prepare teachers as collaborative and reflective practitioners that are sensitive to the diversity and needs in their classroom.

Graduate School Program

The Curriculum

The M.Ed. program will consist of 36 hours of coursework for educators in K-12 settings. The courses will focus on current trends in K-12 schools including, but not limited to, the following topics: research based teaching strategies, intervention methods for students with disabilities, decision making regarding professional ethics in the classroom, diversity in the classroom, history of education, personal philosophy of education, curriculum

development, professional relations, assessment of learners, theories of learning, leadership in the classroom, and conducting research in the classroom. Each course in the program will emphasize sound, Biblical principles that influence all decisions and behaviors of an educator.

Students will take the following courses in completion of graduation requirements:

1. EDU 5000 Current Issues in K-12 Schools
2. EDU 5200 Intervention Strategies and Techniques
3. EDU 5250 Best Current Teaching Practices
4. EDU 5350 Diversity and Social Issues in Education
5. EDU 5450 Issues in Professional Ethics
6. EDU 5500 History and Philosophy of Education
7. EDU 5700 Principles of Curriculum
8. EDU 5850 School and Community Relations
9. EDU 6050 Assessment of Learners
10. EDU 6100 Educational Leadership
11. EDU 6200 Theories of Learning
12. EDU 6500 Educator as Researcher (capstone)

M.Ed. Program Educational Outcomes/Propositions

The NGU Graduate Program **desired outcomes of our graduate students** will be centered on the National Board for Professional Teaching Standards (NBPTS) 5 Core Propositions which are as follows:

Proposition 1: Teachers are committed to Students and Their Learning

National Board Certified Teachers (NBCTs) are dedicated to making knowledge accessible to all students. They believe all students can learn.

They treat students equitably. They recognize the individual differences that distinguish their students from one another and they take account for these differences in their practice.

NBCTs understand how students develop and learn.

They respect the cultural and family differences students bring to their classroom.

They are concerned with their students' self-concept, their motivation and the effects of learning on peer relationships.

NBCTs are also concerned with the development of character and civic responsibility.

Proposition 2: Teachers Know the Subjects They Teach and How to Teach Those Subjects to Students.

NBCTs have mastery over the subject(s) they teach. They have a deep understanding of the history, structure and real-world applications of the subject.

They have skill and experience in teaching it, and they are very familiar with the skills gaps and preconceptions students may bring to the subject.

They are able to use diverse instructional strategies to teach for understanding.

Proposition 3: Teachers are Responsible for Managing and Monitoring Student Learning.

NBCTs deliver effective instruction. They move fluently through a range of instructional techniques, keeping students motivated, engaged and focused.

They know how to engage students to ensure a disciplined learning environment, and how to organize instruction to meet instructional goals.

NBCTs know how to assess the progress of individual students as well as the class as a whole.

They use multiple methods for measuring student growth and understanding, and they can clearly explain student performance to parents.

Proposition 4: Teachers Think Systematically about Their Practice and Learn from Experience.

NBCTs model what it means to be an educated person – they read, they question, they create and they are willing to try new things.

They are familiar with learning theories and instructional strategies and stay abreast of current issues in American education.

They critically examine their practice on a regular basis to deepen knowledge, expand their repertoire of skills, and incorporate new findings into their practice.

Proposition 5: Teachers are Members of Learning Communities.

NBCTs collaborate with others to improve student learning.

They are leaders and actively know how to seek and build partnerships with community groups and businesses.

They work with other professionals on instructional policy, curriculum development and staff development.

They can evaluate school progress and the allocation of resources in order to meet state and local education objectives.

They know how to work collaboratively with parents to engage them productively in the work of the school.

In addition, based on the unique mission of the university, the M.Ed. program has established one final proposition:

Proposition 6: Teachers can apply Christian principles in their profession

They articulate intrinsic connections between Christian faith and disciplinary content.

They defend sound pedagogical choices from a biblical worldview.

They model Christ-like compassion through their behaviors and attitudes with administration, peers, and their students.

Doctor of Ministry Program

Objectives of the Doctor of Ministry Program

The purpose of the Doctor of Ministry program is to equip the student for the practice of ministry at a high level of professional competence. The program provides opportunities for advanced study in intensive seminars, courses, and field settings. It combines academic study and experiential learning under faculty and field supervision to integrate theology and practice. It is the goal of the Doctor of Ministry program that all students will successfully fulfill the following learner outcomes:

- Participate in an interactive peer learning community where experienced ministry practitioners engage each other and world-class scholars to address critical ministry issues.
- Display competence in biblical and theological reflection on ministry as well as reflection on personal, spiritual, and professional development.
- Identify the basic principles of Christian leadership with special application to Christian ministry in both the church and the community.
- Establish a growth initiative within their respective ministries that is biblically sound, measurable, and effective.
- Contribute to the Church and to the fulfillment of the Great Commission through research and practice.
- Complete training for a successful Ministry Project under the supervision of a supervisory committee.

