



**NELSON**  
UNIVERSITY

Graduate

# Catalog

— 2026-2027 —

## Accreditation

Nelson University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nelson University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC website at [www.sacscoc.org](http://www.sacscoc.org).

Nelson University's Teacher Education Program is approved by the Texas Education Agency.



## Endorsement

Nelson University is endorsed by the Alliance for Assemblies of God Higher Education.

## Memberships

- American Association of College Registrars and Admissions Officers
- American Institute of Certified Public Accountants
- American Society of Training and Development
- American Theological Library Association
- Amigos Library Services-Consortium Southwestern US
- Association for Christians in Student Development
- Association for Orientation, Transition, Retention in Higher Education
- Association of Business Administrators of Christian Colleges
- Association of Christian Librarians-Christian Library Consortium
- Associations of Christian Teachers and Schools
- Association of College and University Housing Officers-International
- Association of Higher Education Parent/Family Program Professionals
- Association of Texas Professional Educators
- Association on Higher Education and Disability
- College and University Professional Association-Human Resources
- Consortium of State Organizations for Texas Teacher Education
- Council on Adult and Experiential Learning
- Council on Social Work Education
- Education Deans of Independent Colleges and Universities of Texas
- Educause
- Ellis-Dallas County Teacher Advisory Council
- Hope Education Network/Convoy of Hope
- Independent Colleges and Universities of Texas
- International Accreditation Council for Business Education
- League of Christian Schools
- Metroplex Area Consortium of College Career Centers
- Music Teachers National Association
- National Association of Assemblies of God Christian Schools
- National Association of College and University Business Officers
- National Association of Colleges and Employers
- National Association of Foreign Student Advisors
- National Association of Intercollegiate Athletics
- National Association of Student Personnel Administrators
- National Career Development Association
- National Christian College Athletic Association
- National Council for State Authorization Reciprocity Agreements
- National Religious Broadcasters
- North American Coalition for Christian Admissions Professionals
- Online Computer Library Center-International Library Consortium
- Readings for the Blind and Dyslexic
- Society for Human Resource Management
- Sony Academic Alliance
- Sooner Athletic Conference
- Southern Association of Student Employment Administrators
- Texas Association of Certification Officers
- Texas Association of College Registrars and Admissions Officers
- Texas Association of Colleges for Teacher Education
- Texas Association of Institutional Research
- Texas Coordinators for Teacher Certification Testing
- Texas Education Agency
- Texas Independent College and University Libraries
- Texas Library Association
- Texas State Library and Archives Commission (TexShare)
- Texas Music Educators Association
- Texas Music Educators Conference
- The Conference Board
- Theta Alpha Kappa
- Waxahachie Chamber of Commerce

## Change of Catalog Information

The Nelson University Catalog is updated and published annually and made available for public reference on the University's official website. The information contained in this catalog is subject to change without notice and does not constitute a contract between Nelson University and any student or applicant for admission.

## Notice of Nondiscriminatory Policy Related to Students

Nelson University admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. The University reserves the right to withdraw a student for cause at any time.

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## Academic Calendar

*(The 2026-2027 Academic Catalog is effective for the period beginning August 24, 2026, through August 20, 2027.)*

*(For specific Bill Approval open and ending dates, please see the online Academic Calendar: <https://www.nelson.edu/campus-services/calendar>.)*

### FALL SEMESTER 2026

Main and First Eight-Week Sessions Bill Approval Opens.....	June 1
Main and First Eight-Week Sessions Begin.....	August 24
Fall Break.....	October 12-17
First Eight-Week Session Ends.....	October 16
Second Eight-Week Session Begins.....	October 19
Last Day to Withdraw Main Session.....	November 30
Thanksgiving Break.....	November 25-27
Final Exams.....	December 4-8
All Courses End.....	December 11
Commencement.....	December 11

### SPRING SEMESTER 2027

Main and First Eight-Week Sessions Bill Approval Opens.....	November 10
Main and First Eight-Week Sessions Begin.....	January 11
Winter Break.....	February 11-12
First Eight-Week Session Ends.....	March 5
Second Eight-Week Session Begins.....	March 8
Spring Break.....	March 15-19
Last Day to Withdraw Main Session.....	April 19
Final Exams.....	April 23-27
All Courses End.....	April 30
Commencement.....	April 30

### SUMMER SEMESTER 2027

Main and First Eight-Week Sessions Bill Approval Opens.....	March 22
Main and First Eight-Week Sessions Begin.....	May 3
Memorial Day.....	May 31
First Eight-Week Session Ends.....	June 25
Second Eight-Week Session Begins.....	June 28
Independence Day Observed.....	July 5
Last day to Withdraw Main Session.....	August 2
All Courses End.....	August 20

# General Information

## Mission

Nelson University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

## Statement of Faith

Nelson University embraces and supports the doctrinal teaching of the General Council of the Assemblies of God as set forth in Article V, Statement of Fundamental Truths of its Constitution. The following statements summarize these doctrines.

### WE BELIEVE

...the Bible is the inspired and only infallible and authoritative written Word of God (2 Timothy 3:16).

...there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4; Matthew 28:19).

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years (John 1:1).

...in the blessed hope — the rapture of the Church at Christ's coming (Titus 2:13).

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (John 14:6).

...regeneration by the Holy Spirit is absolutely essential for personal salvation (Titus 3:5).

...in water baptism by immersion (Matthew 28:19).

...the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer (1 Peter 2:24).

...the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life (Galatians 5:16-25).

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Revelation 20:11-15).

## Statement of Core Values

### BIBLE-BASED EDUCATION

God is the ultimate source of all knowledge and truth and has revealed Himself in Scripture; therefore, Nelson University is committed to the authority of the Bible and the integration of biblical values in all academic disciplines. The pursuit of truth and its application in every area of life comes through understanding the Word of God and knowing Christ. The University intends that students will deepen their understanding of Scripture and develop well-founded theological convictions for a life of Christian service through a carefully selected core of Bible and theology curriculum.

### ACADEMIC EXCELLENCE

Nelson University is a university devoted, under God, to the pursuit of truth through the use of the mind. Students, therefore, are encouraged to bring their minds in submission to Christ and fulfill their responsibilities as stewards, and work for the integration of thinking and learning in the framework of a Christian worldview. Students are encouraged to develop their minds and intellects in the pursuit of knowing Christ and His creation, and seeking God's direction as they choose a vocation or career path.

### SPIRITUAL FORMATION

Nelson University is committed to fostering spiritual formation among students that produces life-long spiritual growth and character development. Students are encouraged to develop their understanding of biblical faith, increase their desire to know and serve God, and develop personal integrity and character by applying biblical values to their lives. Chapel and local church participation is emphasized because worship is an important element in the University's strategy for spiritual formation.

### MISSIONS-MINDEDNESS

Nelson University is founded on the belief that every believer has a personal responsibility for the Great Commission. Nelson University intends that students will embrace missions-mindedness as evidenced by life-long personal involvement in world evangelism, a life of intercessory prayer for the lost, personal witness, contributing resources to world evangelism, and a willingness to go into full-time missionary work (if called by God) or, at a minimum, participate in a short-term mission trip.

## **PENTECOSTAL DISTINCTION**

Nelson University is committed to an environment that encourages students to experience Spirit baptism according to Pentecostal theology to obtain additional power for witness, personal edification through speaking in tongues in private prayer, and additional enablement through spiritual gifts, while continually pursuing spiritual formation and a Spirit-formed character. The University also encourages the operation of the gifts of the Spirit in worship services according to the scriptural directive.

## **SERVANT LEADERSHIP AND MINISTRY**

Nelson University's mission is founded on the belief that God intends every believer be actively involved in ministry that reflects service and servanthood. Fulfilling the mission of the church requires all believers, no matter their chosen career and calling, to work in team-like fashion using their unique gifts and talents in churches and ministries around the world as pastors, board members, elders, deacons, and heads of creative ministries in the pattern of the servant ministry of Jesus Christ.

## **COMMUNITY AND PERSONAL WELLNESS**

Nelson University is committed to the understanding that discipleship occurs in community and in relationship; therefore, students are encouraged to develop the social and relational skills needed to contribute to an affirming, loving, and giving community of believers. Additionally students are encouraged toward emotional and physical health for the purpose of enabling long, faithful service unto God. Eating properly, sleeping adequately, exercising regularly, and sufficient rest properly honors God through the body.

## **University Student Learning Outcomes**

Upon graduation from Nelson University, students will be able to:

1. Integrate biblical principles of faith into their lives.
2. Demonstrate academic competence and in their respective fields of study.
3. Formulate a personal strategy for Christian service.
4. Engage in a global community with societal awareness, cross-cultural appreciation, and a biblical worldview.

## **University Values**

Nelson University embraces values of conduct that are the same as those generally accepted by the Assemblies of God in America. These are characterized by clean behavior and conversation, modest apparel, high moral values, commitment to excellence in educational and professional development, and deep consecration and devotion in spiritual life.

High Christian values relate to all facets of university life. Though they are reflected in the spiritual development of the student, they do not end there. Christian citizenship is a biblical obligation. Christian ethics extend into the intellectual development of an individual, and Christian morality regulates social relationships. Accordingly, the Christian will assume responsibilities in the educational community with cheerfulness and friendliness. Relationships at Nelson University must reflect moral purity and distaste for promiscuity. High values are imposed in the area of physical development. This results in habits and diets that contribute to good health and physical well-being.

The same Christian values apply to faculty, staff, and students. General student conduct values are explained in the Student Handbook. The Student Conduct Committee embraces the responsibility of maintaining the high Christian values of the student community. The committee may require a student who does not embrace the aims and ideals of the University to withdraw if the general welfare of the University demands it.

## **A Concise History of Nelson University**

Nelson University, formerly known as Southwestern Assemblies of God University (SAGU), boasts a nearly century-long history steeped in tradition and dedication. Its roots trace back to 1927, when three esteemed Bible schools merged to form Southwestern Bible Institute. Led by visionaries such as P.C. Nelson, Guy Shields, and J.T. Little, these institutions laid the foundation for what would become Nelson University.

From its inception, the University has been unwavering in its pursuit of academic excellence and spiritual development. Recognized for its holistic approach to education, Nelson University provides students with ample opportunities for

engagement in ministry and community outreach. Through programs like Community Outreach Ministry teams, Traveling Student Ministry teams, and the Mission Twelve program, students are not only enriched academically but also equipped for meaningful service in their respective fields.

Nestled on a picturesque 70-acre campus since 1943, Nelson University offers a tranquil environment conducive to both learning and spiritual growth. Over the years, the University has expanded its academic offerings, now providing a diverse array of degrees at the associate, bachelor's, master's, and doctoral levels.

In 2024, the University underwent a significant transformation, rebranding as Nelson University. This change, while honoring the legacy of its founders, signifies a renewed commitment to preparing students to be influential leaders in their communities and beyond. Today, Nelson University stands as a beacon of faith-based education, empowering students to make a positive impact in the world through their professions and ministries.

## Campus and Facilities

Nelson University is located in the heart of the rich blacklands of North Texas in Waxahachie, the county seat of Ellis County (population circa 48,000). This unique city provides an excellent setting for a university outside of the big-city congestion, yet it affords the benefits of the Greater Dallas-Fort Worth Metroplex. The University occupies 76 acres providing ample area for its present facilities and future growth.

### **Barnes Student Center**

The James L. Barnes Student Center serves as a central social gathering place for students. The facility is home for the Lion's Den, the offices of Student Congress, Student Development, Career Development, and the Campus Mail and Copy Center. It also includes a game room, lounge, and study areas.

### **Bridges Hall**

The James K. Bridges Hall houses over 200 students and incorporates the Student Counseling Department.

### **Claxton Athletic Center**

The physical education program utilizes the Virgil Claxton Athletic Center as well as other facilities on the campus. Outdoor volleyball accommodations are also available.

### **Davis Building**

The F. D. Davis Building houses offices for Financial Aid, Student Billing, Registrar, Information Technology, Academic Services, Marketing and Public Relations and adjunct faculty. Also located in the Davis Building is the Nelson University Learning Centers, offering tutorial and instructional assistance to both undergraduate and graduate students.

### **Ellis Archive Center**

The Pearl Ellis Archive Center is located within the Pearl Ellis Building. It contains a collection of Nelson University memorabilia and documents the history of Nelson University and the early Pentecostal movement in the south-central part of the country.

### **Farmer Administration Building**

The Blake L. Farmer Administration Building is a four-story structure of early twentieth-century architecture. It houses administrative and faculty offices, classrooms, conference rooms, and McCafferty Hall.

### **Foster Center**

The 14,000 square foot E.R. Foster Center serves as the home for Nelson University's Education Department. It contains classrooms, education lab, faculty and administrative offices.

### **Garrison Wellness Center**

This 32,000 square foot facility is dedicated to the physical well being of students, faculty and staff. A variety of exercise opportunities include racquetball courts, cardio equipment, weight resistance machines, gymnasium, pool and indoor track. The facility is named after Alton and Johanna Garrison. They have served the Assemblies of God in evangelism, pastoral ministry, and Arkansas District leadership. Alton Garrison also served as Assistant Superintendent of the General Council.

### **Hagee Communication Center**

This 80,000 square foot facility is home to the College of Music and Communication Arts and the College of Integrative Studies. It contains classrooms, faculty offices, performance centers, recording studios, digital media labs, music labs, screening room, preaching lab, practice rooms and broadcast facilities.

### **Information and Security Center**

The Information and Security Center (ISC) houses the Department of Security and Safety Services. Campus Security is available 24 hours a day and can be reached by dialing extension 5400 from any on-campus telephone. For on-campus emergencies dial 5555. From off-campus phones contact Campus Security by dialing 972.923.5400. The ISC is located on the north side of the East University Drive entrance. This is where Lost and Found is located and ID cards, ticket appeals, and vehicle registration concerns are administered. Campus Security also provides annual crime statistics in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For other available services, contact the dispatch office at 5400.

### **P.C. Nelson Memorial Library**

The P.C. Nelson Library houses a collection of approximately 110,000 volumes. The library is a member of the international Online Computer Library Center (OCLC) as well as other consortia. The facility is divided into various sections: computer labs for student instruction and research; electronic research computers for online databases; audio-visual study area; reserve shelves; leisure reading and current periodical area; periodical room; circulation area; bibliographic section; micrographic area; indexes and bound periodical area; archive section; classrooms and offices.

### **Pearl Ellis Building**

The College of Business is housed in the Pearl Ellis Building and includes administrative offices to support the operations of the college, faculty offices and classrooms.

### **Nelson Facilities Services**

The Nelson Facilities Services Building is located across the parking lots of Garrison Wellness Center and Teeter Hall. This building houses Business Services, Event Services, and the offices which oversee our campus maintenance, custodial, and grounds operations.

### **Nelson University Athletic Complex**

The Nelson University Athletic Complex is located on the north edge of the campus. It contains varsity football practice facilities as well as practice and varsity playing fields for soccer, baseball and softball.

### **Sheaffer Center**

The Sheaffer Center is a 111,000 square foot facility which serves as a center for everyday student activities and special events. It houses an auditorium with a 2,000 seat capacity for chapel, the Commons which includes the Corner Market, Nelson Bookstore, and a 1,000 seat Dining Hall with a food court serving students and guests daily during the academic year, as well as a competition gymnasium with two regulation basketball courts, locker rooms, and spectator seating for sporting events. Additionally, the Center houses classrooms, faculty offices, and the Southwestern College of Bible and Church Ministries. It also contains the Hugh P. Jeter World Prayer Center, and the Enrollment Center which houses the Admissions Office.

### **Sycamore Place**

Sycamore Place is located across the street from the Administration Building. It houses Nelson Online, Nelson Graduate School, and a multi-purpose room for campus events, and meetings.

### **Teeter Hall**

The Darrel and Huberta Teeter Hall is a home away from home for students and incorporates the administrative offices of Residential Life.

## **UNIVERSITY HOUSING**

Nelson University is a residential university. Single students age 22 and under (not living with family members) are expected to live in a University-owned residence hall. Students age 23 or older must receive approval from the Residential Life Office in order to live off campus. Affordable facilities are available on campus for married students and graduate students on a first come basis (Contact the Facilities Services Office for information).

Bridges Hall:	Coed (male and female wings separated)
Collins Hall:	Coed (male and female wings separated)
Guynes Hall:	Coed (male and female wings separated)
Kendrick Hall:	Female students
Regents Apartments:	Off campus students and Family housing
Savell Hall:	Coed (male and female wings separated)
Teeter Hall:	Coed (male and female wings separated)

# Student Development

Attendance at Nelson University is designed as a life-enriching experience. Graduate students are encouraged to participate in the spiritual and social activities provided through Student Development.

## Spiritual Life

Activities are promoted which contribute to the spiritual development of students. An important part of this program is the chapel period shared by the entire University community. Students are challenged by the administration, faculty, visiting guest speakers, and fellow students. Graduate students are welcomed to participate and encouraged to join the entire campus body in these chapel services, either in person or online.

Emphasis also is placed on personal devotions in connection with residence hall life. At regular intervals entire sections of the residence halls meet for group worship. Spiritual life on campus is encouraged through a variety of student organizations and ministry groups.

## GLOBAL PRAYER FOCUS

Nelson University serves as a Global Prayer Center representing the desire and focus of the districts of the Southwestern region to put Nelson University at the center of a worldwide prayer movement. The Hugh P. Jeter World Prayer Center is open daily to inspire intercessory prayer for all regions of the world as well as personal needs. The Road to Emmaus Prayer Walk features a prayer path of approximately one mile in length. Administrators, faculty, staff, and students use the walk daily for prayer and exercise.

## STUDENT MINISTRIES

Nelson University's primary objective is the training of individuals to enter worldwide Christian service. In keeping with this objective, Student Ministries complements academic training with essential practical training and opportunities for Christian service. Therefore, all students are expected to be faithful in church attendance and are strongly encouraged to participate in local church ministries. Christian service should characterize every student's life. Graduate level students also have the opportunity to be involved in the University's missions trips. They can either be a part of a team or apply to be a leader.

## Personal Life

Nelson University maintains concern about the personal life of its students. All students are expected to conduct themselves at all times in accordance with the teachings of the Word of God, the accepted values of the Assemblies of God, and Nelson University. Nelson University students must realize the importance of exemplifying Christian living both on campus and off campus.

Since many come from various backgrounds, it is necessary that each student become acquainted with Nelson University's community values. The University states its intention of making biblical principles its primary basis for conduct as referred to in the Assemblies of God Bylaws, Article IX, Section 6, as follows:

In view of the alarming erosion of national moral standards, we reaffirm our intention of holding up biblical standards against all forms of worldliness. We urge all believers to "Love not the world, neither the things that are in the world . . . For all that is in the world, the lust of the flesh, and the lust of the eyes, and the pride of life, is not of the Father, but is of the world (I John 2:15,16)."

In its teaching regarding worldliness, the Scripture warns against participation in activity which defiles the body or corrupts the mind and spirit; the inordinate love of, or preoccupation with, pleasures, positions, or possessions, which lead to their misuse; manifestation of extreme behavior, unbecoming speech, or inappropriate appearance; any fascination or association which lessens one's affection for spiritual things (Luke 21:34, 35; Romans 8:5-8; 12:1-2; II Corinthians 6:14-18; Ephesians 5:11; I Timothy 2:8-10; 4:12; James 4:4; I John 2:15-17, and Titus 2:12).

## SOCIAL LIFE

Social life plays an important part in the development of Christian character and poise. The University seeks to provide a well-balanced program of social events for the student body. Opportunities for social experiences are planned by the Student Congress, Residential Life, and other campus organizations.

## STUDENT CONDUCT COMMITTEE

The Student Conduct Committee has the responsibility of maintaining the values of living in a Christ-honoring community. The committee seeks to identify models of excellence in Christian behavior and service on campus. It functions to reconcile individuals to God, each other, or to the University's values but may also require a student who does not embrace the aims and ideals of the University to withdraw if general welfare demands it.

## General Services and Policies

### CAMPUS SECURITY SERVICES

Campus Security provides ID card and vehicle registration services at the Information and Security Center (ISC). Security and safety patrols occur 24 hours a day. Students may request an escort from anywhere on campus, especially during hours of darkness. Reports of theft, vandalism or other criminal or questionable activity should be filed at the ISC.

### STUDENT COUNSELING SERVICES

Nelson University sees each student not only from an academic perspective but rather holistically. Faculty members are available during the week at posted hours for personal conferences. Also, students may access professional help in dealing with problems of social, emotional, or interpersonal nature. Trained counselors are available in the counseling center to help students who need free, confidential, biblically-based counseling in the following areas:

- Personal Counseling covering such issues as stress, loneliness, anger, self-esteem, and other relational, emotional, spiritual, moral and cultural problems that may arise in daily life.
- Premarital Counseling for pre-engaged or engaged couples and seminars each semester which cover such topics as conflict, communication, biblical roles and responsibilities, finances, sexual relationships, and family devotions.
- Marriage and Family Counseling
- Personality Testing
- Support Groups
- Referral Services to additional professional counselors

### REGISTRAR'S OFFICE

The Registrar's Office is located in the Davis Building. The office deals with a variety of issues that are important to the daily function of the student.

- Add or Drop a Class
- Change of Address
- Change of Major
- Substitute or Waiver of a Course
- Graduation Application
- Withdraw from School
- Registration & Course Selection
- Degree Plans are housed and maintained (transfer credit)
- Final Grades are available online through myNelson portal, <https://my.nelson.edu/login.asp>. Questions about specific assignment grades are handled by the Faculty.

Graduation Application is to be filed by the end of late registration the semester that you plan to graduate. Specific requirements are found in the Academic Information section of the Academic Catalog.

Transcript Requests are available through myNelson portal or at [www.getmytranscript.com](http://www.getmytranscript.com). Visit us [www.nelson.edu/registrar](http://www.nelson.edu/registrar)

### STUDENT BILLING OFFICE

The Student Billing Office serves the students of Nelson University in all their financial matters. Students are encouraged to make use of these services. Statements are sent to students monthly.

- Students can also access their accounts through their student portals.
- Organizational funds are retained in this office.
- Schedule of fees and financial counseling are available upon request.

## STUDENT EMPLOYMENT

Though Nelson University is unable to guarantee employment to students, the University makes every effort to aid students to find jobs either on or off campus. Work opportunities on campus are provided in the cafeteria, library, offices, and residence halls.

Many students seek outside employment to finance at least part of their expenses. Part-time jobs are available at many local businesses such as private homes, stores, shops, daycare facilities, and offices. Full and part-time employment is available in nearby Dallas and Fort Worth for students whose financial responsibilities are heavy.

**Off-Campus Employment:** Students seeking off-campus employment (full or part-time) should consult the Career Development Office, which maintains an active file of job opportunities.

**Federal Work Study Employment:** Students approved for Federal Work Study assistance should consult the Financial Aid Office for open positions.

**Regular On-Campus Student Employment:** Students interested in a position on campus should complete an employment application in the Career Development Office.

## NELSON UNIVERSITY CHRISTIAN BOOKSTORE

Nelson University Christian Bookstore, located in the Sheaffer Center, carries a complete stock of textbooks and academic supplies. The bookstore is also the official carrier of Nelson University insignia items, including apparel, mugs, decals and much more. Additionally, they have gift items, Christian books, Bibles, jewelry, snacks and various electronic items. Special orders are welcome.

## RESIDENTIAL LIFE

Students derive special benefit from community life in a rich, Christian atmosphere.

**Married Students:** The University provides a limited number of apartments for married students. A variety of off-campus housing facilities also exist in the city of Waxahachie. For more information, contact the Business Services Office.

## FOOD SERVICES

Food services are provided in the University cafeteria, the Lion's Den snack bar in the Barnes Student Center, and Einstein Bros Bagels in the Hagee Communication Center. For a description of these facilities see the section entitled Campus and Facilities.

## MAIL SERVICE

All University mail is distributed by the Campus Mail Center which is located in the James L. Barnes Student Center. All students enrolled in the on-campus programs are provided mail boxes in order to receive in-school communication and mail.

## INSURANCE

Nelson University requires medical clearance and accident insurance coverage for each student athlete admitted. Accident insurance coverage purchased in the University program applies only to the semester for which the student has paid. It should be understood that Nelson University does NOT provide a health or medical insurance program for students.

The student accident policy serves as a secondary policy for varsity athletes. All varsity athletes are required to provide their own primary medical coverage to meet minimum requirements as set by Nelson University. Proof of primary insurance will be required before an athlete may participate in varsity athletics.

## HEW REGULATIONS

HEW Regulations 84.21 . . . No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by the University.

For further information on the HEW Handicapped regulations, contact the Office of Student Development.

## STUDENT RIGHTS WITH REGARD TO EDUCATION RECORDS

In compliance with Public Law 93-380, Family Educational Rights and Privacy Acts of 1974, you are hereby informed of your rights with regard to education records made at Nelson University.

- Other school officials who have legitimate educational interests have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access there-under).
- Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance there with by the educational institution.
- Student records will be updated each semester enrolled and course work with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by Nelson University. To do this the student must request the permanent record from the Registrar. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.
- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Registrar's Office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by Nelson University, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Registrar's Office. After completing the form, it should be presented to the Registrar, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information," that is available in the Registrar's Office.
- This law does not grant the right to contest the grade given the student's performance in a course, or the right to examine a teacher's grade book.

Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Registrar's Office.

## **STUDENT COMPLAINTS**

The University regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members, College Deans, and the Provost and Vice President for Academics are approachable concerning classroom and curricular matters. Student Congress executive officers regularly share student concerns with the Vice President for Student Development. Students are welcomed to visit with the Vice President for Student Development to make personal concerns known. Formal written complaints may be filed with the Vice President for Student Development.

## INITIATING AND PROCESSING A COMPLAINT

Any student that wishes to log a complaint must first discuss it with the Vice President for Student Development with the objective of resolving the matter informally. Should this informal discussion fail to satisfy the student, then a formal written complaint must be filed. No complaint will be received in which the complainant refuses to commit to written record. All persons against whom a complaint has been filed will be notified of the allegations. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

### PROCEDURE:

**Step 1:** The complainant shall file a formal written complaint with the Vice President for Student Development, using the Student Complaint Form that can be acquired from the Student Development office, or [www.nelson.edu/complaintform](http://www.nelson.edu/complaintform). This form should be filed no later than 10 days after the incident involved in the complaint.

**Step 2:** Upon the evaluation by the Vice President for Student Development, an investigation will be conducted. The investigation may include interviews with all parties involved in the complaint and the gathering of all available evidence. In the event that the matter involves academics, the complaint will be turned over to the Provost and Vice President for Academics for investigation.

**Step 3:** Once the matter has been investigated, the Vice President for Student Development will inform the complainant of the resolution. If the student is not satisfied with the resolution, the complaint shall be transmitted to the President. Whomever the President designates shall meet with the parties of interest. A response to the complaint shall be indicated in writing with a copy furnished to the complainant and the accused. This response will be considered as final.

In the event that a student believes he/she has been unfairly treated, or has issues with the University that cannot be resolved by the methods outlined above, he/she has the right to contact our accrediting agencies and/or various state and other governmental agencies by submitting a complaint found on the Nelson University website ([www.nelson.edu/campus-life/complaint-procedure/](http://www.nelson.edu/campus-life/complaint-procedure/)).

For students attending a Nelson University Off-Campus Instructional Site outside of Texas, in the event your issues with the university cannot be resolved by the methods outlined above, you would contact your state agency:

**Arizona Students:** Students attending Nelson University American Indian College in Phoenix, AZ, contact  
Arizona State Board for Private Postsecondary Education  
1740 W. Adams, Suite 3008  
Phoenix, AZ 85007  
Phone - (602) 542-5709  
Website <http://ppse.az.gov>

**California Students:** Students attending Nelson University at Catalyst Bible College in Visalia, California, or any member of the public may file a complaint about this institution by contacting  
Bureau for Private Postsecondary Education  
P.O. Box 980818  
W. Sacramento, CA 95798-0818  
Phone - (888) 370-7589  
Website - [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Georgia Students:** Students attending Nelson University Valor in Griffin, Georgia, contact  
Georgia Nonpublic Postsecondary Education Commission  
2082 E. Exchange Pl. #220  
Tucker, GA 30084-5334  
Phone - (770) 414-3300  
Website - [www.gnpec.georgia.gov/student-resources/complaints-against-institution](http://www.gnpec.georgia.gov/student-resources/complaints-against-institution)

## STUDENT COMPLAINTS CONCERNING INSTRUCTORS

The University is an institution focused on academics and student success. Because of their knowledge in the field and expertise in instructional guidance the University vests qualified instructors with the task of preparing and delivering courses related to student degree goals and evaluating student work. Consequently, instructors have the prerogative to design and require appropriate assignments, set expectations for student performance and the activities of scholarship within their courses, and provide helpful feedback and appropriate assessment to aid student progress. This prerogative is an historic standard prevalent in higher education. Therefore, any formal complaint may not be made concerning course design but concerning process and whether or not a student was treated justly. A student may appeal a final grade if one is able to demonstrate that an

inappropriate grade was assigned as a result of caprice, prejudice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with clearly stated syllabus requirements or in other class-wide instructions issued by the instructor. In all steps identified below the outcomes must be documented and provided to the parties involved.

A complaint will be invalidated should it be discovered in the process that a student engaged in steps of discord, used any means including social media to defame an instructor or academic leaders, and/or sought to influence individual members of an adjudicating panel.

Should a student have a conflict over the instructor's evaluation or an assignment matter, or an issue of behavior, he/she is expected to approach the instructor individually in an effort to reach an understanding. If this fails, then the following process should be invoked. (Title IX issues are not covered in this policy. Title IX policy is addressed in The Student Handbook.)

**Step 1:** A student with a complaint about instructor treatment must first visit personally with the instructor with the expectation of resolving the matter or at least understanding the differences. No other hearings or reviews will occur without this step.

**Step 2:** If step 1 does not resolve the matter, or if the issue is a matter of behavior extended toward the student, the complainant must submit a complaint in writing to the Dean of the College for which the course is delivered. This shall include evidence and testimony that step 1 was followed. A complaint form is found at [www.nelson.edu/complaintform](http://www.nelson.edu/complaintform) and is available for this purpose and it should be filed no later than 10 days after the conversation with the instructor (or if a matter of behavior, then the 10 days will begin once the action was performed). No complaint will be received by the Dean if the complainant refuses to commit to a written record. All persons against whom a complaint has been filed will be notified of the allegations. The Dean will commence an investigation of facts and ensure that the student and instructor meet with him/her on the matter. This investigation may include interviews of all parties involved in the dispute and the gathering of all available evidence. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

**Step 3:** Once the investigation has concluded, the Dean shall inform the complainant of its resolution. If the student is unsatisfied with this determination, an appeal in writing may be made to the Provost and Vice President for Academics. The Vice President shall appoint a minimum of three University academic personnel as a final appeals committee to review the documentation related to the matter.

The review committee shall not convene a fact finding investigation of its own. The finding of facts shall be relegated solely to the applicable college Dean. The appeals committee shall review all available evidence to determine if University policy was followed without bias or prejudice and if judgments were made in harmony with the information provided to the class as a whole and to the complainant. If the committee finds references to evidence not provided, they shall defer to the appropriate Dean for further documentation. The decision of this committee shall be final.

In the event that a complaint may address the actions of an Academic Dean, the principles stated above will be retained. However, the student in Step 2 shall make an appeal in writing and submit it to the Vice President for Student Development ([www.nelson.edu/complaintform](http://www.nelson.edu/complaintform)) who shall notify the Office of Academics. The Provost and Vice President for Academics shall appoint an adjudicating panel of faculty with reputable character to engage a fact-finding process and review all pertinent evidence and render a decision on the appeal. One of the panel members will notify the student and Dean in writing of the decision and forward a copy to the Office of Academics. Should this step fail to satisfy the student complaint, a final appeal may be made to the Provost and Vice President for Academics, who shall review all evidence provided by the student and the adjudicating panel and render a decision which shall be final.

The appeal policy above shall apply to all residents of the main campus and all online students and those studying at Off Campus Instructional Sites (OCIS).

Students at Nelson University AIC and Nelson University VALOR will follow the principles of the policy above but the pathway for address is as follows: **Step 1:** Discussion with the individual faculty member involved in the grievance; **Step 2:** If unsatisfactory, appeal to the local Administrative Dean or Administrative Director; **Step 3:** If unsatisfactory, appeal to the panel of academic personnel appointed by the Administration whose decision shall be final.

## ATHLETICS AND INTRAMURAL PROGRAM

The purpose of athletics at Nelson University is to promote and develop good physical health practices, as well as to offer an opportunity for the student to coordinate physical effort, self-discipline, and Christian testimony in the arena of sports. Team cooperation and the development of a sense of fair play are important components of this program.

Varsity sports include women's basketball, women's volleyball, women's softball, women's cross country and track, and women's soccer, men's baseball, men's basketball, football, men's cross country and track, and men's soccer. In cooperation with the Equity in Athletics Disclosure Act (1994), Nelson University publishes an annual report on its intercollegiate varsity athletic programs. This report is available in the office of the Athletic Director.

Nelson University also has an aggressive intramural program. This program is open to the entire campus (administration, faculty, staff, and students). Visit the Garrison Wellness Center for more information.

The student accident policy serves as a secondary policy for varsity athletes. All varsity athletes are required to provide their own primary medical coverage to meet minimum requirements as set by Nelson University. Proof of primary insurance will be required before an athlete may participate in varsity athletics. Students may link to an available health plan meeting minimum requirement through the Nelson University website.

## Student Organizations & Ministries

Students who represent the school in extracurricular activities must demonstrate appropriate qualities in the following areas:

1. Spirituality
2. Academics (a "C" average, 2.00)
3. Emotions
4. Human relations

### MUSIC AND MINISTRY GROUPS

Nelson University special music and drama ministry groups represent the University while ministering Christ in chapel, church, organizational, community and international settings. Students are encouraged to participate in these groups as they provide an excellent opportunity for Christian service while attending Nelson University.

**Nelson University Worship:** Whether on the Nelson University main campus in Waxahachie, Texas, or around the globe, Nelson University Worship is always about one thing: facilitating the worship of God through song. Nelson University Worship leads the University weekly chapel services while maintaining an active traveling schedule including: Networking Conferences, Women's/Men's Ministry, Youth Ministry, Missionary retreats, etc. Nelson University Worship is comprised of students that have been evaluated by audition for both their talent and passion to lead others into a place of worship.

**Ministry Teams:** Nelson University encourages student initiative and creativity to develop various ministries and outreaches. Students are to consult with the Director of Chapel Worship and Programming before starting ministry teams. Students are expected to follow the highest standard of ministerial ethics and etiquette, and must have a sponsor.

### STUDENT MISSIONS ASSOCIATION (SMA)

This missions-minded organization strives to extend the gospel of Christ at home and abroad by fostering a missionary spirit and promoting missions ministry. All students at Nelson University are considered members of SMA.

#### Local Outreach Ministries

This is a student led organization that is made up of different need-based ministries that work in local Waxahachie and Dallas to connect with people who do not know the love of God. Student involvement is voluntary and the ministries operate on a weekly basis along with special outreaches. The ministries consist of the following:

*Arms of Refuge*  
*Prayer for Freedom*  
*Safe Haven*  
*Pregnancy Center Outreach*  
*Common Ground*  
*Street Hope*

### STUDENT CONGRESS

Student leaders endeavor to make Nelson University a better university by promoting Christian fellowship and cooperation among students and faculty. Student Congress's purpose is to promote spiritual growth, scholastic achievement, social connection, school spirit, and strategic leadership development. Students may make recommendations through the Student Congress to the President's Cabinet regarding matters of student concern.

**The Events Board** plans and executes all Student Congress sponsored activities. Members are selected by application. The Student Congress Events Director chairs the Board.

**The Board of Representatives** acts as the representative body of the Student Congress. The Board is made of students from each class and dorm, and include student athletes and an SMA representative. Each “class” elects three members to serve one-year terms. The Student Congress Vice President chairs the Board.

**Gold Jackets** service organization consists of female students selected on the basis of scholarship and service to the University.

**Men of Integrity** is an organization that helps men grow and develop in their walk with Christ. Their goal is to impact the community of Nelson University and the surrounding area.

**Lions United** is an organization that is a combination of both Fellowship of Christian Athletes (FCA) and Athletes in Action (AIA) that serves to build disciples within student athlete populations.

**Iron Pen** is an organization of students who enjoy writing on a variety of subjects.

**Elevate Women in Business** is an organization for female business students. It helps to develop competent Christian business women.

**Network of Women Ministers** is a group that focuses on helping young women develop relationships and become the women God designed them to be.

**The Student Alumni Association** is an organization dedicated to connecting current students to the Nelson Alumni Association.

## HONOR SOCIETIES

**Chi Alpha Sigma – National College Athlete Honor Society** -was established to recognize four-year college student-athletes who excel both on and off the field of competition. Membership in Chi Alpha Sigma is a significant honor, celebrating high academic achievement, strong character, and athletic success while providing student-athletes with an opportunity to remain connected within a fraternal association that aligns their educational and athletic successes for a lifetime. The organization reflects Nelson University’s commitment to holistic development of men and women who embody integrity, discipline, and excellence in all areas of life. Chi Alpha Sigma at Nelson University was chartered in May, 2025.

**Phi Alpha** is a national honor society providing a closer bond among students of social work and promoting humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work.

**Phi Alpha Theta** is a professional society with a mission to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. Nelson University’s first induction was 2001. The chapter seeks to bring students, teachers, and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by its members.

**The Society of Pi Kappa Lambda** is established to provide an organization dedicated to the furtherance of music in education and education in music in colleges, universities, and other institutions of higher learning which offer music degree programs in one or more fields. This objective is to be achieved through selection and recognition of those juniors, seniors, and graduate students who have demonstrated superior achievement in a program of instruction offered by the institution in which the chapter is established.

**Psi Chi is the National Honor Society in Psychology**, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. The Nelson chapter was established in 2000. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests and who meet at least the minimum standards of academic excellence required of Psi Chi membership.