- Complete a written Project Report that analyzes and researches an issue in the Great Commission and describes a ministry implemented to address the issue.

Doctor of Ministry Program Details

Great Commission Studies Overview

32 hours total

- Doctoral Seminars (16 hours)
 - Evangelism and Missions
 - Discipleship and Spiritual Formation
 - Church Growth and Revitalization
 - Christian Leadership
- Applied Ministry Experience (8 hours)
 - Applied Ministry Experience in Evangelism and Missions
 - Applied Ministry Experience in Discipleship and Spiritual Formation
 - Applied Ministry Experience in Church Growth and Revitalization
 - Applied Ministry Experience in Christian Leadership
- Research Project and Methodology (8 hours)
 - Research Methods and Project Proposal Workshop
 - Doctor of Ministry Project and Project Report Writing I
 - Doctor of Ministry Project and Project Report Writing II

Course Descriptions

Master of Christian Ministry

Core Courses

CM 5000—Spiritual Formation

An intensive process to encourage spiritual growth through the study of Christian spirituality and disciplines based upon the teaching of the Bible (3 credit hours).

NT 5300—New Testament Research and Application

A study of the exegetical issues involved in understanding the New Testament including historical, linguistic, and cultural backgrounds, as well as the nature of the New Testament texts, canon, and text and versions. Includes an introduction to the books of the New Testament by groups and individual texts with a discussion of the meaning of the different passages in their original settings and potential applications for contemporary society (3 credit hours).

BI 5300—Biblical Interpretation

A study of the principles and methods of biblical exegesis and interpretation with an emphasis on the problem of communicating the biblical message in the modern world (3 credit hours).

OT 5300—Old Testament Research and Application

A study of the exegetical issues involved in studying the Old Testament including historical, linguistic, and cultural backgrounds, as well as the nature of the Old Testament texts, canon, and text and versions. Includes an introduction to the books of the Old Testament by groups and individual texts with a discussion of the application of their message for their day and today (3 credit hours).

NT 5300—New Testament Research and Application

A study of the exegetical issues involved in understanding the New Testament including historical, linguistic, and cultural backgrounds, as well as the nature of the New Testament texts, canon, and text and versions. Includes an introduction to the books of the New Testament by groups and individual texts with a discussion of the meaning of the different passages in their original settings and potential applications for contemporary society (3 credit hours).

Church History**CH 5300—World Christianity**

A critical examination of the status of Christianity in the world and its implications for American Christians and congregations. The modern reality of Christianity as a predominately non-Western religion will be reviewed within its Biblical and historical contexts. Accompanying theological developments and appropriate responses will also be explored (3 credit hours).

CH 5310—The Protestant Reformation

A study of the social, political, and religious forces that culminated in the Protestant Reformation. Emphasis will be placed on the contributions of the major reformers and reform movements (3 credit hours).

CH 5340—Baptist History

A survey of the history and theology of Baptists to the present (3 credit hours).

CH 6300—Historical Theology

Theological developments of the church from the New Testament period to the contemporary era (3 credit hours).

Christian Ministry

CM 5000—Spiritual Formation

An intensive process to encourage spiritual growth through the study of Christian spirituality and spiritual disciplines based upon the teaching of the Bible (3 credit hours).

CM 5005—Theology of the Christian Life

A study of the Christian life through the lens of the theology of sanctification (3 credit hours).

CM 5008—Contemporary Evangelical Spirituality

An in-depth study of key contemporary writers and thought of evangelical spirituality (3 credit hours).

CM 5010—Devotional Classics of the Christian Faith

An in-depth study of the concepts and practices of Christian spiritual formation through a reading of spiritual classics and participation in a faculty-mentored group (3 credit hours).

CM 5300—Ethical Foundations for Christian Ministry

A detailed study of ethical issues encountered by ministers in providing leadership in their ministry settings. Questions related to human experiences with areas such as medical science, human sexuality, conflict resolution, peace, relation to government, segregation/prejudice, poverty, and ethnic, cultural, and racial differences are addressed in the context of the Christian leader's teaching, guidance of congregational decision making, and spiritual life of the congregation (3 credit hours).

CM 5305—Personal Evangelism

A study of to the nature and practice of evangelism with emphasis on its biblical, theological, and historical roots. Special attention will be given to the rationale and context for evangelization (3 credit hours).

CM 5310—Evangelism and Church Planting

Focuses on starting new congregations primarily in western cultures. Much attention is given to spiritual principles, personnel, evangelistic strategies, and mass communication needed for success (3 credit hours).