**Sigma Chi Pi** is an honor society of the Assemblies of God. Its purpose is to encourage and honor outstanding academic scholarship, approved Christian character, and Christian leadership demonstrated by graduates of postsecondary schools endorsed by the Alliance for Assemblies of God Higher Education. The name “Sigma Chi Pi” means “Diligent Christian Leaders.” Membership is by recommendation of faculty vote and is limited each year to a percentage of the graduating class.

**Sigma Iota Epsilon** is a national honorary and professional management society. The purpose and goals of Sigma Iota Epsilon are to stimulate scholarship in management, gain recognition of the contribution and value of scholastic achievement in the

management discipline, promote cooperation between the academic and practical aspects of management, and to facilitate contacts between students and practicing managers. Faculty members of the Business Department extend honorary membership to business majors taking college courses related to management in any of several business specializations. The Nelson chapter of SIE, Alpha Nu, was chartered September of 2011.

**Theta Alpha Kappa** is the only national honor society for religious studies and theology. It has local chapters at colleges, universities, and seminaries across the nation honoring undergraduate and graduate students of academic excellence. In addition, TAK also recognizes faculty who serve their institutions with distinction in these fields. TAK was established at Nelson in 2009.

**Rho Alpha Sigma** is the only national honor society for Resident Assistants that was established at Nelson in 2019. Its purpose is to encourage and honor outstanding academic scholarship, Christian character, and Christian leadership.

## **PROFESSIONAL ASSOCIATIONS**

**American Student Government Association (ASGA)** is an organization devoted exclusively to serving Student Governments. ASGA provides all Student Government leaders and advisors nationwide with networking, research, and information resources and teaches them how to become more effective, ethical, and influential leaders on their campuses. ASGA advocates the importance of having a vibrant, autonomous Student Government organization at every institution in America. Nelson University seeks to honor student leaders graduating who have served as a Student Congress Executive Officer for a minimum of one (1) year. Membership began in 2025.

## **STUDENT PUBLICATIONS**

Nelson University encourages students to develop their journalistic skills through school sponsored student publications which function under the supervision of administratively appointed sponsors who have the right to review all material prior to publication.

The Nelson Online News is a weekly email from the Nelson Online office designed to communicate with all students enrolled in online courses about important semester related dates, news, and developments.

## **NELSON ONLINE**

Professors try to answer student emails within 48 hours. An automated response receipt is sent every morning upon submission of assignments in Blackboard. Professors are expected to post grades and feedback within a reasonable timeframe, usually within 7 days from the assignment submission. Final grades for courses are also submitted within 5 business days from the end of the semester.

**Learning Management System (LMS):** Anthology's Blackboard Ultra is the official Learning Management System (LMS) of Nelson University. All course syllabi, course outlines, online content, attendance, and student submissions take place through Blackboard Ultra.

# Financial Information

## Financial policies

### **COSTS AND PAYMENT SCHEDULE**

Nelson University is a private, church-related university. The tuition and fees paid by students cover a percentage of the cost of operating Nelson University. The remaining percentage of the cost is paid through contributions by interested individuals, churches, and districts.

### **SCHEDULE OF FEES**

To view the information about charges for tuition and various fees, please visit [www.nelson.edu/admissions/tuition-and-fees/](http://www.nelson.edu/admissions/tuition-and-fees/). Nelson University reserves the right to change the rates.

### **DEFERRED PAYMENT PLAN**

Students are encouraged to pay in full at registration. If students are unable to pay in full, they may take advantage of the deferred payment plan, which allows them to pay in installments over the course of each semester. There is a \$100 fee for this service.

The down payment is 1/3 of the total semester charges. The remaining semester charges after the down payment will be divided equally among the remaining installments. A \$30 late payment fee will be added each month a scheduled payment is missed. For further details, please visit our website at <https://www.aicag.edu/financial-aid/deferred-payment-plan>.

### **STUDENT ACCOUNT CLASSIFICATIONS**

Current: Any student making payments according to the payment schedule.

Past Due: Any student currently enrolled that is not making payments within the specified payment dates.

Delinquent: Any student that is no longer enrolled and has not made satisfactory payment arrangements with the Student Billing Office.

### **DELINQUENT ACCOUNTS POLICY**

Students owing a balance for any semester at Nelson University are able to select courses for future semesters, but will not be permitted to complete financial registration without paying the outstanding balance. Diplomas are not issued until the balance is paid-in-full. If satisfactory arrangements are not made with the Student Billing Office, the account will be referred to a third-party collection agency. In this event, the student will be responsible for any associated collection fees and interest. Additionally, the account could be reported to one or more of the national credit bureaus.

## Refund Policies

### **OVERPAYMENT**

Student accounts with overpayment due to financial aid will be refunded within 14 days after Nelson University has received the financial aid from the vendor and it has been applied to the account.

Once an overpayment refund has been received, the student has 90 days to cash the check. If 90 days pass and the check has not been cashed, Nelson University will return the funds to the appropriate vendor. For all refunds resulting from Title IV aid, the funds will be returned to the Department of Education. For all refunds resulting from non-Title IV aid, the funds will be sent to Texas Unclaimed Property.

## Withdrawal And Terminations

Upon withdrawal or termination, all amounts due to Nelson University are payable in full. No refund is given for fees. All financial aid that was previously awarded for subsequent semesters in the current school year is cancelled at the time the student withdraws. In order for the student to be re-awarded, he/she must submit a written notice of intent to re-enroll to the Financial Aid Office.

## FULL SEMESTER (MAIN SESSIONS)

Any student who withdraws, terminates, or drops a class during a normal Full Semester (Main Session) will be refunded tuition, dorm and meal plan according to the following schedule:

First and Second Week of Classes.....	100%
Third Week of Classes.....	75%
Fourth Week of Classes.....	50%
Fifth Week of Classes.....	25%

Refunds are not issued past the 5th week of class. All fees are non-refundable.

## EIGHT-WEEK SESSION REFUNDS WILL BE BASED ON THE FOLLOWING SCHEDULE:

First and Second Week of Classes.....	100% Tuition Refund
Third Week of Classes.....	50% Tuition Refund

Refunds are not issued past the third week of classes. All fees are non-refundable.

This information applies to all students enrolled at Nelson University's Off-Campus Instructional Site in *Visalia, California*, regardless of program length, enrollment status, or method of instruction. The policies outlined in this addendum describe how the university will serve students at this site, as these policies may differ from the university's standard practices.

## RETURN OF INSTITUTIONAL GRANTS AND SCHOLARSHIPS

If an institutional grant or scholarship recipient withdraws during a semester, the unearned amount of the grant or scholarship will be returned to the institution according to the tuition refund schedule. For example, if a student withdraws during the 100% tuition refund period, 100% of the student's institutional aid will be returned to the institution. The chart below identifies the full schedule of how institutional aid will be returned:

Tuition Refund Percentage	Return of Institutional Aid Percentage
100%	100%
75%	75%
50%	50%
25%	25%
0%	0%

## RETURN OF TEXAS STATE AID

If a Texas state aid recipient withdraws during a semester, the unearned amount of the state aid will be returned to the Texas Higher Education Coordinating Board (THECB) according to the tuition refund schedule. For example, if a student withdraws during the 100% tuition refund period, 100% of the student's state aid will be returned to the THECB. The chart below identifies the full schedule of how state aid will be returned:

Tuition Refund Percentage	Return of State Aid Percentage
100%	100%
75%	75%
50%	50%
25%	25%
0%	0%

This information applies to all students enrolled at Nelson University's Off-Campus Instructional Site in *Visalia, California*, regardless of program length, enrollment status, or method of instruction. The policies outlined in this addendum describe how the university will serve students at this site, as these policies may differ from the university's standard practices.

## Georgia Students

The following policies pertain to all students partnering with Nelson University Valor in Griffin, Georgia.

### REFUND POLICIES

Georgia site students are classified as Nelson University online students with a face-to-face teaching component and an online enhancement. Academic schedules for online students do not take into consideration holidays or breaks; therefore refund policies will be based upon the semester start dates as stated in the Nelson University Academic Calendar.

### OVERPAYMENT

Refunds of accounts with overpayment due to financial aid will be made within 14 days after the school has received the financial aid from the vendor and it has been applied to the student's account.

### WITHDRAWAL/TERMINATIONS

Upon withdrawal/termination, all amounts due to Nelson University are payable in full. Nelson University does not charge any administrative fees for withdrawal from courses for Georgia site students. No refund is given for the Application Fee as stated in the catalog. All Financial Aid that was previously awarded for subsequent semesters in the current school year is cancelled at the time the student withdraws. In order for the student to be re-awarded, he/she must submit a written notice of intent to re-enroll to the Financial Aid Office.

### FALL, SPRING AND SUMMER SEMESTER

Any student who withdraws/terminates or drops a class at the Georgia site during the fall, spring or summer semester will be refunded according to the following institution's refund policy.

### RETURN OF INSTITUTIONAL GRANTS AND SCHOLARSHIPS

If an institutional grant or scholarship recipient from the Georgia site withdraws during the semester in which the grant or scholarship was received, the unearned amount of the grant or scholarship will be returned to the institution according to the following schedule.

First Week of Classes.....	100%
Second Week of Classes.....	75%
Third Week of Classes.....	50%
Fourth Week of Classes.....	25%

### SPECIAL EXCEPTIONS TO REFUND POLICY

In the event of extenuating circumstances such as a student injury, prolonged illness or death, or circumstances deemed appropriate by the administration which prohibits completion of the course or program of study, the student may appeal the existing refund.

## VA Benefits Pending Payment Policy

In accordance with Title 38 US Code 3679(e), Nelson University has adopted the following for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from V.A.

Nelson University will not:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## Financial Aid Policies

The following policies and funds are specific to the graduate student. Please see the Undergraduate Academic Catalog for policies and funds related to the undergraduate Student. For further information, go to [www.nelson.edu/financialaid](http://www.nelson.edu/financialaid).

### APPLICATION DATES

Applications for financial assistance are available after January 1 of each year for the following academic year (August-May). The Free Application for Federal Student Aid (FAFSA) can be submitted online at [www.fafsa.gov](http://www.fafsa.gov) and should be completed by March 1. Priority is given to students whose FAFSA's are submitted by March 1 and whose files are accurate and complete by April 15. To have funds ready at registration, the following deadlines are suggested: Apply by May 1 and have a complete and accurate file by July 1. Students planning to attend summer school need a FAFSA filed for the academic year preceding the summer session. Students are required to apply for institutional aid prior to the end of late registration each semester. After the end of late registration, students cannot be awarded any additional institutional financial aid even if otherwise eligible.

### FINANCIAL AID ELIGIBILITY

The financial aid lock in date is the last day a student can receive a 100% refund. This date will determine Stafford Loan eligibility. Classes added after this day will not be eligible for additional federal or state aid. Federal Pell Grants will prorate by the number of credit hours registered in on this day. Stafford Student Loan eligibility requires a student to be locked into no less than six (6) credit hours. In order to qualify for state financial aid, students must lock into the required number of hours for each program. Please see the Financial Aid Office for these program requirements.

### RETURN OF TITLE IV FEDERAL FUNDS

If a recipient of federal financial aid withdraws from Nelson University during the first 60% of the semester in which grant or loan assistance was received, the unearned amount of the grant or loan will be returned to the Title IV federal program(s).

### INTRODUCTION

The law specifies how Nelson University must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs offered at Nelson University that are covered by this law are: Federal Pell Grants, Direct Subsidized and Unsubsidized Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. If you withdraw during the semester, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or Nelson University or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Nelson University and/or you.

A return of Title IV (R2T4) funds calculation is performed when a student who is awarded federal funds withdraws from a semester of study. The Financial Aid Office uses software provided by the U.S. Department of Education to complete this calculation. The student's account statement and financial aid record is used in conjunction with this software.

### ESTIMATE OF AID EARNED OR AID THAT MAY NEED TO BE RETURNED

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive for that semester. This means that if a student receiving federal Title IV aid withdraws after completing 60% of the semester, no Title IV funds will be returned. The student is considered to have earned 100% of the Title IV aid for the semester.

Here's an example of how you can estimate the percentage of Title IV aid that you have earned in a semester (enrollment period).

$$\frac{\text{Enrolled Days}}{\text{Days in the Enrollment Period}} = \% \text{ of Title IV Earned By Student}$$

You can also compute a rough estimate of the amount that you may be required to repay prior to withdrawing by using the U.S. Department of Education's Treatment of Title IV Funds When A Student Withdraws form.

## **UNOFFICIAL WITHDRAWALS AND EARNING ALL NON-PASSING GRADES**

If you fail to earn a passing grade in at least one of your courses (i.e., all F's, NC's, all I's or a combination of non-passing grades) during a semester, you are considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the University. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that you must repay. The only exception is when Nelson University can document (within 30 days of the end of the semester) that you should not have been considered unofficially withdrawn. For example, that you were academically engaged after the 60% point of the semester or that you did not meet the requirements for administrative withdrawal in an online course.

Once semester grades post, and if you fail to earn a passing grade in at least one of your courses, Nelson University will perform the federal withdrawal (Return of Title IV) calculation.

## **POST-WITHDRAWAL DISBURSEMENT**

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Nelson University must get your permission before we can disburse them. We will contact you via my.nelson (Nelson University email) to offer you a post-withdrawal loan disbursement. Therefore, it is important that you continue to check your my.nelson even after withdrawing from a semester. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Nelson University may automatically use all or a portion of our post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). Nelson University needs your permission to use the post-withdrawal grant disbursement for all other school charges, and this permission is received each semester by each student when you approve your bill and agree to the terms and conditions of registration in your student portal.

There are some Title IV funds that you may have been scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, a student that was awarded federal loans but has not accepted the loans in the student portal or completed the required MPN or loan entrance counseling cannot receive a post-withdrawal disbursement of loan funds.

## **RETURNING TITLE IV FUNDS**

If you receive (or Nelson University or your parent receives on your behalf) excess Title IV program funds that must be returned, Nelson University must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

Nelson University must return this amount even if we didn't keep this amount of your Title IV program funds. If Nelson University is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

## **OVERPAYMENTS**

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with Nelson University or the Department of Education to return any unearned grant funds.

## **NON-ATTENDANCE**

If you are a Pell Grant, Iraq-Afghanistan Service Grant (IASG) or TEACH Grant recipient, federal regulations require you to have begun attending the courses for which you are enrolled and receiving these grants. If on the final roll sheet distributed to instructors to confirm attendance your instructor indicates that you are not attending a course, you are assumed not to have begun attendance for that course. Your grant will then be adjusted or cancelled based on the courses you have actually begun attending.

If you fail to begin attendance in all of the courses for which you are registered, you will have failed to establish eligibility for financial aid. In this situation, you will be required to repay all of the financial aid that you have received.

## LAST DATE OF ATTENDANCE DETERMINATION FOR ALL PROGRAMS

Nelson University records attendance or participation for all on-campus and online courses. The Financial Aid Office uses the student's last date of attendance or participation in calculating whether or not Title IV funds have to be returned to Federal Student Aid. These attendance/participation records are received through Blackboard or instructor records. Additionally, other academic records in Blackboard may be used to help determine the last date of attendance/participation, such as when a student submitted an assignment or completed an assessment in Blackboard.

## Federal vs. Institutional Refund Policy

The requirements for federal Title IV program funds when you withdraw are separate from any refund policy that Nelson University has regarding institutional grants and scholarships or other non-federal financial aid. Therefore, federal funds may not cover all unpaid institutional charges due to a student's withdrawal, and you may still owe funds to Nelson University to cover any unpaid institutional charges. Nelson University may also charge you for any Title IV program funds that we were required to return. When you approved your bill for the semester, you were emailed a copy of Nelson University's return policy to your my.nelson email account. If you do not have access to this or are not familiar with Nelson University's refund policy, you should contact the Student Billing Office at [studentbilling@nelson.edu](mailto:studentbilling@nelson.edu) or (972)825-4645 to ask for a copy.

## Withdrawal Requirements and Procedures

You may contact the Registrar's Office at [registrar@nelson.edu](mailto:registrar@nelson.edu) or (972)825-4640 so that they can provide you with the requirements and procedures for officially withdrawing from school.

When considering withdrawing from the University, students are encouraged to contact the Financial Aid Office first to see how the withdrawal could affect their aid. The Financial Aid Office will assist the student in making an informed decision. Students can contact Financial Aid at [financialaid@nelson.edu](mailto:financialaid@nelson.edu) or (972)825-4730.

## REQUIREMENTS AND DEADLINES FOR R2T4 CALCULATIONS AND RETURN OF TITLE IV AID

The following list outlines the requirements and deadlines for the return of Title IV funds:

- Determining withdrawal date: 30 days after the end of earlier of the following: (1) Semester (payment or enrollment period), (2) Academic year in which the student withdrew, or (3) Educational program from which student withdrew.
- Return of unearned Title IV funds: No later than 45 days after the date Nelson University determined the student withdrew.
- Post-withdrawal disbursement to student's account: No later than 180 days after the date Nelson University determined the student withdrew.
- Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds to the student's account: Within 30 days of Nelson University's determination that the student withdrew.
- Written notification of student's eligibility for a post-withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges: Within 30 days of Nelson University's determination that the student withdrew.
- Post-withdrawal disbursement to student for earned Title IV funds in excess of outstanding current (educationally related) charges: From the date Nelson University determined the student withdrew, (1) no later than 180 days for loans, and (2) no later than 45 days for grants.
- Notification to student of grant overpayment: Within 30 days of the date Nelson University determined that the student withdrew.
- Referral of student to Debt Resolution Services: As soon as possible.
- Student (or parent) deadline to submit response instructing Nelson University to make a post-withdrawal disbursement: Deadline is given in writing when Nelson University makes the offer of a post-withdrawal disbursement.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to student: As soon as possible.

- Student's deadline to return any unearned Title IV funds: (1) For loans, according to the terms of the loan, and (2) for grants, within 45 days of the date Nelson University sent or was required to send notice (whichever is earlier).
- If the R2T4 calculation results in a credit balance on a student's account, it will be disbursed as soon as possible and no later than 14 days after the calculation of R2T4. Students may contact [studentbilling@nelson.edu](mailto:studentbilling@nelson.edu) with any questions regarding refunds.

## **ADDITIONAL QUESTIONS**

If you have questions about your Title IV program funds, you can contact the Financial Aid Office at [financialaid@nelson.edu](mailto:financialaid@nelson.edu) or (972)825-4730. You may also call the Federal Student Aid Information Center at (800)4-FEDAID [(800)433-3243]. TTY users may call (800)730-8913. Information is also available on Student Aid on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) - GRADUATE**

Nelson University is required by law to formulate standards to gauge the progress of students receiving financial assistance through federal, state or institutional aid programs by applying both qualitative and quantitative measurements to academic work [34 CFR 668.16(3)]. These measurements shall be used to determine a student's eligibility for all federal Title IV aid and for other need-based financial assistance, unless the terms of a particular grant or funding source states otherwise.

### **Time Frame Used in Measuring Progress**

All SAP measurements are calculated annually at the end of the spring semester for all programs. Financial Aid Suspension will go into effect at the start of the following fall semester.