CM 5311—Effective Evangelism for the Local Congregation

A study of the Biblical imperative of evangelism in light of current opportunities and the analysis of factors that are productive for church growth (3 credit hours).

CM 5312—Prayer and Spiritual Awakenings

The history of spiritual revival movements and the sociological milieu out of which these movements arose will be considered. A study of biblical links between prayer and spiritual awakening, the role of prayer in the evangelistic ministry of individual believers, and the development of evangelistic prayer ministries in local congregations (3 credit hours).

CM 5315—Church Growth and Renewal

An examination and analysis of current theories and methods for evangelism, church growth, and renewal in the 21st century.

CM 5320—Introduction to Biblical Preaching

A study of the construction of sermons directly from a biblical text. Basic principles of preaching will be studied and applied including: the formulation of a central idea, sermon structure, support material, and application. Prerequisite: BI 5300 [BI 5300 can be taken concurrent with CM 5320].

CM 5321—Advanced Homiletics

Careful analysis of the preaching task, its opportunities and crucial significance are studied. Resources and plans are shared by experienced preachers who have demonstrated their

ability in this area (3 credit hours).

CM 5322—Sermon Delivery

A study of the art and practice of sermon delivery. Methods of sermon delivery are studied, and the practice of sermon delivery is undertaken, with analytical evaluation of student preaching. Topical issues concerning the practice of preaching are also considered.

CM 5325—Christian Worship

An in-depth overview of key Biblical principles and historical practices of Christian worship from the apostolic era to the beginning of the 21st century. Emphasis will be on reflective assessment of trends and practices in worship in light of cultural settings and Biblical norms (3 credit hours).

CM 5330—Christian Education in the Local Congregation

A careful study of the educational thrust of the church as seen in the scriptures. Current educational needs of the Church will be identified and processes and plans for meeting those needs developed (3 credit hours).

CM 5331—Discipleship

Students will be introduced to the many facets of Biblical, theological, and personal discipleship as well as discipling those in the local church (3 credit hours).

CM 5332—Leadership Development in the Local Congregation

An integrated analysis of theology, organizational behavior, group process, personality theory, pastoral care, and problem solving skills designed to enhance the leadership effectiveness of participants (3 credit hours).

CM 5333—Pastoral Ministry in the Local Congregation

An introduction to the principles and practices of pastoral ministry in the local church. An examination of the nature and

tasks of Christian leadership, with an emphasis on the multiple roles of pastoral ministry (3 credit hours).

CM 5334—Practicum in the Southern Baptist Convention

A study of the structure, events and meetings of the annual Southern Baptist Convention through readings, lectures, and on-site examinations (3 credit hours).

CM 5335—Contemporary Issues in Church Growth

A study of current trends, issues, and opportunities in church growth with special attention to innovative church growth ministries in specific churches and movements. The trends and ministries will be evaluated theologically, historically, and sociologically (3 credit hours).

CM 5336—Pastoral Theology

An examination of the theological issues which inform and under gird the pastoral role and calling in the local church.

CM 5340—The Ministry of the African-American Church

The origins, development, distinctives, and contributions of the African-American church. Particular attention is given to contemporary trends, with an emphasis upon Baptist denominations (3 credit hours).

CM 5345—Introduction to Christian Missions

A study of the biblical, theological, historical, and practical bases for Christian missions. Special attention is given to contemporary issues in missions as well as current ways to do missions (3 credit hours).

CM 5346—Contextualization in Christian Missions

A study of the theory and practice of communicating the gospel and formulating theology in a way that is faithful to Scripture and meaningful to respondents in their cultural and social contexts (3 credit hours).

CM 5348—Cross-cultural Communication in Christian Missions

The study and practice of communication across cultural and social boundaries with emphasis placed on cross-cultural communication of the Gospel (3 credit hours).

CM 5350—Intercultural Studies Seminar

Intense study of topics relevant to mission and intercultural studies. Topics will be selected in discussion with the professor, and seminars may include external learning experiences (3 credit hours).

CM 5355—Practicum in International Christian Missions

A comprehensive experience in an international setting including both practical involvement in personal and other types of evangelism and exposure to various methodologies and ministries of evangelism (3 credit hours).

CM 6300—Independent Study

Research/Development of a ministry plan for a local church which integrates personal goals and opportunities with current research in the field (1 semester hour). Actualizing the plan and analysis of results in a research essay (2 to 3 credit hours).

CM 6310—Ministry Seminar on Evangelism and Church Planting in a Post-Modern World

This course focuses on ministry and church planting in a post-modern 21st century world (3 credit hours).

CM 6320—Seminar in Preaching in a Cross-Cultural Setting

Familiarizes the student with third world perspectives in preaching and challenges them to think cross-culturally about the various ways to do church (3 credit hours).