### **Qualitative Progress Measurement: Minimum Cumulative Grade Point Average**

A Cumulative Grade Point Average (CGPA) of 3.0 or higher must be maintained. Students that transfer credits from other institutions will also have this GPA calculated in the CGPA. This average must be maintained at the end of each subsequent spring semester for a student to continue to receive financial aid. Students who do not meet this minimum CGPA requirement will be placed on Financial Aid Suspension.

### **Quantitative Progress Measurement: Maximum Time to Complete a Degree**

Students must select a program/degree of study before they can receive financial aid. When students receive financial aid to help pay a program/degree of study, they are expected to complete that program without taking a lot of time.

A student's progress may be evaluated for only one program at a time. Each financial aid applicant must select a primary program/degree of study prior to receiving financial aid payments. A student who is concurrently completing more than one degree may request additional time to complete the degree. A request for additional time must be submitted in writing to the Financial Aid Office.

To make sure that students complete their program in a reasonable amount of time, by law an institution must set a maximum time frame for graduate programs. The time frame to complete all graduate degrees is six (6) years from the first day of the first course in a program.

## **FINANCIAL AID SUSPENSION**

If a student fails to meet any one of the SAP measurements described above, they will be placed on Financial Aid Suspension. While on suspension, students will not be eligible to receive any financial aid including Title IV federal student aid. Students will be notified of this via their campus email address.

## **APPEAL PROCESS**

If placed on Financial Aid Suspension, the student may petition the Financial Aid Department to consider mitigating (special) circumstances that resulted in an inability to meet the SAP requirements. The appeal must be typed and must include an explanation with supporting documentation (i.e., medical statements, divorce documents, letters of unemployment, etc.) of the reason(s) the minimum academic standards required by SAP policy were not achieved. Additionally, each appeal may include other items that a student feels will be helpful such as a letter of endorsement from a Nelson University faculty staff member. The appeal narrative and documentation should also demonstrate that the adverse circumstances have been resolved.

All appeals will be reviewed within 7 business days of the Financial Aid Office's receipt of a complete appeal (appeal form, student's appeal letter, supporting documentation, etc.). Notification of the review will be sent via Nelson University email.

For appeals that have been approved, students will be placed on Financial Aid Probation for the following semester. At the end of that next semester, a student with an approved appeal will be evaluated to determine if he/she is meeting SAP requirements during the previous semester. If the student is making SAP during that semester, then the Financial Aid Probation status will

be removed. If the student is not making SAP in the previous semester, then the student will lose eligibility for all financial aid including Title IV federal student aid. The student may not appeal again for the same reason(s) as their prior appeal.

### **SUMMER ENROLLMENT AND THE SAP**

When calculating the SAP status, summer attempted hours will be counted toward the 150 percent maximum, and summer grade points earned will be calculated as part of the cumulative grade point average. The rule pertaining to completion of a minimum number of attempted credit hours will not be calculated for summer enrollment.

## **Institutional Scholarships and Grants**

Nelson University provides various institutional grants and scholarships, including academic scholarships and Ordained Minister's grants to graduate students. Please refer to the Financial Aid Website for details regarding those grants and scholarships or contact the Financial Aid Office.

### **DONOR SCHOLARSHIPS**

Donor Scholarships are awarded annually. Applications are made available by the Advancement Office through students' my.Nelson portal during the month of January. Scholarships are awarded in April at the Scholarship Awards Luncheon. Recipients are selected by the Scholarship Committee, which is comprised of faculty and staff chosen from the different areas of the University.

For a full list of the endowed donor scholarships, visit <https://www.nelson.edu/advancement/endowed-scholarships/>. To see a list of the annual donor scholarships, you can email [advancementoffice@nelson.edu](mailto:advancementoffice@nelson.edu).

## **Federal Loan Program**

Graduate students who are enrolled at least half time may be eligible for a Federal Unsubsidized Stafford Loan. Students must file a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The initial annual Stafford Loan limit is \$20,500.

# Academic Information

## Admissions Policies

### RELIGIOUS EXPERIENCE

All applicants admitted for studies at Nelson University must evidence a born again spiritual experience as defined by the following passages of Scripture: John 3:3; Ephesians 2:8–9; Titus 2:11; 3:5–7; and I John 1:7–10. A minister's recommendation is required (not required for licensed or ordained ministers with the Assemblies of God or other recognized denominations).

It is the purpose of the University to establish in students high values of Christian conduct and to encourage them to maintain high standards of conduct. Applicants who are engaging in conduct that is generally regarded as less than exemplary will be denied admission.

### ENTERING STUDENT

Acceptance into the Nelson Graduate School requires a student to:

1. Complete an online application for admissions on the Nelson University website.
2. Have all previously attended institutions submit an official transcript directly to Nelson University. Graduate applicants must have an earned baccalaureate degree from a regionally or professionally accredited college or university for admission consideration. Transcripts are not official if received from persons or entities other than the institution or a document company contracted with the institution for transcript services.
3. Submit a recommendation from his/her minister along with the admission application. (Licensed or ordained ministers in good standing with the Assemblies of God or other recognized denominations may skip this requirement).
4. Submit a professional recommendation.
5. Complete the application essay found on the application status page.
6. Submit with application a \$50 application fee. This fee is a one-time processing charge and is nonrefundable.
7. Present a cumulative grade point average (GPA) of 2.5 or higher on the undergraduate program. Some degree programs have specific GPA requirements for their program.
8. Entrance Exams: See program pages for specific requirements.
9. Realize that some programs may have additional admissions stipulations. Please refer to the academic program of your choice for further details.

All materials submitted during the admissions process become property of Nelson University.

### MANDATORY VACCINATIONS

*Effective January 1, 2012, the Texas Legislature passed new regulations (with limited exceptions) that affect all students planning to take classes on the Nelson University campus. Please read the following very carefully:*

#### **MENINGITIS VACCINATION (STATE REQUIREMENT):**

All new or transfer Nelson University students wishing to take classes on the Nelson University campus must have received the Meningitis vaccine within the last 5 years.

Nelson University students who do not attend during a fall or spring semester but wish to return to classes must also receive the Meningitis vaccine.

Regardless of program (on campus or online, undergraduate or graduate), students wishing to take on campus classes must receive the Meningitis vaccine.

You are strongly encouraged to receive the vaccine as soon as possible at your local clinic or doctor's office. You must receive the vaccine **ten (10) days prior** to beginning classes and/or moving into Nelson University housing.

**Students 22 years of age or older, or students only taking online classes (no on campus classes) are NOT required to receive the Meningitis vaccine.**

The influenza vaccine is also strongly recommended for all students.

### EARLY ADMISSION PROGRAM

Nelson University allows an exception to the previously stated admission requirement by offering only to its seniors the opportunity to enroll early in a graduate course. However, permission to enroll in a graduate course is not recognized as admission into the graduate program.

1. Eligibility for early enrollment in a graduate course is limited to Nelson University's seniors who have a minimum cumulative grade point average (CGPA) of 2.75.
2. The student must receive authorization from his/her academic advisor for early enrollment into a graduate course.
3. The student is allowed to enroll in no more than three hours of graduate studies per semester for a total of 6 hours.
4. Where applicable, graduate courses, according to the above guidelines, may be used as electives to meet requirements of an undergraduate degree program. Graduate studies counted toward a baccalaureate degree may not count toward a higher degree.

## **FAST-TRACK PROGRAMS**

Nelson University offers a variety of fast-track programs by which qualified students may start their master's curriculum during their senior year and then enjoy advanced standing in credit hours once fully admitted into Nelson Graduate School. Review the Nelson University Undergraduate Catalog for these special opportunities. Contact the Registrar's Office for specific enrollment guidance.

## **TRANSFER STUDENTS**

Transfer students will observe the same application process as other students. An official transcript from each college attended must be sent directly from each college to the Registrar's Office.

Transfer students are expected to be in good standing and eligible to re-enroll in the last school attended.

## **TRANSFER OF CREDIT**

A maximum of 2/3 of the graduate credits required for a degree that have been earned at other regionally or professionally accredited colleges or universities with a grade of "B-" or above may be transferred to Nelson University. Courses completed with a grade of "C+" or below will not be accepted in transfer. Nelson University only transfers credit to meet course requirements for graduation. With the exception of transient courses, grades received at other institutions are not entered on Nelson University transcripts and do not count toward the student's GPA. Transient courses - courses taken by continuing Nelson University students - will still have grades recorded on the Nelson University transcript.

Once enrolled in the graduate program, the student must gain approval from the Dean of the Graduate School or the Provost and Vice President for Academics before taking a graduate course at another university.

### **Department of Behavioral Sciences and Community Services Transfer Limits**

A maximum of 12 graduate credits may be transferred to Nelson University into a graduate degree offered by the Department of Behavioral Sciences and Community Services (BSCS). The hours must have been earned at another regionally or professionally accredited college or university with a grade of "B-" or above. Transfer must be approved by the Department Chair of BSCS.

## **SECOND GRADUATE PROGRAM**

Nelson University graduate students who completed a master's program at Nelson University are permitted to apply with NGS for a second master's degree of the same type (i.e., MA to MA or MS to MS) provided the degree has a minimum of 18 credit hours of difference between the two programs. If the second program has more than 18 credit hours of overlapping courses, only 18 credit hours may be used towards the second program.

The maximum amount of transfer hours from a previously earned Nelson University master's degree is 18 credit hours for a 36-hour master's degree. The maximum amount of transfer hours from a previously earned master's degree is 36 credit hours for a 72-hour master's degree. (E.g., Master of Divinity.)

Students who graduated from Nelson University with a master's degree may use some credit hours toward a second master's degree in the Department of Behavioral Sciences and Community Services (BSCS), provided the degree has a minimum of 30 hours of difference between the two programs. The Department of BSCS will evaluate and approve what credit is acceptable for use upon application. Refer to the BSCS's department's policy manual for further clarification.

All applications for a second master's degree with Nelson University must be approved by NGS prior to enrollment.

Students who complete the Doctor of Ministry (DMin) degree, regardless of the specialization, are not eligible to return for a second DMin degree. Students may enroll as non-degree seeking students to take additional DMin courses, but they will not be eligible for a second degree on their transcript.

These policies should not be construed as subverting any graduating requirement nor as a substitution for any curricular requirement.

## **DEPARTMENT CHAIRS AND PROGRAM COORDINATORS**

Students attending a Christian university benefit from close relationships with the faculty. At Nelson University, instructors take personal interest in the spiritual, educational, social, and professional welfare of all students. Students are encouraged to work closely with the academic leaders who oversee their academic programs.

## **ONLINE GRADUATE PROGRAMS**

Nelson University offers online graduate programs and courses to students who cannot relocate to Waxahachie or interrupt their current vocational involvement to assume on-campus studies. Some specialized graduate degrees may require an on-campus component. Contact the Nelson Graduate School for information on program and course offerings or for clarification on which degrees require an on-campus component.

Nelson University ensures that all graduate faculty meet the same academic and spiritual qualifications as the faculty who teach on-campus. Nelson University also makes its educational resources and student services available to every online student.

The NGS staff will assist new graduate students in their course selection in the first semester. Each semester thereafter, students will complete online registration and course selection on their own. Should a need arise for further academic counseling, students should contact NGS for assistance. For questions about the online process, orientation, or general information, please contact NGS and they will be glad to assist. Information on course schedules and program requirements is available at [www.nelson.edu/ngs](http://www.nelson.edu/ngs).

## **NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENT (NC-SARA)**

Nelson University is an institutional participant in the SARA initiative, which is a voluntary, regional approach to state oversight of distance education. As a participating institution, students living in other states are able to enjoy expanded access to educational offerings at Nelson University, and the University is committed to continually enhancing the overall quality of our online program.

## **GUIDELINES FOR ADMISSION AS AN ONLINE GRADUATE STUDENT**

Students seeking enrollment in an online program must meet all admission stipulations. Students will be expected to have a personal computer, possess computer literacy, and have regular and reliable access to the internet.

## **ADMISSION OF FORMER NELSON UNIVERSITY STUDENTS**

Former students who have not attended Nelson University for one year or more, must reapply to NGS. Re-enrollment includes:

1. Submit a new application form.
2. Submit an updated minister's reference form.
3. Submit official college transcripts if other colleges were attended during the absence from Nelson University.

## **ADMISSION AS A SPECIAL STUDENT**

Applicants who do not want to pursue a degree but want to take courses can apply as Special Students. As non-degree seeking students, Special Students are ineligible for state or federal financial aid and are limited to a maximum of six (6) credit hours total. Special students may not apply to become degree-seeking students between sessions in the same semester.

## **ADMISSION OF INTERNATIONAL STUDENTS**

Nelson University does not have authorization by the Department of Homeland Security to enroll international students in the U.S. on an F1 (student visa) at the graduate level. However, students with other U.S. visas that permit study or students who wish to enroll in a completely online program from their home country may seek application for admission to the Nelson Graduate School. Programs with an on-campus residency requirement are only available to students who will not need an F1 visa to attend. All admission's criteria listed below will be required unless specifically waived by the International Student Advisor.

## **FIRST-TIME INTERNATIONAL STUDENTS**

For admissions consideration into Nelson University, applicants must meet the following requirements:

1. Submit an official transcript showing the date of graduation with a baccalaureate degree and a minimum GPA of 2.5 or higher from a regionally or professionally accredited college or university. Transcripts from non-U.S. schools must be submitted to an approved third-party evaluator for equivalency determination and translation.

2. Submit a completed and signed application for admission. You may apply online ([nelson.edu/apply](http://nelson.edu/apply)) or print an online application.
3. Enclose a \$50 non-refundable application fee; this fee is a one-time processing charge.
4. Take a Graduate Record Exam (GRE) and receive a score of 150 on the Verbal Section and 3.5 on the Analytical Writing Section.
5. Submit the Minister's Reference Form. The form should be from a licensed or ordained minister who has personal knowledge of your Christian lifestyle, ministry, and moral integrity.
6. Submit a recommendation from a college faculty member or administrator.
7. All international students are to submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 paper-based, 197 computer-based, or 71 internet-based. The student must have taken the test within the last five years. (Applicants from certain countries or transferring more than 30 semester hours from a regionally accredited U.S. institution may be exempt from this requirement. Please contact the International Student Advisor for more information.)
8. Realize that some programs may have additional admissions stipulations. Please refer to the academic program of your choice for further details.

All materials submitted during the admissions process become property of Nelson University and are not returned. Students must take the Graduate Record Examination (GRE) prior to being accepted to the graduate school (refer to admission policies).

## **INTERNATIONAL TRANSFER STUDENTS**

In addition to the requirements stated above, international students wishing to transfer from another U.S. institution must also:

1. Present documentation indicating valid non-immigrant status.
2. Provide official transcripts from all previous institutions.
3. International students desiring to transfer coursework from a non-U.S. institution must have their transcripts evaluated by an approved third-party evaluator approved by Nelson University.

## **ADMISSION OF FORMER INMATES OF PENAL INSTITUTIONS**

Anyone who has been in a penal institution shall re-establish himself/herself in society for at least one year prior to the date of application before coming to Nelson University.

The Admissions Committee has the responsibility of evaluating each applicant with a criminal record following the guidelines listed below to determine admission to the University.

1. No court cases may be pending.
2. Repeat felons may not be admitted.
3. Following a judgment of probation, a student may apply to enroll at Nelson University after a period of one year.
4. Following imprisonment, a one-year period of rehabilitation/re-establishment is required prior to the student applying for enrollment.
5. Consideration will be given to waive the aforementioned stipulations if an individual has successfully completed a spiritual rehabilitation program with Teen/Life Challenge and can provide a positive reference from the director of Teen/Life Challenge.
6. Extensive character references should be included with any application submitted by a convicted felon.
7. For graduate degrees in the Department of Behavioral Sciences and Community Services, an applicant with a felony and/or misdemeanor conviction, including deferred adjudication, must obtain an evaluation by the state in which they seek to practice to determine if their legal history prohibits them from applying for licensure. This evaluation is at the applicant's expense.

## Academic Policies

### REQUIRED STUDENT PARTICIPATION IN UNIVERSITY SURVEYS

Nelson University engages in an ongoing program of assessment to determine the effectiveness of its education programs and services and to make informed strategic planning decisions. This process, under the direction of the Dean for Institutional Effectiveness, involves the participation of students in nationally standardized assessment instruments as well as tests and surveys developed within the University. The type and frequency of assessment instruments will vary according to the needs of the University. Nelson University expects each graduate student to participate in the following events as directed by the University:

- Graduate Orientation Survey
- Graduating Student Survey (Administered during the last semester of all graduating students)
- Career Development Exit Questionnaire
- Library Survey
- Others surveys/questionnaires deemed necessary by the University

### ACADEMIC RECORDS

Student records are housed in the Registrar's Office. All documents created by the institution or received by the institution on behalf of the student become the property of Nelson University. Except for the Nelson University student transcript, Nelson University does not release copies of those documents to any other entity or the student. However, students may request to review their academic record through an established procedure at Nelson University or another approved location. Students seeking records that originated with other institutions or entities will need to submit requests directly to those entities.

Nelson University transcripts may be requested in writing by the student for a fee. Grade reports are available online after the conclusion of each semester. If a student wishes to petition a grade it must be done in writing to the registrar's office.

### TRANSFER DISCLOSURE STATEMENT

Nelson University does not guarantee that individual courses taken at Nelson University will transfer to other institutions. Transfer decisions are the sole discretion of the receiving institution.

Each higher education institution is responsible for making its own determination as to the curricular content of its courses and programs and assessing the student outcomes of those programs. Therefore, students desiring to transfer courses into those programs from other institutions should be aware that courses with similar sounding titles may not cover the same content and may not transfer. Students should contact the institution they plan to transfer to regarding specific transfer policies.

### CREDIT FOR PRIOR LEARNING

Graduate students in approved programs may petition for graduate credit (maximum of 6 credit hours) based on learning gained from work, ministry, or life experience. Students can contact Nelson Online ([online@nelson.edu](mailto:online@nelson.edu)) for more information.

### THE UNIT OF CREDIT AND STUDENT LOAD

Nelson University has two modalities for course offerings: on-campus and online. Nelson University calculates course credit for both modalities using the semester credit hour based on the Carnegie Unit. On-campus courses generally assume students to have 15 contact hours a semester per credit hour, and students are expected to prepare to spend three (3) hours outside of class for each hour spent in class. This ratio applies regardless of the duration of the course.

Online courses do not require contact hours, but Nelson University has established guiding principles for online courses based upon the Carnegie Unit regarding the expected academic rigor to ensure a quality learning experience for each online course. For an online graduate-level course, the required student learning activities are equivalent to 50 hours of expected time investment per semester credit hour the course is offered. For an online doctoral-level course, the semester credit hour is equivalent to the ratio of 66 hours of online student learning activities per semester credit hour the course is offered. This ratio applies regardless of the duration of the course.

To help students succeed in their academic and career goals, Nelson University has established the following student load policies for the two course modalities and course durations.

### All Graduate Degree-Seeking Students

- Students must enroll in the minimum full-time credit hours established for their program during the semester to be considered a full-time student. Full-time enrollment calculations may include any combination of regular semester or Eight-Week Session coursework provided that the student enrolls, completes, and/or withdraws from the courses according to U.S. Department of Education regulations.
- Students enrolled in less than the full-time credit hours during the semester are half-time or part-time.
- Students are limited to a maximum of 12 credit hours per semester, which includes all Eight-Week Sessions and semester based courses. Requesting to take more than 12 hours during the semester is considered an overload request and will need approval from the Dean of the Graduate School.

### Students Who Are Not on a Probationary Status (New or Continuing Students)

- Students eligible to take Eight-Week Session courses may not enroll in more than six (6) semester credit hours per session during Fall and Spring semesters and six (6) semester credit hours per session during the Summer.
- Students desiring to take any combination of credits equivalent to 12 or more semester credit hours in a single semester must secure special permission from the Dean of the Graduate School.

### Students on a Probationary Status

- Students on any type of Academic Probation are limited to a maximum of six (6) credit hours per semester unless the Dean of the Graduate School indicates the limit should be less.
- Academic Probation students eligible to take Eight-Week Session coursework may enroll in a maximum of three (3) credit hours of A/B session coursework per session at the discretion of the Dean. A review of their progress will determine if they are able to continue A/B session coursework at the end of the semester.

Regardless of course type and modality, all student load policies operate on the overarching principle that the process of learning takes time and effort to achieve. Further, students should not be in course load situations where, based on available information, they are unlikely to succeed.

## **ON-CAMPUS AND ONLINE COURSE DEFINITIONS AND POLICIES**

Nelson University uses two modalities to deliver instructions: on-campus and online. Each modality follows a specific student attendance/participation policy that has implications for financial aid. Course modalities are identified by the three digit section number following the main course code (e.g., PTH 5113.500). Section numbers are created and maintained by Academic Services.

### On-Campus Courses

On-Campus Courses are defined as any course in which no more than 25% of instruction time is delivered through the use of the Learning Management System (LMS). Professors are encouraged to utilize the LMS to offer students enhanced learning opportunities including, but not limited to,

- offering resources (PowerPoint, lecture notes, audio/visual files, website links, etc.),
- establishing interactive forums to allow for out of class discussions,
- accepting digital copies of student assignments,
- and securely posting student feedback and scores through an integrated gradebook.

However, the resources outlined above do not constitute “instruction.” Except for approved deviations, all substantive instruction in on-campus courses should take place during the regularly scheduled meeting times as established on the course schedule.

Further, Nelson University uses the approved LMS for all attendance reporting. While graduate students in on-campus courses are not withdrawn due to excessive absences, faculty must take attendance for all class meetings. (See Class Participation Policies).

### Online Courses

Online Courses are defined as any course in which the instruction is delivered exclusively online through the use of the approved Learning Management System (LMS). All course instruction, engagement, interaction, feedback and learning activities occur via the LMS or an approved education software. Online courses also make use of the approved lecture capture system. More information about the online course format at Nelson University can be found in the Nelson Online section of the undergraduate catalog.

All online courses are asynchronous and students will complete the Online Course Enrollment Verification at the beginning of each course to verify student enrollment in the course. Graduate students may be administratively withdrawn from online courses due to lack of participation. See *Administrative Withdrawal (Online Courses)*.

## SEMESTER CALENDAR

Nelson University operates on a semester calendar with regard to processes and policies related to graduation, academic statuses, and enrollment statuses. Accordingly, the following definitions will apply to all Nelson University students regardless of how they are taking courses:

**Semester/Term:** Fifteen-week period of courses during Fall, Spring, and Summer.

**Session:** Eight-week period of courses within Fall, Spring, and Summer semesters.

**Last Day of Semester:** Final day of semester and academic period for regulatory purposes.

**Session End Date:** Last day of courses for eight-week sessions.

**Conferral Date:** Last day of the semester when eligible students who have applied for graduation have their degrees officially awarded. May be different than the graduation date or the date of the ceremony.

## CLASSIFICATION OF STUDENTS

Classification of students is determined on a semester basis.

Classification will be determined as follows:

### Master of Arts (except Organizational Leadership)

Full-time Student:	9 hours or more
Half-time Student:	6-8 hours
Less than Half-time:	Less than 6 hours

### Master of Arts in Organizational Leadership

Full-time Student:	6 hours or more
Half-time Student:	3-5 hours
Less than Half-time:	Less than 3 hours

### Master of Business Administration

Full-time Student:	6 hours or more
Half-time Student:	3-5 hours
Less than Half-time:	Less than 3 hours

### Master of Divinity

Full-time Student:	9 hours or more
Half-time Student:	6-8 hours
Less than Half-time:	Less than 6 hours

### Master of Education

Full-time Student:	9 hours or more
Half-time Student:	6-8 hours
Less than Half-time:	Less than 6 hours

### Master of Science

Full-time Student:	9 hours or more
Half-time Student:	6-8 hours
Less than Half-time:	Less than 6 hours

### Master of Theological Studies

Full-time Student:	9 hours or more
Half-time Student:	6-8 hours
Less than Half-time:	Less than 6 hours

### Doctor of Ministry

Full-time Student:	6 hours or more
Half-time Student:	3-5 hours
Less than Half-time:	Less than 3 hours

### Doctor of Business Administration

Full-time Student:	6 hours or more
Half-time Student:	3-5 hours
Less than Half-time:	Less than 3 hours

**Special Student:** A student who is not pursuing a degree. Special students are limited to a maximum of 12 credit hours.

## GRADING SYSTEM

Grade point averages are computed using only the following grades and grade points for each semester hour attempted.

A	93-96	4.0	C-	70-72	1.7	I	Incomplete
A-	90-92	3.7	D+	67-69	1.3	IP	In Progress ( <i>Doctoral project dissertation only</i> )
B+	87-89	3.3	D	63-66	1.0	P	Pass ( <i>Not counted toward graduation or GPA calculations</i> )
B	83-86	3.0	D-	60-62	0.7	N	No Pass
B-	80-82	2.7	F	59-below	0.0	EX	Exempt ( <i>Not counted toward graduation or GPA calculations</i> )
C+	77-79	2.3	CR	Credit		W	Withdrawn
C	73-76	2.0	NC	No Credit		WM	Withdrawn-Military Deployment

## AUDIT COURSES

Course audit is an option for students who want to gain more knowledge on a subject, but do not need the course for their degree. Audits are only intended to give students a theoretical basis in a subject area and not intended for mastery of a subject. Therefore, students auditing a course only receive a grade of AU and are not required to complete the assignments or participate in class discussions.

Course audits are not available online. Additionally, students may not audit courses that are skill-based such as applied music courses, physical education courses, lab courses, internship/practicums, or computer skills courses. Due to various privacy, licensing, and insurance regulations, Counseling and Psychology courses may only be audited with approval from the Department Chair for the Behavioral Sciences and Community Services.

Students who wish to audit a course must request to do so through the Registrar's Office during late registration. Audits are subject to seat availability. Further policies and procedures are available in the Registrar's Office. There is a fee associated with auditing a course which is due in full at the time of registration.

## EMERGENCY COURSE EXTENSION

Except in the case of documented circumstances outside of the student's control such as health-related issues or natural disasters, no grades of [I] Incomplete will be permitted. Students will be expected to have met certain academic criteria in the course to be eligible for consideration for an emergency course extension. Students who believe they meet this requirement may contact the Registrar's Office for more information.

## ACADEMIC INTEGRITY

Nelson University places a high value on both academic excellence and spiritual growth. The process of learning is just as important as the outcomes produced. A commitment to Christ encompasses all aspects of life (Matt 22:34-40; Mark 12:28-34; Luke 10:25-28), including behavior and the work completed in class and beyond. Therefore, students are expected to produce work that reflects biblical values such as creativity, excellence, and integrity.

Throughout their studies, students will engage with and build upon the ideas of others whose work has influenced or inspired them. Each academic discipline offers specific guidelines for properly citing these contributions. It is essential to follow the department and course-specific instructions for each assignment.

As such, any form of cheating or academic dishonesty is incompatible with Christian discipleship and will not be tolerated. Any student caught cheating on an exam or assignment may receive an "F" for the assignment or the entire course, and may face further disciplinary action from the institution. Course notes and other materials are prohibited during tests unless explicitly permitted by the professor. Testing must be conducted with academic integrity, and any breach of this, such as having unauthorized individuals present, using forbidden materials or technology, or submitting someone else's work as one's own, will not be allowed.

The use of external words, ideas, images, and multimedia, including content created by generative technologies, must be properly attributed. Failing to attribute these sources correctly, including content produced by emerging technologies like Artificial Intelligence (AI), is considered plagiarism. Different disciplines, professors, and assignments may have varying rules regarding the use of AI and other tools, and it is the student's responsibility to adhere to the specific guidelines provided for each situation. If you have any doubts about what is permitted, please consult your professor.

A student under investigation for academic dishonesty will not be allowed to withdraw from the course. The professor will first address the issue, and if necessary, the matter will be escalated to the relevant College Dean. The Dean will collaborate with the Dean of Academic Services for a resolution, if required. If found guilty of academic dishonesty, the student will not be permitted to withdraw from the course and will receive the grade assigned by the instructor. For more information, refer to the Standards of Conduct in the Student Handbook.

## ONLINE EXAMINATIONS

Online exams are administered in various manners. Students will take open and closed book online exams depending on the specifications provided by the professor. Students are expected to comply with exam procedures outlined in the course syllabus. Any deviation from established guidelines will be investigated as an Academic Integrity issue.

## ACADEMIC PROBATION AND SUSPENSION

A satisfactory level of academic achievement is determined through a student's cumulative grade point average (GPA) which is

calculated at the end of each semester on the basis of all grade point bearing coursework taken in residence at Nelson University. To be eligible for continued enrollment in good standing, a student must maintain a minimum CGPA as follows:

- During the first nine semester hours attempted, the student must achieve a CGPA of not less than 2.75.
- For ten or more semester hours attempted, the student must maintain a GPA average of not less than 3.00.

Should any student fail to maintain satisfactory progress toward graduation as specified by these regulations, the student will be placed on Academic Probation and will be required to follow the guidelines below. (The time frame of an academic suspension relates specifically to the fall and spring semesters. A student suspended at the end of the spring semester would not be allowed to enroll in the following summer and fall semesters.)

1. A student on Academic Probation will only be permitted to enroll in a maximum of six (6) credit hours cumulatively. (See The Unit of Credit and Student Load.)
2. A student failing to raise their CGPA to a 3.0 during a Probationary semester will be suspended for the following semester regardless if the semester is spring, summer, or fall.
3. A student on Academic Suspension may appeal to the Dean of the Graduate School for re-admission on Continued Academic Probation. If the appeal is granted, the student will not be allowed to enroll in more than six (6) hours for the semester regardless of course type. The student must also repeat the course at Nelson University in which a low grade was earned in order to receive the degree. However, the student may not repeat a Main or first Eight-Week Session course during the second Eight-Week Session of the same semester (see Course Repetition).
4. If a student continues to make progress toward raising his/her CGPA each semester by demonstration of a 3.0 semester GPA, he/she will be placed on Continued Academic Probation until the CGPA meets the prescribed values of the University. However, a student on Academic Suspension or Continued Academic Probation who fails to earn a semester or a cumulative GPA of 3.0 or better will be automatically suspended for one year.
5. A student academically suspended for a third time will not be allowed to re-enroll for three years. (Additional program specific policies, procedures, and restrictions may apply. Please see the program -pecific handbook for additional information.)

## ACADEMIC ACCOMMODATIONS

Nelson University students who have documented physical and/or mental disabilities may contact the Associate Director of the Learning Centers and Academic Accommodations in the Davis building. Further information will be provided by the staff about how to request support with academic accommodations. [Contact: [AcademicAccommodations@nelson.edu](mailto:AcademicAccommodations@nelson.edu)]

**NOTICE OF NONDISCRIMINATORY POLICY RELATED TO STUDENTS WITH DISABILITIES:** Nelson University is dedicated to providing students with disabilities access to the programs, services, and activities of the University as required by the Americans with Disabilities Act (1990), the ADA Amendments Act of 2008, and by Section 504 of the Rehabilitation Act of 1973.

The Associate Director of the Learning Centers and Academic Accommodations, located in the Learning Centers housed in the Davis Building, collaborates with Nelson University students, staff, and faculty to provide equal access to educational programs and safeguards against discrimination for qualified students with disabilities.

## COURSE REPETITION

Courses taken at Nelson University in which a grade of B- or less were received may be repeated at Nelson University in order to improve the student's grade for that course. The student must apply to the Registrar's Office for application to retake the course. The original grade remains part of the permanent record, but only the final grade and grade points are counted in the student's cumulative grade point average (CGPA). Students who make a lower grade on their second attempt may not revert to their first grade. Regardless of the GPA, a student will not be permitted to graduate with a final grade lower than a C-. Students should be aware that financial aid will only pay for one repeat of a course after a passing grade (D-) is received.

A course attempted at Nelson University must be repeated at Nelson University. Students may not transfer in courses to meet course requirements they have attempted at Nelson University.

Students may not repeat courses within the same semester they attempted the original course. This applies to all delivery modes and sessions.

## CLASS PARTICIPATION POLICY

The ability to pass examinations and complete outside projects is only a partial measure of the student's knowledge, skills, understanding, and appreciation of the subject matter. Therefore, continued class participation is imperative regardless of the

delivery method of a particular course. Failure to maintain continual participation may result in the inability to complete the necessary course requirements.

Students are responsible for taking exams and submitting assignments by the appropriate due date. A student who is unable to meet course requirement due dates is solely responsible to make the appropriate advance arrangements with the faculty member for possible make up work. The faculty member will have the prerogative to determine if a student may make up any examinations or outside assignments, along with the time frame in which the work must be completed.

## **ONLINE COURSE ENROLLMENT VERIFICATION POLICY**

The Course Enrollment Verification (CEV) process documents that students enrolled in an online course are engaged in academic activities (such as submitting assignments, taking quizzes, or contributing to discussions) to comply with federal aid requirements. Federal financial aid regulations require institutions to verify that students enrolled in an online course are actively participating in their courses to remain eligible for Title IV aid and other forms of financial assistance. Completing the CEV confirms a student's academic attendance and determines eligibility for federal, state, and institutional aid. Students who fail to submit assignments or the CEV may be considered to have unofficially withdrawn, which can result in adjustments or repayment of financial aid funds.

### **Main Semester Courses**

CEV due on Day 7 of each semester. Assignment submissions are assessed on Day 15 of the semester.

### **Eight-Week Session Courses**

CEV due on Day 7 of each session. Assignment submissions are assessed on Day 15 of the session.

### **All Courses**

Students will be assigned a grade of Withdrawn (W) based on their lack of progress at the time of the withdrawal and a fee will be assessed by Student Billing.

Except for cases of institutional error which led the student to be inappropriately withdrawn, administrative withdrawals are final after they are processed. Students administratively withdrawn from a course during refund periods may not be eligible for the refund. Students must request withdrawal with the Registrar's Office through the appropriate online forms prior to being eligible for administrative withdrawal to receive any tuition refund.

Further, while a W grade does not affect GPA calculations, it will count toward the Satisfactory Academic Progress (SAP) calculation for financial aid purposes.

Please note: Communicating with an instructor via email, in the course discussion board, or outside of the course about matters not related to course content or learning outcomes does not count as course participation. Also, logging into the course in Blackboard does not constitute course participation. Students must demonstrate active engagement in their courses by submitting completed assignments or the CEV.

## **COMPLETE ADMINISTRATIVE WITHDRAWAL**

Students who are administratively withdrawn from all of their courses for the semester or who withdrew from some of their courses and were administratively withdrawn from their remaining courses will received a Complete Administrative Withdrawal for the semester. The withdrawal date will be the last day the student attended his/her on-campus course(s) or the last day the student participated in his/her online course(s) through assignment submission, discussion post, or other substantive engagement. Students will receive either a W or WC in alignment with the grading policy of the course.

Students may also receive a Complete Administrative Withdrawal as a result of a student conduct issue that leads to expulsion or suspension. Regardless of the expulsion or suspension date, the withdrawal date is the last day the student attended his/her on-campus course(s) or the last day the student participated in his/her online course(s) through assignment submission, discussion post, or other substantive engagement. Students will receive a WP or WC grade for all active courses based on the grading policy of the course.

## **Withdrawal/Drop**

### **COURSE WITHDRAWAL (DROP)**

Students desiring to withdraw from or drop a course should do so in writing to the Registrar's Office in person or through the online form. Students must follow these date specifications when withdrawing:

### Semester-Based Courses

Students may withdraw from individual courses until the Monday two-weeks prior to the end of the semester or the Monday closest to 90% of the semester. The last day for course withdraw is indicated on the Academic Calendar each semester.

### Eight-Week Session Courses

Students may withdraw from individual courses until the final Monday of the session or the Monday closest to 90% of the session. The last day for course withdraw is indicated on the Academic Calendar each semester.

A grade of “W” will be recorded on the student’s transcript for the class dropped. A fee is charged to withdraw from a course; consult the current Schedule of Fees. Students and instructors will be informed via their My.Nelson email once the withdrawal process is complete. Students are not permitted to transfer courses from other institutions to fulfill requirements for withdrawn courses.

Students failing to follow the correct procedure or meet the deadline in withdrawing from a class will receive a grade as determined by the instructor. Students may not withdraw from a course in which they have submitted all course requirements or have received an earned grade.

A student will not be allowed to withdraw from a course if he/she is under investigation for academic dishonesty. In the event that the student is determined guilty of academic dishonesty, then the student will not be allowed to withdraw from the course and will receive the grade determined by the instructor, either an “F” for the assignment and/or an “F” for the course (see Academic Integrity).

## **COMPLETE WITHDRAWAL FROM SCHOOL**

Students needing to withdraw from school must file an official withdrawal notice in writing at the Registrar’s Office or through the online form. Students failing to follow the proper procedure in withdrawing are not eligible for any refund and will receive grades in all courses as determined by the instructors. Official transcripts cannot be released until proper clearance is arranged. Students may not completely withdraw from the semester after receiving earned grades for courses including session based courses.

### Semester-Based Courses

Students may completely withdraw from school for the semester until the Monday of Week Nine (9) of the semester. The Last Day to Completely Withdraw is indicated on the Academic Calendar each semester. Students may withdraw from individual courses, but they may not withdraw from all or their last course after Week 9 of the semester.

### Eight-Week Session Courses

Students may completely withdraw from school for the semester until the Monday of Week Five (5) of the session. The Last Date to Completely Withdraw is indicated on the Academic Calendar each semester.

The Complete Withdrawal date during the second Eight-Week Session is reserved for students who only enrolled in the second Eight-Week Session courses. Students who have a combination of semester-based and session-based courses will not be permitted to drop their last course after Week Nine (9) if it will result in a complete withdrawal for the semester.

A grade of “W” will be recorded on the student’s transcript for the withdrawn courses. Students and instructors will be notified through My.Nelson email once the withdrawal process is complete. Students are not permitted to transfer courses from other institutions or through credit by exam to fulfill requirements for withdrawn courses.

## **MEDICAL WITHDRAWAL**

Students requesting withdrawal from Nelson University due to a documented medical issue that substantially interferes with their course progress may do so through the Complete Withdrawal Form until the last day to withdraw for the enrollment period as stipulated on the academic calendar. Properly initiated and documented withdrawal requests will result in W grades for all semester courses.