CM 6390—Integration Project

Prerequisite: 30 Hours in this program

Planned with the student's advisor, the goal of this experience is to integrate the student's coursework, personal experience and goals in a "Theology of Ministry" that will further define the student's view of self in the ministry. The written project plan, literature search, and analysis of results is the capstone experience in the Master of Christian Ministry (3 credit hours).

Christian Counseling**CO 5300—Basic Pastoral Counseling**

An introduction to pastoral counseling surveying the basic approaches. Heavy emphasis will be placed on acquisition of counseling skills through role playing. Specific consideration will be given to topics relevant to a Christian context and/or clientele (3 credit hours).

CO 5310—The Minister as Pastoral Care Leader

Introduction to the shepherding process in scripture and training in pastoral skills specifically identified with the local church ministry (3 credit hours).

CO 5320—Pre-Marital and Marriage Counseling

Training in the theories and skills of pre-marital and marital therapy. Integration of Biblical/theological emphases with theoretical and skills training. Designed especially for ministers, teachers, supervisors, and church and social workers (3 credit hours).

CO 5350—Counseling with Special Groups within the Church Setting—Children, Youth, Women, and Older Adults

A Biblical view of those representing different stages of life and unique positions in the life of the church is developed.

The integration of these special groups into the life of the congregation is an emphasis of the course. Students are assisted in identifying theoretical models and supportive practice that will be appropriate to unique groups within the congregation. Individual and family developmental stages with related therapy skills are discussed (3 credit hours).

CO 6300—Theological Dynamics in Pastoral Counseling

A study of a Biblical/theological anthropology and spiritual issues related to the practice of counseling including prayer, sin, condemnation, love, forgiveness, and reconciliation. An emphasis on the Pauline psychology with reference to such concepts as spirit, soul, heart, mind, and flesh. Topics such as marriage and divorce as well as social concerns will also be discussed from a Biblical/theological perspective (3 credit hours).

New Testament Studies

NT 5300—New Testament Research and Application

A study of the exegetical issues involved in understanding the New Testament including historical, linguistic, and cultural backgrounds, as well as the nature of the New Testament texts, canon, and text and versions. Includes an introduction to the books of the New Testament by groups and individual texts with a discussion of the meaning of the different passages in their original settings and potential applications for contemporary society (3 credit hours).

NT 5310—Life and Teachings of Christ

The life and teachings of Jesus as presented in the canonical Gospels with an emphasis on the use of biblical criticism in the study of Jesus and the Gospels (3 credit hours).

NT 5320—Life and Teachings of Paul

The life of Paul and an interpretation of the letters with

particular attention to their historical settings, and with an emphasis on the problem of the relationship of Acts to the canonical letters (3 credit hours).

NT 5330—General Epistles and Revelation

An interpretation of the epistles of Hebrews, James, Peter, John, Jude, and the book of Revelation with particular attention to their historical settings, with an emphasis on questions concerning the literary genre of each writing (3 credit hours).

NT 5335—Exegesis and Interpretation of Selected New Testament Writings: The Gospel of Mark

A detailed examination and exposition of the Gospel of Mark with particular attention to its historical setting, with an emphasis on the Life of Jesus and the use of biblical criticism in this literary genre (3 credit hours).

NT 5335—Exegesis and Interpretation of Selected New Testament Writings: The Book of Acts

A detailed examination of the Book of Acts surveying the development of the early church, its expansion of missions, and its key leaders.

NT 5340—Exegesis and Interpretation of Selected New Testament Writings: The Book of Romans

A detailed interpretation of the letter of Paul to the church at Rome with particular attention to its exposition, theological teaching, historical setting, and significance in the history of the church (3 credit hours).

NT 5345—Exegesis and Interpretation of Selected New Testament Writings: The Pastoral Epistles

A detailed examination and exposition of the Pastoral Epistles with particular attention to their historical setting and current day application (3 credit hours).

NT 5350—Exegesis and Interpretation of Selected New Testament Writings

A detailed examination and exposition of individual New Testament books. May be repeated when content varies (3 credit hours).

NT 5370—Exegesis and Interpretation of Selected New Testament Writings: The Book of Hebrews

A detailed interpretation of the Epistle to the Hebrews, with particular attention to its historical setting, with an emphasis on questions concerning applications to the contemporary church (3 credit hours)

NT 6300—Seminar on Issues in New Testament Interpretation

Key New Testament subjects: the Kingdom of God, Miracle Stories, Jesus' Parables, the Jew-Gentile Issue, the Gnostic Problem and Apocalyptic. May be repeated for credit when content varies (3 credit hours).

NT 6310—New Testament Theology

Major theological concepts in the New Testament (3 credit hours).

Old Testament Studies**OT 5300—Old Testament Research and Application**

A study of the exegetical issues involved in studying the Old Testament including historical, linguistic, and cultural backgrounds, as well as the nature of the Old Testament texts, canon, and text and versions. Includes an introduction to the books of the Old Testament by groups and individual texts with a discussion of the application of their message for their day and today (3 credit hours).

OT 5310—The Pentateuch and Former Prophets

Intensive examination of the history of scholarship; the impact

of the scholarship on biblical interpretation; and exegetical analysis of Genesis through Second Kings (3 credit hours)

OT 5320—The Major and Minor Prophets

Intensive examination of the lives and literature of the major and minor prophets of the Hebrew Scripture in relationship to their historical and cultural setting and application of their message to the church of today (3 credit hours).

OT 5330—Wisdom Literature

Intensive examination of the history of the Jewish people during the period of the Writings division of the Hebrew Scripture and of the literature of this division (3 hours credit).

OT 5340—Exegesis and Interpretation of Old Testament

Writings: Poetry and Wisdom

Intensive examination of the poetry and wisdom literature of the Hebrew Scriptures in relationship to their historical and cultural setting and application to their message to the church today (3 hours credit).

OT 5340—The Writings

Intensive examination of the history of the Jewish people during the period of the Writings division of the Hebrew Scripture and of the literature of this division (3 credit hours).

OT 5350—Exegesis and Interpretation of Selected Old Testament Writings.

A detailed examination and exposition of individual Old Testament books. May be repeated when content varies (3 credit hours).

OT 5360—Seminar on Issues in Old Testament Interpretation

Key Old Testament subjects: Covenant and Law, Exodus themes, Promise and fulfillment (Patriarchal and Prophetic), Wisdom themes (theodicy, suffering, sacred, secular), History as Revelation, Messianism. May be repeated for credit when

content varies (3 credit hours).

OT 6300—Old Testament Theology

Major theological concepts in the Old Testament (3 credit hours).

Theology

TH 5300—Christian Theology

A systematic survey of the major theological teachings of Christianity regarding God, Christ, the Holy Spirit, revelation, humanity, sin, salvation, the church, and eschatology. Special attention will be given to 1) the Biblical basis of these doctrines, 2) theological methodology, 3) how philosophical and cultural influences have shaped these doctrines, 4) how these doctrines have changed and been held at different periods in church history, and 5) how these doctrines are relevant to contemporary belief and practice. (3 credit hours).

TH 5325—Theology of the Christian Life

An examination of the doctrine of sanctification through a study of relevant Biblical texts, a survey the history of the doctrine, comparison of different theories, and an exploration of a life of holiness (3 credit hours).

TH 5340—Christian Apologetics: Understanding and Defending a Christian Worldview

An investigation of classical and contemporary objections to the Christian faith. Methods for defending the faith will be considered (3 credit hours).

TH 5345—Christian Faith and World Religions

An examination of the world's religions and their basic tenets focusing on their founding, history, development, major beliefs, practices, and contemporary expressions incorporating a response from a Christian foundation. (3 credit hours).

TH 5350—Selected Topics in Christian Theology

A study of various topics that are directly related to significant theological inquiry. May be repeated when content varies (3 credit hours).

TH 5355—Study of a Selected Theologian

A study of the theology of a selected Christian thinker, classical or contemporary. May be repeated when content varies. (3 credit hours).

TH 6300— Historical Theology

Theological developments of the church from the New Testament period to the contemporary era (3 credit hours).

Master of Business Administration**ACCT 5310—Managerial Accounting**

Prerequisite: ACCT 2310 (Accounting I)

Includes the creation, use, and interpretation of internal accounting data and information. Emphasizes the managerial functions of cost control and reporting, budgeting, profit planning, and projections (3 credit hours).

BUSN 5000— Organization Behavior

This course is an in-depth study of management and organizational behavior theories, basic principles and processes from their historical foundations to today's best practices. The general focus is on how managers influence their employees to accomplish organizational objectives. The specific focus is on management and organizational behavior issues involving organizational culture, structures and systems (e.g., bureaucracy), authority, communication, structure, ethics and social responsibility, motivation, leadership, decision-making, group dynamics, conflict resolution, stress, change, and problem-solving. Numerous case studies are used

to test the students' practical application of theory and best practices (3 credit hours).

BUSN 5100—Issues in Professional Ethics

A detailed study of ethical issues encountered by professionals in the contemporary cultural setting. Traditional Judeo-Christian values and teachings will be explored as they relate to practical applications in business and the professions. Questions related to human experiences, with areas such as truth telling, conflict resolution, relation to government, poverty, and ethnic, cultural, and racial differences, are addressed in the context of Christian leadership and decision-making (3 semester hours credit).