Nelson University may permit a retroactive withdrawal due to emergency medical issues if the student notifies the University within 30 days of the end of the semester and provides appropriate documentation of the emergency.

As with other withdrawals, medical withdrawals may affect financial aid eligibility, athletic eligibility, and international student status. Students should consult with the appropriate office or personnel prior to withdrawing.

## **WITHDRAWAL AND READMISSION POLICIES FOR MILITARY STUDENTS CALLED TO ACTIVE DUTY**

A fully-enrolled student who is a member of the U.S. Armed Forces, National Guard, or is in the Reserves, and who is ordered to Active Duty by the U.S. federal government for more than 30 consecutive days or less than 30 days if the absence/lack of course participation would normally lead to withdrawal has the following options pertaining to that period of enrollment:

File for a Complete Withdrawal from school and receive a full refund of tuition and mandatory fees. The student will receive a WM (Withdrawal-Military) on his/her transcript for each of his/her courses. As with all other attempted courses, those courses/requirements would not be eligible for transfer to Nelson University from another institution.

If the service period is less than the period of enrollment, students may make arrangements through the course instructors and approved through Academic Services for a limited and specific extension of time to complete the courses after the student's service has ended. If arrangements are approved, the student's registration will continue, and no refunds will be issued. However, students in this situation will not be charged the course extension fee.

Students called to duty must notify the Nelson University Registrar's Office in writing or verbally as far in advance as is practical. Students applying for military enrollment benefits should submit a copy of their military orders along with their request. In the event of an emergency deployment or the student is under orders not to disclose their deployment, students must submit appropriate documentation of military service upon their return.

For students using Title IV funds (federal financial aid) to finance their education, a complete withdrawal from school will initiate the Return of Funds calculation as required by federal regulations. For more information about the implications of a Military Withdrawal on financial aid status, please contact the Nelson University Financial Aid Office. Additionally, students need to follow-up with Student Billing regarding any Veterans benefits they may be receiving.

Except for the circumstances listed under 34CFR668.18(e), a student's cumulative active duty service obligations must equal five (5) years or less. Students seeking military service readmission benefits must reapply at Nelson University within three years of their last month of active duty. In the case of serious injury incurred while serving, students must reapply to Nelson University within two years of medical release. Students will need to submit documentation establishing their eligibility for re-admission benefits upon application to the University.

Students may return to school under their former program of study and at the former tuition rate for the first year. The student will not be charged an application fee for re-applying. After the first academic year, the student will be under the tuition rate currently in effect for their program. If the student's academic program no longer exists or has changed significantly from the time of the student's last enrollment, Nelson University will ensure that the student has the opportunity to complete an equivalent program with minimal obstacles so long as the program outcomes are met. Except for the exceptions listed under 34CFR668.18(a)(2), the student will return at the same college level, credit hours, and academic status under which he/she left the institution.

In accordance with paragraph (h) of 34CFR668.18, students separated from the Armed Services with a dishonorable or bad conduct discharge, by general court-martial, or as a result of being absent without leave or through desertion are not eligible for readmission benefits. Nelson University reserves the right to deny readmission to any student returning under those conditions.

## **Graduation**

### **GRADUATION UNDER A PARTICULAR CATALOG**

A student may graduate under the requirements of the catalog in force during the semester in which first enrolled, provided graduation is within six years from the end of that semester. The summer term may count as a part of the semester before or after it. However, a student may choose to graduate under the requirements of the current catalog, but only if the requirements of the catalog chosen are followed as a whole. Nelson Graduate School and the Registrar's Office will help the student in every way possible to avoid errors, but the student has the final responsibility for satisfying all degree requirements according to the catalog chosen.

### **GRADUATION REGULATIONS**

1. Application for graduation must be made by the first day of the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduates must have all program and course requirements completed. All official transcripts must be on file in the Registrar's Office. Degrees are conferred in the semester that all official documentation of completed requirements is received by the Registrar's Office. Nelson University only confers degrees

in the Fall and Spring semesters for programs requiring Comprehensive Exams. Anyone in programs with Comprehensive Exams completing degree requirements in the Summer would graduate in the following Fall.

2. The student must complete all prescribed course work for the program before he/she is permitted to participate in the graduation ceremony.
3. To fulfill residency requirements the student must complete the final 1/3 of credits at Nelson University. Additional residency requirements may vary for specific graduate programs.
4. The student must have attained a minimum CGPA of 3.0. In order to maintain the minimum GPA to graduate, those courses in which a grade of B- or less were received may be repeated. (See *Course Repetition*) Regardless of the GPA, a student will not be allowed to graduate with a final grade lower than C-.
5. If required for his/her program, the student must have successfully completed the Graduate Comprehensive Examinations which are given in the final three semesters of the student's graduate program. Students should communicate with the program coordinator of their degree to discuss appropriate time lines for preparation and completion of the exam. Comprehensive Exams are only administered during the Fall and Spring semesters.
6. No credit toward a graduate degree may be earned by correspondence study.
7. Before a final transcript will be released, the student must clear with the following offices: Registrar, Student Billing, Library, and Financial Aid.
8. Requests to withdraw an application for graduation for a specific graduation date must be received by the end of late registration in that given semester. Changing one's graduation date to a later semester will require reapplication and a fee. No refund is given for fees.
9. All program changes in the last semester resulting in a delayed graduation must be reviewed and approved by Academic Services.

## MASTER DEGREES

- The Master of Arts degree is designed to further develop the research and communication skills of students who are pursuing fields with an emphasis on theory and historical perspectives such as humanities.
- The Master of Business Administration is designed to give students an in-depth education of major business concepts at the graduate level.
- The Master of Divinity degree provides graduate-level biblical, theological, and ministerial training.
- The Master of Education degree is designed to provide students with expanded knowledge and pedagogical skills in the field of education.
- The Master of Science degree is designed to provide students the advanced knowledge and skills to perform research and practice in applied fields.

## DOCTORAL DEGREE

- The Doctor of Ministry degree is a professional doctorate that prepares ministers for academic or ministerial leadership.
- The Doctor of Business Administration degree is a professional doctorate preparing students for business leadership.

## California Student Disclaimers

The following information applies to all students enrolled at Nelson University's Off-Campus Instructional Site in Visalia, California, regardless of program length, enrollment status, or method of instruction. The policies outlined in this disclaimer describe how the university will serve students at this site, as these policies may differ from the university's standard practices.

### LOCATION

Nelson University at Catalyst Bible College (Visalia First), 3737 S. Akers St., Visalia, CA 93277

\* Graduate and Doctoral courses offered online.

### APPROVAL TO OPERATE

Nelson University is a private, Christian university affiliated with the Assemblies of God churches.

Nelson University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to

award associate, baccalaureate, master's, and doctorate degrees. Questions about the accreditation of Nelson University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

Nelson University is approved by the California Bureau for Private Postsecondary Education to operate in California in accordance to the standards as set forth in the CEC 94890(a)(1) and Code of Regulations, Title 5, Section 71390.

## FINANCIAL STATUS

Nelson University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Review of Catalog and School Performance Fact Sheet.

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided to students prior to signing an enrollment agreement.

## MISSION & OBJECTIVES

Nelson University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings. Students will learn how to integrate biblical principles of faith into their lives while demonstrating academic competence in their respective field of study. Students will formulate a personal strategy for Christian service to help them engage a global community with societal awareness, cross-cultural appreciation, and a biblical worldview.

## DESCRIPTION OF FACILITIES

Nelson University's Catalyst Bible College facilities are owned by Visalia First, an Assembly of God Church. The off-campus instructional site is comprised of five administrative offices, one library with over 1,000 volumes and a white board, a lounge space for students that can serve as an additional classroom with an 70-inch smart TV, a dedicated kitchen space for students to meet and prepare meals together, and a 2,700 square foot chapel meeting room. The primary classroom houses three, 70-inch smart TV's, a SMART Board and the camera and microphone technology needed to serve students studying at a distance. Students have WiFi access in all of these locations. The space continues to expand into additional classrooms, an additional library to house 30,000 volumes, and an administrative office. The dedicated facility space of 9,000 square feet and equipment are adequate to ensure a positive learning environment.

## LIBRARY SERVICES

Nelson University's library, Nelson Memorial Library (NML), supports and aligns with the university's mission by providing adequate support for the institution's curriculum. The library has a long record of serving its on-campus and online students at both the undergraduate and graduate levels. It provides support and access to off-campus partners and sites, including the Nelson University Catalyst Bible College site in Visalia, CA.

The library offers a comprehensive collection of resources, including physical and digital materials, to support the academic programs offered at Nelson University. Students and faculty have access to online databases, open-access collections, approximately 70,000 physical books, e-books, course reserves, and online research guides. The library is committed to fostering an environment that promotes learning, research, personal and spiritual growth, aligning with the university's mission to equip students to pursue their God-given callings.

The library offers over 151 databases with educational content curated from academic vendors, such as Gale, Ebsco, ProQuest, and many open source collections. Examples of subject-specific collections include:

- Academic Video Online (over 70,000 titles spanning a wide range of subject areas)
- ATLA Religion Database with ATLA Serials
- Behavior and Mental Health Online (video, documentaries, transcripts, and reference works)
- Leadership and Management OneFile (21st-century skills, organizational leadership)
- Religion and Philosophy OneFile (1,949,461 documents)
- Theological Research Exchange Network (TREN) (over 18,511 theses/dissertations)
- Academic or General OneFile (comprehensive databases covering almost any topic)
- Business Expert Press (330 e-books related to Business)

- Gale, Ebsco, and ProQuest eBook collections
- American Psychological Association's PsycArticles (scholarly and scientific articles in Psychology)
- JSTOR Collections (journals, books, images, and primary sources)
- Literature Resource Center (supports literary analysis, biographical information, and reviews)
- Fine Arts OneFile (to support drama, music, art history, and filmmaking)
- Oxford Reference (reference work covering European history, society, and culture)

These resources can be accessed from [www.nelson.edu/library](http://www.nelson.edu/library). On this page, library users can log in with their student credentials to access the library catalog and perform a search by keyword, subject, title, author, or other related fields. Students can navigate to course reserves, subject guides, databases, journals, e-books, and interlibrary loan. For immediate assistance during regular or off-hours, a student can reach a librarian via email directly at [library@nelson.edu](mailto:library@nelson.edu) or by filling out a request for help on the library website.

The library has three full-time professional librarians, three part-time staff, and several student assistants. The three librarians are reference librarians who are available to assist students and faculty in person in the library, in a classroom, or at a distance through telephone, email, or virtual appointment.

Librarians offer information literacy classes at the beginning of each semester, and freshmen and other first-time students attend an in-person or online orientation. In this training, they learn how to conduct searches to find resources in the format they need. This includes how to navigate the library's home page, accessing physical resources in the library, using the WorldCat Discovery search engine, subject or course guides, Boolean searching and other advanced database filtering.

Frequently asked questions and tutorials are available on the library website. Additional assistance is available by email at [library@nelson.edu](mailto:library@nelson.edu), or by phone at 972-825-4761. The library has two study rooms for checkout and two floors of space zoned for quiet or collaborative study. There are 26 individual study carrels, 13 computer stations, 2 computer labs (each offering 30 computers), and study space in the copier or archive spaces.

## **UNRESOLVED QUESTION PERTAINING TO CATALOG**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, at [www.bppe.ca.gov](http://www.bppe.ca.gov), and at (888) 370-7589, (916) 574-8900, or by fax at (916) 263-1897.

## **COMPLAINT POLICY**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **STUDENT RIGHTS AND ASSISTANCE**

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of a private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling toll-free: (888) 370-7589 or by visiting: [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at the Nelson University – Catalyst Bible College Partner Site is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Nelson University – Catalyst Bible College to determine if your credits or degree will transfer.

More details on the credit transfer policy can be found in the Academic Information portion of the catalog under the Transfer Policies section.

## **ADMISSION POLICIES & ARTICULATION AGREEMENTS**

The admission policies for Nelson University are provided in the Academic Information section of the university catalog. Nelson University does not accept applications from Ability-to-Benefit students. ATB students are defined as those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance.

Nelson University has not entered into an articulation or transfer agreement with any other college or university.

## **INTERNATIONAL STUDENTS**

International students are not allowed to attend the Nelson University – Catalyst Bible College site. Any international student interested in attending Nelson University must attend the main campus in Waxahachie, Texas.

All instruction at Nelson University is conducted in English. The university does not offer English language services or ESL instruction to students.

## **PROFESSIONAL LICENSURE DISCLOSURES**

None of the graduate programs offered at the Nelson University Catalyst Bible College site in Visalia, California are designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in the state of California.

## **Tuition and Fees Refund Policy**

### **COURSE CANCELLATION BY THE UNIVERSITY**

If Nelson University cancels a course after a student has enrolled and paid tuition and fees associated with the course, the University shall make every effort to find a suitable replacement course for the student. If a replacement course is not possible based upon degree requirements, the university will provide a 100 percent (100%) refund of all tuition and institutional fees paid for the cancelled course.

### **STUDENT WITHDRAWAL AND PRO RATA REFUNDS**

A student who withdraws from enrollment after the cancellation period shall be entitled to a refund of unearned tuition on a pro rata basis, calculated through sixty percent (60%) of the semester or session.

- A student who withdraws during the first sixty percent (60%) of the semester or session shall receive a refund equal to the portion of tuition and fees corresponding to the remaining uncompleted portion of the semester or session.
- A student who withdraws after completing more than sixty percent (60%) of the semester or session is not entitled to any refund of tuition or fees.

The percentage of the semester or session completed is determined by dividing the number of calendar days elapsed from the first scheduled day of instruction through the student's withdrawal date by the total number of calendar days in the semester or session, including weekends and holidays.

$$\frac{\text{Days student attended}}{\text{(Total \# of Days)}} = \frac{\text{(\% Attended)}}{\text{(\% Attended)}}$$

### **NON-REFUNDABLE FEES AND CHARGES**

The following fees and charges are non-refundable after the cancellation period, consistent with applicable California law:

- Application Fee or Registration Fee, up to \$250
- Student Tuition Recovery Fund (STRF) Fee, as required by the State of California
- Textbooks, instructional materials, supplies, or equipment that have been purchased, issued, opened, accessed, or otherwise provided to the student

### **REFUND DISBURSEMENT**

All refunds due under this policy will be issued within 45 days following the student's official withdrawal from one or more classes, including a complete withdrawal as a student from the university or the date the university cancels a course.

## **RIGHTS & RESPONSIBILITIES: STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## **STUDENT'S RIGHT TO CANCEL**

Students have the right to cancel an agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, they also have the right to stop school at any time; and they have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance.

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

### **Cancellation Policy:**

1. An applicant who provides written notice of cancellation within seven days of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the school shall provide a 100% refund.

2. An applicant requesting cancellation more than seven days after signing an enrollment agreement and making an initial payment is entitled to a refund of all monies paid up through attendance of the first class session.

Cancellation Procedure: To make a formal cancellation request, email the Registrar's Office at registrar@nelson.edu and request to cancel your enrollment agreement and to completely withdraw from classes for the current semester.

For more information about the withdrawal and refund policies for Nelson University see the Financial Information section of the catalog.

## **PARTICIPATION IN FEDERAL & STATE AID PROGRAM**

Nelson University participates in federal financial aid programs for its students. Federal financial aid programs include Direct Unsubsidized Loans and Direct Graduate PLUS loans. The Free Application for Federal Student Aid (FAFSA) determines eligibility for all federal student aid programs. To qualify, students must meet basic eligibility criteria:

- Students who are U.S. citizens or eligible non-citizens (permanent residents) have the option of borrowing from the Federal Direct Unsubsidized Loan program. Students must complete the FAFSA as well as other loan requirements.
- The Direct Graduate PLUS Loan is a credit-based loan and requires an application. Students must sign a Master Promissory Note (MPN) for each loan program before any loan disbursements are made. A FAFSA is also required.

Federal aid is reevaluated each year based on the results of the FAFSA, which must be completed every year. In addition, students must make satisfactory academic progress. Consumer information is intended to provide current students, prospective students and their families with important information regarding the university. To view this important information, please visit the consumer information page.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

For additional details pertaining to the university's participation in federal aid programs, see the university's catalog and the financial information webpage.

## **VETERANS BENEFITS**

Students who are eligible for educational benefits under any Veterans Administration program will find additional details on the university website at <https://www.nelson.edu/admissions/veterans-affairs-education-benefits>.

## **CHANGE IN STUDENT STATUS**

Nelson University does not currently have an official Leave of Absence (LOA) Policy. Should an emergency arise for a student requiring a Leave of Absence from their studies, students should contact the Registrar's Office to see what arrangements can be made based on the student's unique situation.

## **STUDENT SERVICES**

### **Practicums**

We want all of our students to be well-versed in all aspects of ministry and practicums are one way we are able to do this! Each student will rotate through the site's three different practicum focuses. These areas have been carefully curated to emphasize key elements of ministry and leadership development.

### **World Experience Missions**

One of the goals of the site is for every student to graduate with a passion and heart for missions. That is why we have developed the Catalyst World Experience. Every eligible student will have the opportunity to visit five foreign countries during their four years with the site. We aim to visit South America, Europe, Africa, Asia and the Holy Land all before a student graduates our program.

### **Student Chapel**

All on-campus students will be asked to attend one chapel service a week and sign up for a small group in their respective ministry area (i.e. Young Adults or Adults). Services will be devotional in nature and have guest speakers.

### **Networking Opportunities**

Students will be able to interact, network, and learn from prominent leaders across the country multiple times each semester. Students will also have the chance to engage with local community leaders during their time as students.

### Community Life

Monthly, students will be able to participate in a community-building activity such as bowling, laser tag, a movie, or a “family dinner.”

### Leadership Labs and Crossfire

Each week, students will gain practical insights on future career preparation through Leadership Labs. In addition to Labs, students will participate in Crossfire discussions that challenge their worldview and encourage them to dive deep into the Bible.

### Housing Options

Nelson University Catalyst Bible College does not have dormitory facilities under its control. The university does not have a responsibility to secure housing for students. Catalyst Bible College has a current arrangement with a local apartment complex for students needing housing. Students pay \$450/month, which includes rent, utilities, and furniture. Students have one or two roommates, depending on the size and location of the apartment. Should students prefer a different option, there are other local apartments available, with rent prices ranging from \$1,800 to \$2,300/month, depending on the desired size and location.

### Student Records

Student data will be stored permanently by the university, including the following: the degree or certificate awarded and the date on which that degree or certificate was awarded, the courses on which the certificate or degree was based, and the grades earned by the student in each of those courses.

### Retention of Student Records

Student transcripts and degrees are maintained indefinitely and all other records are maintained for 5 years.

## GAINFUL EMPLOYMENT

Students who earn degrees in the following programs can find employment in these and possibly other fields.