BUSN 5310—Information Systems for Decision-Making

Prerequisite: Basic Computer Skills

Provides a foundation for analysis, design, implementation, and management of information systems. Students will be able to understand and identify network communication systems, the need for good database management, computer security issues, and the effects of information management on society (3 credit hours).

BUSN 5315 Entrepreneurship and Small Business Management

This course explores the concepts and applications of sustainable business including creating, leading, and managing business enterprises. It includes examination of approaches for leading entrepreneurial individuals and companies. Additionally, students will analyze innovation issues including creating and realizing value, prioritizing

opportunities, and managing the innovation process. (3 credit hours)

BUSN 5320—Quantitative Methods in Business

Prerequisite: College-level statistics course strongly recommended

Provides students with useful methods for describing and displaying statistical data to better communicate business information. Students will learn descriptive statistics, measures of central tendency, probability, sampling, hypothesis testing, and linear regression to solve managerial and business problems (3 credit hours).

BUSN 5340—Human Resource Management

Examines the concepts and techniques of manpower planning, job evaluation, incentive and performance standards, and the impact of labor organizations benefits. Creates a problem-solving environment designed to integrate knowledge in various functional areas of business (3 credit hours).

BUSN 5341 Human Resources Selection and Placement

Prerequisite: BUSN 5340, Human Resources Management

This course analyzes the processes by which the workforce is built that will enhance productivity and effectively implement business strategy. Students will examine the activities of identifying, attracting, and acquiring the optimum human assets who best fit the work needs and the organizational culture and who will enhance innovation and decision-making. Additionally, students will evaluate the processes by which human assets are retained and integrated into a firm's operations so that cooperation and collaboration are maximized (3 credit hours).

BUSN 5342 Human Resources Compensation and Development

Prerequisite: BUSN 5340, Human Resources Management

This course provides the business professional with an overall understanding of compensation and benefits, and the related environments in which they are practiced. Compensation system design, related criteria, and the selection and effective administration of employee benefits are among the areas highlighted. It addresses the ways in which both tangible and intangible forms of compensation may be used to motivate and reward employee performance. Additional attention is given to those future challenges that businesses will face in the arena of employee compensation and benefits. Students will have the opportunity to develop a compensation system, using a simulation aid that accompanies the course (3 credit hours).

BUSN 5343 International Human Resources

Prerequisite: BUSN 5340, Human Resources Management

This course is the study of human resources from an international perspective. Students will compare industrial relations and HRM literature. The course will focus on aspects of human resource management issues in multinational firms (3 credit hours).

BUSN 5344 Strategic Issues in Human Resources

Prerequisite: BUSN 5340, Human Resources Management

This course affects every aspect of the organization. This course addresses how to build measurement strategies for all HR activity so that the impact can be determined. A value-adding approach will be taken so that HR practitioners will be able to exhibit an understanding of the business. This will include aspects that influence organizational quality, productivity, services, and profitability. HR will be assessed as a system within a system. Students will learn how to position HR as a strategic partner (3 credit hours).

BUSN 5350 Research Methods in Business

Prerequisite: BUSN 5320 Quantitative Methods in Business

Emphasizes the processes of determining, acquiring, analyzing, synthesizing, and disseminating relevant data, information, and insights. This course. In conjunction with the capstone course, serves in lieu of a senior thesis. As such, it entails a rigorous project to demonstrate the mastery of research skills. (3 credit hours)

BUSN 5360 Operations Management

Prerequisite: BUSN 5320 Quantitative Methods in Business

Provides a basis for understanding the importance of managing and coordinating production decisions, how those decisions affect the supply chain of a firm, and the interrelations between operations and other functional areas within a firm. (3 credit hours)

BUSN 5380 Financial Management

Prerequisite: ACCT 2310 (Accounting I)

Involves in-depth discussions of working capital management, capital budgeting, the cost of capital, debt, and equity financing; and financial statements. Analyzes the effects of multinational operations, multiple currencies, international tax laws, money and capital markets, and political risk environments. (3 credit hours)

BUSN 5381: Financial Planning

This course provides an overview of the financial planning process, including communication techniques, ethics, risk tolerance, time-value-of-money concepts, financial planning applications, regulatory issues and the legal and economic environment for financial planning. Students will gain an understanding of the role and responsibilities of the financial planner, along with some analytical skills to aid in financial decision making. (3 credit hours.)

BUSN 5382: Investments and Portfolio Management

This course covers various aspects of the principles of investments and their application to financial planning. Students will learn risk analysis and risk and return computations. They will study stocks, bonds, investment companies, options and future contracts. The course includes an extended discussion of tax issues in the practice of portfolio management, including strategic and tactical asset allocation. Many examples of ethical and practical issues in managing a client's portfolio will be discussed. (3 credit hours.)