Program Name	SOC Code	Job Title
MA Bible & Theology	25-1126	Professor
	21-2011	Clergy
MA Children & Family	21-2021	Pastoral Staff
	21-1093	Social and Community Services Managers
MA English	25-2031	Postsecondary English and Literature Teachers
MA History	25-2031	Postsecondary History Teachers
MA Intercultural Studies	21-2099	Religious Worker
	11-9033	Postsecondary Education Administrators
MA Organizational Leadership	21-1093	Social and Community Services Managers
	11-9033	Postsecondary Education Administrators
MA Practical Theology	21-2011	Clergy
MBA Business Administration	13-1199	Business Operations
	11-9033	Postsecondary Education Administrators
	11-1021	General and Operations Managers
MDiv Master of Divinity	21-2011	Clergy
Doctor of Business Administration	11-1011	Chief Executives and Sustainability Officers;
	25-1010	Postsecondary Business Professor
DMin Doctor of Ministry in Leadership	21-2011	Clergy

# Graduate Programs & Certifications

The purpose of the Nelson Graduate School is to provide graduate programs which equip students to fulfill the mission of the University through increased professional and ministerial effectiveness and preparation for future academic training.

Nelson University is authorized to offer graduate degrees on the master's and doctoral levels as a Level V institution.

## **The Nelson Graduate School offers the following programs and concentrations:**

### **DOCTORAL PROGRAMS**

Doctor of Ministry

Specializations in General Ministry, Intercultural Studies, Leadership, and Pastoral Counseling

Doctor of Business Administration

### **MASTER'S PROGRAMS**

M.A. in Bible and Theology

M.A. in Children and Family

M.A. in Christian Ministry

M.A. in English

M.A. in History

Specializations in Education/Non-Thesis/Thesis

M.A. in Intercultural Studies

Specializations in Islamic Studies, Theological-Teaching, and Generalist

M.A. in Interdisciplinary Studies

M.A. in Organizational Leadership

Specializations in Business, Church Leadership, Intercultural Studies, Marketing

M.A. in Practical Theology

Specializations in Church Health and Revitalization, Intercultural Studies, Islamic Studies, Business, Family Ministries, Youth Ministries, and Next Gen.

M.A. in Transformational Leadership

Master of Business Administration (MBA)

Specializations in Marketing and Healthcare Administration

Master of Divinity (M.Div.)

Specializations in Biblical Languages, Biblical Studies, Chaplaincy, Church Health and Revitalization, Counseling, Family Ministries, Intercultural Studies, Islamic Studies, Pastoral Theology, and Theological Studies

M.Ed. in Curriculum and Instruction

Specializations in Early Childhood, Curriculum Studies, History

M.Ed. in Educational Leadership

Specializations in Public School Administration, Christian School Administration

M.Ed. in School Counseling

M.S. in Clinical Mental Health Counseling

M.S. in Clinical Psychology

M.S. in General Psychology

### **CERTIFICATIONS**

Texas Alternative Teaching Certification

# Clinical Psychology

The Master of Science in Clinical Psychology is designed to prepare students to become highly competent Christian mental health professionals who wish to develop a solid foundation in the theoretical, applied and independent clinical practice of general assessment and counseling of children, adolescents and adults.

This degree meets the academic requirements of the LPA (Licensed Psychological Associate) in the state of Texas and also prepares the student to pursue doctoral -level programs in Psychology. The degree requirements may also satisfy the academic requirements for behavioral science licensures in other states. Students seeking such licensures should check the academic requirements with that state's licensure board to determine the alignment with this degree. For questions concerning state licensure, contact the Program Coordinator as state requirements are subject to change.

## Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Integrate and apply sound psychological and theological principles in such a way as to demonstrate respect for both disciplines.
2. Become knowledgeable of many theoretical approaches to clinical diagnosis and treatment along with a knowledge of the characteristics and functions of the doctoral level clinical psychologist as a collaborative mental health team member and professional in various health care settings.
3. Demonstrate an ability to utilize selected psychological tools in the evaluation of the individual from a bio-psychosocial perspective.
4. Demonstrate advanced understanding and skill regarding the diagnosis, assessment, prognosis and treatment of mental disorders including severe and persistent mental illness.
5. Demonstrate advanced knowledge and skill in psychological research.
6. Meet the educational and practicum requirements for licensure as a Licensed Psychological Associate in the State of Texas as mandated by the Texas State Board of Examiners of Psychologists.

## Program Entrance Requirements

The following prerequisites must be met for conditional acceptance to begin taking Clinical Psychology curriculum:

1. The program requires five prerequisite undergraduate psychology courses (15 hours) with a grad of B in each course preferred: Introduction to Psychology, Abnormal Psychology, and three courses (9 additional hours) of upper-level psychology courses that may provide good preparation for the program, including, but are not limited to, Social Psychology, Theories of Personality, Human Growth and Development, and Research Methods and Statistics. Preference is given to applicants with all prerequisites completed. An individual with an undergraduate degree in psychology, counseling or a related field in the behavioral sciences is considered to have met the prerequisites.
2. In place of completing the undergraduate prerequisite courses, prospective students may opt to take the GRE Psychology exam and demonstrate competency in each major content area. If an individual passes a major content area with a score of 70 or greater, the undergraduate course corresponding to the content area will be waived. If an individual passes the entire GRE Psychology exam at the 70th percentile or better, they will be viewed as having demonstrated competency in psychology and considered as having met the prerequisites.
3. After acceptance into Nelson Graduate School, if a student must complete a prerequisite course, the department chair or program coordinator will assist the student in selecting their course(s). The prerequisite requirement must be met before beginning graduate classes.
4. While the Nelson Graduate School requires a cumulative grade point average (CGPA) of 2.5 or higher on undergraduate studies for acceptance into all graduate programs, for the Behavioral Sciences and Community Services Department (BSCS) a 3.0 CGPA or higher is preferred.
5. The GRE/MAT are not required for acceptance into the Clinical Psychology degree program for applicants with a GPA of 2.5 or higher. However, applicants with less than a GPA of 2.5 require successful completion of the Verbal Analytical Writing portions of the GRE/ MAT. A score of 150 on the GRE or 395 on the MAT is preferred.
6. Applicants must submit a three-page essay in APA style describing their interests and objectives along with professional career goals for pursuing a degree in clinical psychology. Guidelines for the essay can be obtained by contacting the Graduate Enrollment Counselor.

\*Prerequisite courses must be repeated until the required grade is achieved.

### **Program Admittance**

Applicants who meet the minimum qualifications of the Nelson Graduate School (NGS) (2.5 cumulative GPA from an accredited institution of higher learning) are admitted every semester into the NGS in the M.S. in Clinical Psychology with the status of Conditional Program Admittance. In addition to acceptance into the NGS, those seeking admission into the M.S. in Clinical Psychology go through a formal review process conducted by the Behavioral Sciences and Community Services (BSCS) graduate faculty. Details concerning this review process are available in the BSCS Graduate Student Handbook and Policy Manuel for Clinical Psychology.

Program admittance is a two-step process consisting of Conditional Program Admittance and Formal Program Admittance. This process and its calendar are administered by the BSCS Department. Students may take a maximum of 24 graduate credit hours under Conditional Program Admittance.

The status of Conditional Program Admittance applies to:

1. All students who enroll and take graduate curriculum until they receive formal program admittance.
2. Students who meet minimal admissions standards but lack prerequisite courses. To satisfy prerequisite requirements a grade of B in each course is preferred.
3. Transfer students from accredited university programs receive Conditional Program Admittance until applying for and receiving Formal Program Admittance.

### **Remedial Process**

Formative and summative evaluation of student development of a psychological associate identity that meets ethical and professional standards will be ongoing through the program. At any point that a student fails to meet the ethical and professional standards required for future work in the field, the student will enter an individual remediation process as detailed in the program handbook. Successful completion of the individual remediation process will allow the student to continue toward good standing in the program and graduation. Students who do not successfully complete the individual remediation process as detailed in the program handbook will be subject to dismissal from the program.

### **Residency Requirement**

This is an online degree program; however, three courses in the Professional Component must be taken on-campus to meet residency requirements. To provide our students with schedule flexibility for courses that require face-to-face instruction, Nelson University offers a one-week intensive each summer for students to take these classes at the campus.

Nelson University cannot issue student visas (F1, J1, M1 visas) for this program. Therefore, any foreign national student wanting to pursue this program must be able to meet the residency requirement without applying for a student visa. Federal regulations also prohibit students in the U.S. on B (tourist) visas from engaging in study. However, foreign national students already in the U.S. on another visa may be eligible to pursue this program. Please contact the Registrar's Office for more information.

### **Graduation Requirement**

Students must apply for graduation from the Registrar's office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates graduating. To qualify for a specific graduation date, graduating students must have all program and course requirements completed or anticipate their completion by the end of the semester. Contact the Graduate School Office and the Registrar's Office for more information.

### **Special Insurance Requirement**

Students must secure professional liability insurance to participate in practicums and students must provide a copy of the certificate of insurance to the Nelson University Practicum instructor. No student may provide counseling services with clients (individual or group), psychotherapy, psychological testing, case management services, counseling-type services, or work with clients in any capacity including observation of treatment, reviewing case records, or research without having insurance. Nelson University does not apply for or purchase the required professional liability insurance on behalf of the student. Contact the Program Coordinator for Clinical Psychology or the Department Chair for Behavioral Sciences and Community Services for additional information.

### **Program Fees**

The Clinical Psychology program utilizes web-based software for practicum courses. This program fee is added to the student's bill in the first semester of enrollment in the program. Additionally, some testing courses require a lab fee. For more information about these fees, students may contact the program coordinator.

# Clinical Psychology Cont.

**RESEARCH COMPONENT: 6 HOURS**

PSY 5373 Statistics for the Behavioral Sciences  
PSY 5733 Psychological Methods and Research Design

**PROFESSIONAL COMPONENT: 48 HOURS**

PSY 5153 Professional Orientation, Ethical and Legal Issues  
PSY 5163 Family Systems \*\*\*  
PSY 5173 Human Growth and Life Span Development  
PSY 5183 Advanced Social Psychology \*\*\*  
PSY 5193 Theories of Counseling and Psychotherapy  
PSY 5213 Biological Basis of Behavior \*\*\*  
PSY 5223 Advanced Human Sexuality \*\*\*  
PSY 5243 Methods and Techniques in Counseling  
PSY 5283 Social and Cultural Diversity  
PSY 5433 Tests and Assessment  
PSY 5533 Cognitive Assessment\*  
PSY 5543 Objective Personality Assessment\* \*\*\*  
PSY 5553 Advanced Learning Theory and Applications \*\*\*  
PSY 5633 Child and Adolescent Assessment and Treatment Planning \*\*\*\*  
PSY 5743 Clinical Psychopathology  
PSY 6123 Advanced Psychopathology and Treatment Planning

**PRACTICUM COMPONENT: 6 HOURS - 450 CLOCK HOURS (225 HOURS EACH)**

PSY 6943 Practicum in Clinical Psychology\*\*  
PSY 6953 Advanced Practicum in Clinical Psychology\*\*

*\*Lab fee required*

**\*\*Practicum and Advanced Practicum courses may each be repeated (if necessary) to reach the maximum number of hours required by the state (225) for each course. The state requires a total of 450 hours of practicum experience for licensure.**

**\*\*\*These courses are only offered once every two years. Students must sign up these courses when they are first offered on the schedule.**

**\*\*\*\* This course is only offered once every two years. However, you *must* take PSY 5433 Tests and Assessment first, so take this course when it is first offered.**

**TOTAL PROGRAM REQUIREMENTS 60 HOURS**

# Clinical Mental Health Counseling

The Master of Science in Clinical Mental Health Counseling prepares professional counselors whose psychological understanding of human persons and practice of counseling are essentially informed, shaped, and given dimension by a biblical view of humankind.



This degree is designed to meet the academic requirements for the LPC (Licensed Professional Counselor) in the state of Texas and will also prepare the student for pursuit of doctoral level programs in Counseling. This degree will also meet the academic requirements for the LPC in many other states. Students seeking state licensure in other states should check the academic requirements with that state's licensure board to determine alignment with this degree. The degree has received accreditation from the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

For questions concerning issues related to state licensure, contact the Program Coordinator as state requirements are subject to change.

## Program Objectives

1. Student Learning: Cultivate competent counselors who are capable of integrating ethical practice, academic knowledge, and personal growth.
2. Skill and Disposition Development: Provide opportunities for students to develop necessary skills, attitudes, and dispositions to engage in successful practice of effective clinical mental health counseling.
3. Professional Readiness: Produce graduates who demonstrate a clear counselor identity, professional engagement, diversity awareness, and preparation for service.

## Student Learning Outcomes

**Upon completion of this program the student will be able to:**

1. Formulate a professional counseling identity that reflects current knowledge within the counseling profession and serves as the foundation for the continued professional growth necessary to meet client needs ethically and effectively as a professional counselor.
2. Integrate knowledge of multicultural identity characteristics and theories of multicultural counseling into a framework to provide for the individual needs of clients from diverse populations and advocate on their behalf.
3. Compose a model for wellness across the lifespan that accounts for theories of human development and significant factors that impact development, functioning, and behavior.
4. Implement a career counseling model that meets the individually assessed needs, abilities, interests, values, and personality of clients.
5. Demonstrate the integration of counseling skills, evidence-based interventions, treatment planning, and case conceptualization skills as part of a comprehensive counseling model designed to meet a variety of emotional and mental needs.
6. Articulate an understanding of the various group models, stages, skills, and characteristics of effective group leaders in a variety of mental health settings.
7. Demonstrate an advanced understanding of the etiology, symptoms, assessment processes, diagnosis, prognosis, and therapeutic methods applicable to major psychological disorders.
8. Compose a program evaluation model that incorporates needs assessments, research designs, outcome measures, and the analysis of data.
9. Integrate an understanding of the foundational history, theories, principles, and models of clinical mental health counseling into a biopsychosocial case conceptualization and treatment planning process.
10. Assess the roles and implement the responsibilities of a clinical mental health counselor across a variety of contextual dimensions and settings.
11. Implement practice standards for clinical mental health counselors such as: strategies for conducting interventions for treatment and prevention; interfacing with the legal system and other health care professionals; and advocating for persons with mental health issues.

## Program Entrance Requirements

### The following prerequisites must be met for Conditional Acceptance to begin taking Clinical Mental Health Counseling curriculum:

The applicant must hold a regionally or professionally accredited undergraduate degree in Counseling, Psychology, Social Work or a related area. Degrees outside of these areas may be considered on a case-by-case basis.

While the Nelson Graduate School requires a cumulative grade point average (GPA) of 2.5 or higher on undergraduate studies for acceptance into all graduate programs, for the Department of Behavioral Sciences and Community Services (BSCS) a 3.0 GPA or higher is preferred.

The GRE/MAT are not required for acceptance into the Clinical Mental Health Counseling degree program for applicants with a GPA of 2.5 or higher. However, applicants with less than a GPA of 2.5 require successful completion of the Verbal and Analytical Writing portions of the GRE/MAT. A score of 150 on the GRE or a score of 395 on the MAT is preferred.

Applicants must submit a three-page essay describing their interests and objectives along with professional career goals for pursuing a degree in this program. Guidelines for the essay can be obtained by contacting the Graduate Enrollment Counselor.

### Program Admittance

Applicants who meet the minimum qualifications for the Nelson Graduate School (NGS) (2.5 cumulative GPA from an accredited institution of higher learning) are admitted every semester into the NGS in the M.S. in Clinical Mental Health Counseling with the status of Conditional Program Admittance. In addition to acceptance into the NGS, those seeking admission into the M.S. in Clinical Mental Health Counseling go through a formal review process conducted by the Department of Behavioral Sciences and Community Services (BSCS) graduate faculty. Details concerning this review process are available in the BSCS Graduate Student Handbook and Policy Manual for Clinical Mental Health Counseling.

Program admittance is a two-step process consisting of Conditional Program Admittance and Formal Program Admittance. This process and its calendar are administered by the BSCS Department. Student may take a maximum of 24 graduate credit hours under Conditional Program Admittance.

The status of Conditional Program Admittance applies to:

1. All students who enroll and take graduate curriculum until they receive formal program admittance.
2. Transfer students from accredited university programs receive Conditional Program Admittance until applying for and receiving Formal Program Admittance.

### Remedial Process

Formative and summative evaluation of student development of a professional counselor identity that meets ethical and professional standards will be ongoing throughout the program. At any point that a student fails to meet the ethical and professional standards required for future work in the field, the student will enter an individual remediation process as detailed in the program handbook. Successful completion of the individual remediation process will allow the student to continue toward good standing in the program and graduation. Students who do not successfully complete the individual remediation process as detailed in the program handbook will be subject to dismissal from the program.

### Residency Requirement

This is an online degree program; however, two courses in the Professional Component must be taken on-campus to meet residency requirements. To provide our students with schedule flexibility for courses that require face-to-face instruction, Nelson University offers a one-week intensive each summer for students to take these classes at the campus.

Nelson University cannot issue student visas (F1, J1, M1 visas) for this program. Therefore, any foreign national student wanting to pursue this program must be able to meet the residency requirement without applying for a student visa. Federal regulations also prohibit students in the U.S. on B (tourist) visas from engaging in study. However, foreign national students already in the U.S. on another visa may be eligible to pursue this program. Please contact the Registrar's Office for more information.

### Graduation Requirement

Students must apply for graduation and successfully pass the Graduate Comprehensive Examinations prior to being approved for graduation by the Registrar's office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates graduating. To qualify for a specific graduation date, graduating students must have all program and course requirements completed or anticipate their completion by the end of that semester. Contact the Graduate School Office and the Registrar's Office for more information.

### Special Insurance Requirement

Students must secure professional liability insurance to participate in practicums/internships and students must provide a copy of the certificate of insurance to the Nelson University Practicum/Internship instructor. No student may provide counseling services with clients (individual or group), psychotherapy, psychological testing, case management services, counseling-type services, or working with clients in any capacity including observation of treatment, reviewing case records, or research without having insurance. Nelson University does not apply for or purchase the required professional liability insurance on behalf of the student. Contact the Program Coordinator for Clinical Mental Health Counseling or the Department Chair for Behavioral Sciences and Community Services for additional information.

### Program Fees

The Clinical Mental Health Counseling program utilizes web-based software to administer the various program requirements and an externally administered comprehensive exam. Both of these features are widely used in Counselor Education programs and will incur an additional expense for students. The program fee is added to the student's bill in the first semester of enrollment in the program. The comprehensive exam fee must be paid when a student registers for the exam. For more information about these fees, students may contact the program coordinator.

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#### RESEARCH COMPONENT: 6 HOURS

PSY 5373 Statistics for the Behavioral Sciences  
PSY 5733 Psychological Methods and Research Design

#### PROFESSIONAL COMPONENT: 42 HOURS

COU 5153 Professional Orientation, Ethical and Legal Issues  
COU 5173 Human Growth and Life Span Development  
COU 5193 Theories of Counseling and Psychotherapy  
COU 5243 Methods and Techniques in Counseling  
COU 5273 Marriage and Family Counseling  
COU 5283 Social and Cultural Diversity  
COU 5353 Methods of Group Counseling  
COU 5363 Addictions Counseling  
COU 5433 Tests and Assessment  
COU 5563 Crisis Intervention  
COU 5663 Personal Lifestyle and Career Development  
COU 5743 Clinical Psychopathology  
COU 6123 Advanced Psychopathology and Treatment Planning  
COU 6133 Ethical and Legal Issues in Professional Practice Management

#### PRACTICUM/INTERNSHIP COMPONENT: 12 HOURS - 700 CLOCK HOURS

COU 6413 Pre-Practicum  
COU 6963 Practicum in Clinical Mental Health Counseling (100 clock hours)  
COU 6973 Internship in Clinical Mental Health Counseling\* (150-300 clock hours)  
\*This course is repeatable and must be completed at least twice. Students will complete at least 150 hours of field experience at an approved practicum site to earn progress for this course.