BUSN 5383: Fundamentals of Risk Management and Retirement Planning

This course focuses on the role of financial planning for insurance needs. It covers the basic concepts in risk management and insurance, insurance industry operations, legal principles

pertaining to this industry, and regulations of insurers. Students will examine social insurance, life insurance and annuities, medical and disability income insurance, long-term care insurance, and personal property and liability insurance. The course also focuses on selecting the right retirement plan for the business and on individual retirement planning. (3 credit hours.)

BUSN 5384: Income Taxation and Fundamentals of Estate Planning

This course examines the federal income tax system with particular reference to the taxation of individuals. It covers such topics as gross income, exclusions from gross income, deductions, tax credit, capital gains and losses, taxation of life insurance and annuities, and income taxation of partners, partnerships, corporations, and shareholders. The course also covers aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of personal property. Students will gain a basic understanding of the estate and gift tax system, including strategies of estate planning (3 credit hours).

BUSN 6300—Business Strategy

Prerequisite: 30 Hours in this program

This course serves as the capstone course in the MBA curriculum. Students will learn to understand, analyze, and evaluate the competitive climate in which a firm operates, its internal capabilities and intents, and to apply analytic techniques to arrive at appropriate decisions upon which a strategy can be crafted. Students will work with a real company for their capstone project (3 credit hours).

ECON 5310—Managerial Economics

Provides a consistent framework of economic analysis to help decision makers adapt to government regulations and other external factors. Students will apply relevant economic theory to

business problems and develops general principles that can be applied to the business decision-making process (3 credit hours).

MRKT 5310 The Marketing Process

Focuses on the major controllable marketing variables of product, price, promotion, and distribution. Explains key marketing concepts, such as consumer decision-making processes, market segmentation, and development strategies and their significance in domestic and international activities (3 credit hours).

Master of Education

EDU 5000—Current Issues in K-12 Schools

Policies, programs, and trends that directly or indirectly impact K-12 schools are examined and evaluated using research, analysis, and assessment in order to determine their relevance to teaching and learning in diverse school settings (3 credit hours).

EDU 5200—Intervention Strategies and Techniques

This course will focus on examination of the educational literature regarding effective teaching practices and behavior change strategies for students with special educational needs. It provides an opportunity to explore, design, implement, and evaluate school-based interventions for students with high incidence disabilities (3 credit hours).

EDU 5250—Best Current Teaching Practices

Strategies for effectively using and accommodating best current teaching procedures that have been proven by research to enhance classroom teaching and learning will be examined and assessed in terms of the integration of content areas, use

of technology, national and state standards, the needs of diverse school populations, and policies/directives aimed at accountability issues (3 credit hours).

EDU 5350—Diversity and Social Issues in Education

A study of the social, cultural, and political issues that affect decision-making and student achievement in schools, this course will examine the role of school in the enculturation or “Americanization” of students; the effects of student background and culture on achievement; and the different socio-cultural groups with a political stake in the curriculum and how these groups work to further their interests (3 hours).

EDU 5450—Issues in Professional Ethics

A detailed study of ethical issues encountered by professionals in the contemporary cultural setting. Traditional Judeo-Christian values and teachings will be explored as they relate to practical applications in the educational field. Questions related to truthful communication, conflict resolution, power relations, professional integrity, as well as poverty, ethnic, cultural, and racial differences are addressed in the context of Christian leadership and decision-making (3 credit hours).

EDU 5500—History and Philosophy of Education

This course addresses the relationship between philosophy of education and how various philosophies have historically affected the practice of schooling, in the United States. It will examine how different philosophical schools answer questions related to the nature and purpose of schooling, and how these philosophies have been incorporated and modified to deal with social and cultural changes in United States history (3 credit hours).

EDU 5700—Principles of Curriculum Development

Study of K-12 school curriculum that includes a development

of the philosophical and historical perspective of curriculum in the United States, the current relationship of curriculum to societal needs and policies governing learning and teaching, use and impact of technology, and strategies to equip teachers in the development and implementation of curriculum to meet the needs of today's learners (3 credit hours).

EDU 5850—School and Community Relations

Using inquiry, research, and evaluation strategies regarding school and community relations the interdependence of school and community is identified and defined in terms of societal expectations of America's schools and the effects of these expectations on educational political, economic, and demographic changes on educational policy (3 credit hours).

EDU 6050—Assessment of Learners

This course is a study of how to use assessment results to improve student learning. The course will consider test validity and reliability so that test results can be interpreted to indicate learners' proximity to learning targets. Topics include test planning and formatting, strategies for learner's involvement in the testing process, communication with caregivers, portfolios, and scoring instruments (3 credit hours).

EDU 6100—Educational Leadership

A study of administrative theory leadership principles, including the conceptual and structural organization of public education as well as educational governance at the federal, state, and local levels. It is also a study of administrative theory, leadership principles, the conceptual and structural organization of the environment, and the processes involved in educational leadership. The course is to provide an initial

understanding of the nature and specific characteristics of educational leaders, the varied roles of educational leaders and the relevant theories and practices of effective educational leaders to improve student learning (3 credit hours).

EDU 6200—Theories of Learning

This course provides an analysis of contemporary and historically important learning theories and their applications to K-12 settings. Emphasis is placed on developing the knowledge and ability to apply learning theory to instruction and assessment designed to make learning accessible to all learners (3 credit hours).

EDU 6500—Educator as Researcher (Capstone)

This course is a study of methods and design in quantitative and qualitative research in education. The primary objective of the course is to conduct action research in schools. A structure will be provided for systematically finding answers to questions that arise from practice. Techniques will be taught for individuals to identify problems in the school setting and then to select appropriate research methods from which they will collect and analyze data while drawing conclusions from the results (3 credit hours).

Doctor of Ministry

Great Commission Studies Course Descriptions

DM 7000 – Evangelism and Missions (4 hours)

A study of the theoretical and foundational issues of evangelism and missions with specific focus on their relevance to the practice of these disciplines. Topics defined

and examined include current, critical issues facing the church. Also an advanced study of the contextual examination of the biblical and theological basis and nature of evangelism and missions. Attention will be given to the biblical critique of contemporary methodologies.

DM 7001 – Applied Ministry Experience in Evangelism and Missions (2 hours)

The utilization of field experience in the student's ministry setting to test theory and methodology in the practice of ministry, with specific attention given to evangelism and missions. Co-requisite: DM 7000.

DM 7025 – Discipleship and Spiritual Formation (4 hours)

A study of the nature, theology, purpose, and practice of biblical discipleship and spirituality. This seminar will engage the life-giving resources of discipleship and spiritual formation, the seasons and stages of the maturing spiritual journey, ministries of guiding others in groups and individuals on the spiritual path with spiritual disciplines, and the implementation of Christian formation for the local church and other ministries. Attention is given to understanding contemporary issues in discipleship and spirituality and evaluating popular trends and practices.

DM 7026 – Applied Ministry Experience in Discipleship and Spiritual Formation (2 hours)

The utilization of field experience in the student's ministry setting to test theory and methodology in the practice of ministry, with specific attention given to discipleship and spirituality. Co-requisite: DM 7025.

DM 7050 – Christian Leadership (4 hours)

The objective of this course is to help the Christian leader examine the biblical and theological basis and nature of leadership as well as to understand the theory and develop the skills necessary for effective leadership in the church. Group dynamics, principles of change, planning, organizational development, and other concepts are considered. Varieties of learning experiences related to the Christian leader's current ministerial situation are provided.

DM 7051 – Applied Ministry Experience in Christian Leadership (2 hours)

The utilization of field experience in the student's ministry setting to test theory and methodology in the practice of ministry, with specific attention given to leadership. Co-requisite: DM 7050.

DM 7075 – Church Growth and Revitalization (4 hours)

A study of church growth and renewal dynamics from a biblical, theological, historical, and cultural perspective. Topics include church growth and renewal principles, typologies, and methodologies, with attention to the roles of prayer, worship, preaching, teaching, fellowship, and evangelism in church growth and renewal.

DM 7076 – Applied Ministry Experience in Church Growth and Revitalization (2 hours)

The utilization of field experience in the student's ministry setting to test theory and methodology in the practice of ministry, with specific attention given to church revitalization. Prerequisite: DM 7075.

DM 8000 – Research Methods and Project Proposal
Workshop (2 hours)

A practicum designed to equip the student with the appropriate methods of research leading to a valid project proposal. Attention will be given to research and assessment tools as well as ministry project paradigms.

DM 8100 – Doctor of Ministry Project and Project Report
Writing I (3 hours)

A practicum designed to provide interaction between the student, faculty chair and field mentor during the writing phase of the project.

DM 8101 – Doctor of Ministry Project and Project Report
Writing II (3 hours)

A continuation of DN 8100. Prerequisite: DM 8100.

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GRADUATE SCHOOL OF MINISTRY FACULTY

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MASTER OF BUSINESS ADMINISTRATION FACULTY

Full-Time Faculty

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Ph.D., Clemson University

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MASTER OF EDUCATION FACULTY

Full-Time Faculty

Vivian R. Dugle, *Dean of Master of Education Program, Professor*

B.A., Cedarville University; M.A., Ball State University;
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