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#### TOTAL PROGRAM REQUIREMENTS 60 HOURS

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# General Psychology

The Master of Science in General Psychology offers students advanced training in the core areas of psychology and the opportunity to design their degree according to vocational interests. This degree provides knowledge and insight into human behavior while developing writing, critical thinking, and problem-solving skills essential for a variety of work settings in the field of psychology. Whether a student seeks to increase their chances of acceptance into doctoral programs, work in agencies or a variety of clinical settings, or teach psychology courses at the college level, the Master of Science in General Psychology will increase their ability to analyze psychological principles and apply them to their area of specialization. While this degree program is not specifically designed for individuals seeking licensure in the counseling profession, the Master of Science in General Psychology does allow for graduates to apply to become a Licensed Chemical Dependency Counselor within the state of Texas.

## Student Learning Outcomes

**Upon completion of this program, the student will be able to:**

1. Critique ethical and legal issues regarding professional behavior within the practice as well as the profession of psychology.
2. Display a mastery of oral and written communication and presentation skills in accordance with established professional guidelines, utilizing APA format.
3. Engage in scientific reasoning and critical thinking in solving problems related to human behavior and mental processes.
4. Appraise unique aspects of development across the life span and conceptualize growth within a framework of treating human problems.
5. Value awareness and sensitivity in working professionally with diverse individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics.

## Program Entrance Requirements

**The following conditions must be met for conditional acceptance to begin taking the General Psychology curriculum:**

1. The program requires five prerequisite undergraduate psychology courses (15 hours) with a grade of B in each course preferred: Introduction to Psychology, Abnormal Psychology, and three courses (9 additional hours) of upper-level psychology courses that may provide good preparation for the program, including, but not limited to, Social Psychology, Theories of Personality, Human Growth and Development, and Research Methods and Statistics. Preference is given to applicants with all prerequisites completed. An individual with an undergraduate degree in psychology, counseling, or a related field in the behavioral sciences is considered to have met the prerequisites.
2. In place of completing the undergraduate prerequisite courses, prospective students may opt to take the GRE Psychology exam and demonstrate competency in each major content area. If an individual passes a major content area with a score of 70 or greater, the undergraduate course corresponding to the content area will be waived. If an individual scores in the 70th percentile or higher on the GRE Psychology exam, they will be considered to demonstrate competence in psychology and meet the prerequisites.
3. After acceptance into Nelson Graduate School, if a student must complete a prerequisite course, the department chair or program coordinator will assist the student in selecting their course(s). The prerequisite must be met before beginning graduate classes.
4. While the Nelson Graduate School requires a cumulative grade point average (CGPA) of 2.5 or higher on undergraduate studies for acceptance into all graduate programs, for the Behavioral Sciences and Community Services Department (BSCS), a 3.0 CGPA or higher is preferred.
5. The GRE/MAT are not required for acceptance into the General Psychology degree program for applicants with a GPA of 2.5 or higher. However, applicants with a GPA below 2.5 must complete the Verbal and Analytical Writing portions of the GRE/MAT. A score of 150 on the GRE or 395 on the MAT is preferred.
6. Applicants must submit a three-page essay in APA style describing their interests and objectives, along with professional career goals for pursuing a degree in clinical psychology. Guidelines for the essay can be obtained by contacting the Graduate Enrollment Counselor.

\*Prerequisite courses must be repeated until the required grade is achieved.

### **Program Admittance**

Applicants who meet the minimum qualifications of the Nelson Graduate School (NGS) (2.5 cumulative GPA from an accredited institution of higher learning) are accepted directly into the M.S. in General Psychology every semester. This degree program does not require a formal review process by the Graduate Faculty in the Department of BSCS.

### **Remedial Process**

Formative and summative evaluation of student development of a professional psychological identity that meets ethical and professional standards will be ongoing through the program. At any point that a student fails to meet the ethical and professional standards required for future work in the field, the student will enter an individual remediation process as detailed in the program handbook. Successful completion of the individual remediation process will allow the student to continue toward good standing in the program and graduation. Students who do not successfully complete the individual remediation process as detailed in the program handbook will be subject to dismissal from the program.

### **Graduation Requirement**

Students must apply for graduation and successfully pass the Graduate Comprehensive Examination prior to being approved for graduation from the Registrar's Office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates graduating. To qualify for a specific graduation date, graduating students must have all program and course requirements completed or anticipate their completion by the end of that semester. Contact the Nelson Graduate School and Registrar's Office for more information.

### **Special Insurance Requirement**

Students must secure professional liability to participate in practicums and students must provide a copy of the certificate of insurance to the Nelson University Practicum instructor. No student may provide counseling services with clients (individual or group), psychotherapy, psychological testing, case management services, counseling-type services, or work with clients in any capacity including observation of treatment, reviewing case records, or research without having insurance. Nelson University does not apply for or purchase the required professional liability insurance on behalf of the student. Contact the Program Coordinator for General Psychology or the Department Chair for Behavioral Sciences and Community Services for additional information.

#### **PSYCHOLOGY CORE: 12 HOURS**

PSY 5153 Professional Orientation, Ethical and Legal Issues  
PSY 5173 Human Growth and Life Span Development  
PSY 5283 Social and Cultural Diversity  
PSY 5373 Statistics for the Behavioral Sciences

#### **GENERAL PSYCHOLOGY ELECTIVES: 24 HOURS**

Select 24 hours from courses listed in the Graduate catalog in the area of Psychology. Prerequisites for any course selected must be met. (You may not select from the Clinical Psychology degree program the following three courses: PSY 6923, PSY 6943, PSY 6953.)

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#### **TOTAL PROGRAM REQUIREMENTS 36 HOURS**

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# Bible, Theology, and Ministry

Nelson Graduate School offers seven master's programs that prepare students in the areas of biblical knowledge, theological understanding, and ministry application. The Master of Arts (MA) degrees are 36-hour programs specializing in Bible, theology, and ministry. The Master of Divinity (MDiv) is a 72-hour program providing a broad spectrum of Bible, theology, and church ministry courses for various ministerial positions, such as pastors, teachers, and chaplains.

Nelson Graduate School offers one doctoral program in the area of practical ministry. The Doctor of Ministry (DMIn) is a 30-hour program that provides advanced training in ministry and leadership.

## **Program Entrance Requirements**

The student must have an undergraduate degree with a cumulative grade point average (GPA) of at least 2.50 from an accredited college or university to be accepted into these programs. Any exceptions must be approved by the Dean of the Nelson Graduate School.

## **Graduation Requirement**

Students must apply for graduation and have a cumulative Grade Point Average of no less than 3.0. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. Graduating students must have all program and course requirements completed in order to qualify for a specific graduation date. Contact the Graduate School Office and Registrar's Office for more information.

# Bible and Theology

The Master of Arts in Bible and Theology prepares students in the areas of biblical knowledge, theological understanding, and ministry application.

## Student Learning Outcomes

Upon completion of this program, the student will be able to:

1. Analyze, interpret, and apply Scripture employing proper hermeneutical principles.
2. Identify essential knowledge of biblical content and theological ideologies.
3. Write research papers reflecting graduate-level scholarship.

## Thesis Option

Thesis option is especially designed for and usually limited to students who plan to continue their graduate work in a Ph.D. doctoral program after completing their MA. In this option, the student takes two 3-hour courses of Thesis in the Elective Component of the degree plan. These two courses must be taken in two consecutive regular semesters (Fall-Spring or Spring-Fall, not available in Summer). This option must be approved by the Department of Bible and Theology during the semester prior to the student's first semester of thesis.

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### RESEARCH COMPONENT: 3 HOURS

THE 5113 Research Literature and Technology

### BIBLICAL COMPONENT: 12 HOURS

BIB 5123 Biblical Hermeneutics

BIB 5133 Biblical Backgrounds

6 graduate hours of electives from BIB courses

### THEOLOGICAL COMPONENT: 12 HOURS

THE 5133 Doctrines of the Pentecostal Movement

THE 5413 Systematic Theology I

THE 5423 Systematic Theology II

3 graduate hours of electives from THE courses

### ELECTIVES COMPONENT: 9 HOURS

Non-Thesis Option:

9 graduate hours of electives from BIB/CFM/GRK/HEB/ICS/PTH/THE and/or EDU/PSY

Thesis Option:

BIB/THE 5953 Thesis I

BIB/THE 5963 Thesis II

3 graduate hours of electives from BIB/CFM/GRK/HEB/ICS/PTH/THE and/or EDU/PSY

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## TOTAL PROGRAM REQUIREMENTS 36 HOURS

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# Children & Family

Students pursuing the Master of Arts in Children and Family will engage in core studies of childhood and family life, founded on a biblical worldview and intertwined with a heart for service. Beyond the core courses, students are able to choose one of the following emphases which best fits their career and interests: Counseling, Education, Leadership, Play Therapy, and Church Ministry. This graduate degree is aimed at those already working with children and families in a variety of settings as well as students who have graduated with an unrelated bachelor's degree and wish to further their education at the graduate level. In addition, this degree is an excellent way for students to prepare for doctoral studies in Children and Family Studies.

## Student Learning Outcomes

**Upon completion of this program, the student will be able to:**

1. Articulate knowledge of family processes and demonstrate the ability to design events and programs to assist parents in the spiritual development of children and the creation of healthy family development.
2. Analyze contemporary challenges faced by children, and develop strategies of pastoral care and advocacy needed to help them.
3. Articulate knowledge of family processes and church programming designed to assist parents and families in the spiritual care of their children.

## Prerequisites

All students must have PSY 2323 Developmental Psychology at an undergraduate level.

## Graduation Requirement

Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

### PROFESSIONAL COMPONENT: 18 HOURS

CFM 5143 Marriage and Family Relationships  
 CFM 5153 Creative Methods for Communicating with Children  
 CFM 5213 Issues in Childhood and Family Life  
 CFM 5223 Spiritual Formation of Children  
 CFM 5233 Family Life and Parenting  
 PTH 5113 Research Literature and Technology

### SUPPORTING COMPONENT: 9 HOURS

#### Counseling

PSY 5173 Human Growth and Lifespan Development  
 PSY 5273 Marriage and Family Counseling  
 PSY 5563 Crisis Intervention

#### Education

EDU 5713 Studies in Classroom Management  
 EDU 5723 Principles and Practices of Early Childhood Education  
 EDU 5743 Advanced Strategies of Learning

#### Leadership

LDR 5253 Spiritual Formation  
 LDR 5273 Biblical Servant Leadership  
 LDR 5283 Motivation, Teams, Coaching, and Mentoring

#### Church Ministry

PTH 5473 Ministry Within Cultural Diversity  
 PTH 5483 Nurture Ministry of the Church  
 PTH 5513 Pastoral Care

### ELECTIVE COMPONENT: 9 HOURS

9 hours from BIB/PTH/THE and/or EDU/PSY by Department Chair approval for the respective programs

## TOTAL PROGRAM REQUIREMENTS 36 HOURS

# Intercultural Studies

The Master of Arts in Intercultural Studies prepares students especially in the area of cross-cultural ministries.

## Student Learning Outcomes

**Upon completion of this program, the student will be able to:**

1. Analyze cultures and recognized their similarities and distinctions.
1. Contextualize the gospel with cultural sensitivity and biblical accuracy.
1. Synthesize strategies for missional transformation of individuals and societies in multi-ethnic settings.

## Prerequisites

1. All students must have THE 2333 Pentecostal Doctrine and History or its equivalent at an undergraduate level.
2. Those students who have not taken THE 2113 Introduction to Theology and Apologetics or its equivalent at an undergraduate level must take THE 5413 Systematic Theology I as part of their graduate program.
3. Those who have not taken the REL 1153 New Testament Literature and REL 1163 Old Testament Literature or their equivalent must take BIB 5133 Biblical Backgrounds as a part of their graduate program.
4. Those who have not taken BIB 3483 Hermeneutics or its equivalent at the undergraduate level must take BIB 5123 Biblical Hermeneutics as a part of their graduate program.

## Graduation Requirement

Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

### PROFESSIONAL COMPONENT: 18 HOURS

ICS 5113 Research Literature and Technology  
 ICS 5133 Cross-Cultural Leadership  
 ICS 5173 Encountering Non-Christian Religions  
 ICS 5233 Contemporary Issues in Cross-Cultural Services  
 ICS 5473 Ministry Within Cultural Diversity  
 ICS 5513 Intercultural Communication and Anthropology

### SPECIALIZATIONS & GENERALIST OPTIONS: 12 HOURS

#### Islamic Studies

PTH 5523 Engaging Islam  
 PTH 5653 Christian-Muslim Theological Issues  
 PTH 5673 Ministry to Muslims in Urban Contexts  
 PTH 5733 Folk Islam and Power Encounter

#### Theological/Teaching

BIB 5123 Hermeneutics  
 PTH 5153 Post-Secondary Teaching  
 THE 5413 Systematic Theology I  
 THE 5423 Systematic Theology II

#### Generalist

12 hours of electives from BIB/CFM/ICS/PTH/THE and/or EDU/PSY with Department Chair approval

#### ELECTIVES: 6 HOURS

6 graduate hours of electives from BIB/CFM/ICS/PTH/THE and/or EDU/PSY by Department Chair approval

## TOTAL PROGRAM REQUIREMENTS 36 HOURS

# Christian Ministry

The Master of Arts in Christian Ministry provides broad exposure to basic Bible knowledge, theological awareness in the Pentecostal-evangelical tradition, and awareness of the opportunities and challenges of ministry within the Church and the marketplace.

All students at Nelson University who complete the Master of Arts in Christian Ministry have the opportunity to apply for ministry credentials with the Assemblies of God if they so desire and are otherwise eligible. While the University doesn't grant ministerial credentials, offering preparatory curriculum is in keeping with the mission and purpose of the University "to prepare students spiritually, academically, professionally, and cross culturally to successfully fill evangelistic, missionary and church ministry roles...wherever needed throughout the world" and the expressed desire of the supporting districts of Nelson University. For complete information regarding ministerial credentials, please contact the Dean's office of Nelson Graduate School.

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## **BIBLE AND THEOLOGY COMPONENT: 12 HOURS**

BIB 5123 Biblical Hermeneutics  
BIB 5133 Biblical Backgrounds  
THE 5413 Systematic Theology I  
THE 5423 Systematic Theology II

## **MINISTRY COMPONENT: 12 HOURS**

PTH 5323 Leadership in Ministry  
PTH 5473 Ministry within Cultural Diversity  
PTH 5513 Pastoral Care  
PTH 5823 Preaching with Purpose

## **ELECTIVE COMPONENT: 12 HOURS**

Electives from BIB/CFM/GRK/HEB/ICS/LDR/PTH/THE and/or from EDU/PSY) by Department Chair approval

## **\*\*MINISTERIAL CREDENTIAL TRACK: 12 HOURS**

Students who desire to apply for ministerial credentials with the Assemblies of God must take the following courses as their electives:

PTH 5213 Church Administration  
PTH 5623 Practical Theological Issues in Ministry  
THE 5133 Doctrines of the Pentecostal Movement  
THE 5213 Spiritual Dynamic in Ministry Today

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## **TOTAL PROGRAM REQUIREMENTS 36 HOURS**

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# Master of Divinity

The Master of Divinity is a 72-hour program that prepares students for effective ministry in a variety of settings. Graduates serve as pastors, evangelists, missionaries, chaplains, teachers, and in other leadership roles. The degree offers specializations in Biblical Languages, Biblical Studies, Business, Chaplaincy, Church Health and Revitalization, Counseling, Family Ministries, Intercultural Studies, Islamic Studies, Pastoral Theology, and Theological Studies.

## Student Learning Outcomes

Upon completion of this program, the student will be able to:

1. Construct the geographic and historical contexts of the biblical world essential for understanding the Scriptures.
2. Interpret the Scriptures in their historical and cultural contexts, implementing sound hermeneutical principles.
3. Demonstrative leadership skills appropriate in a variety of settings.
4. Defend core doctrines of the Christian faith, including Pentecostal distinctives.

## Graduation Requirement

Students must apply for graduation and have a cumulative Grade Point Average of at least 3.0. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

## BA to MDIV accelerated program (5 years)

The Bachelor of Arts in Bible and Theology to the Master of Divinity Program offers an excellent path for students interested in combining biblical studies, theology, and practical ministry in a shorter time frame. Students can complete both a bachelor's degree and a master's degree in as little as 5 years, which could be an attractive option for those eager to advance their education and career in ministry. This accelerated program is ideal for highly motivated students with strong academic qualifications. It offers a streamlined route with potential savings both in time and tuition.

If you are interested in more details, reach out to the Dean of Southwestern College of Bible and Church Ministries ([info@nelson.edu](mailto:info@nelson.edu)) or the Dean of Nelson Graduate School ([grad@nelson.edu](mailto:grad@nelson.edu)) for further guidance and specific requirements.

### REQUIRED COURSES FOR MAJOR 60 HOURS

#### Bible: 15 hours

BIB 5123 Biblical Hermeneutics  
 BIB 5133 Biblical Backgrounds  
 9 hours of Bible electives

#### Counseling: 6 hours

PSY 5273 Marriage and Family Counseling  
 PSY 5563 Crisis Intervention

#### Intercultural Studies: 6 hours

ICS 5173 Encountering Non-Christian Religions  
 ICS 5473 Ministering Within Cultural Diversity

#### Practical Theology: 12 hours

PTH 5213 Church Administration  
 PTH 5323 Leadership in Ministry  
 PTH 5513 Pastoral Care  
 PTH 5823 Preaching with Purpose

#### Theology: 15 hours

THE 5133 Doctrines of the Pentecostal Movement  
 THE 5413 Systematic Theology I  
 THE 5423 Systematic Theology II  
 6 hours of Theology electives

#### Practicum: 3 hours

CFM/ICS/PTH 6443 Practicum

#### RESEARCH COMPONENT: 3 HOURS

THE 5113 Research Literature and Technology

#### ELECTIVE COMPONENT: 12 HOURS

#### Non-Thesis Option:

12 hours from BIB/CFM/EDU/GRK/HEB/ICS/PSY/PTH/THE  
 Concentrations are available when students select 12 hours  
 in one area. *EDU and PSY hours must be approved by the respective  
 Dept. Chair*

**TOTAL PROGRAM REQUIREMENTS 72 HOURS**

# M.Div. Specialization\* Options

**Biblical Languages: 12 Hours**

GRK 5213 Biblical Greek I  
 GRK 5223 Biblical Greek II  
 HEB 5143 Biblical Hebrew I  
 HEB 5153 Biblical Hebrew II

**Biblical Studies: 12 Hours**

BIB 5953 Thesis I  
 BIB 5963 Thesis II  
 6 hours from any BIB/GRK/HEB

- or -

THE 5313 Biblical Theology: New Testament  
 BIB 5323 Biblical Theology: Old Testament

**Business: 12 Hours**

BUS 5113 Foundations for Business  
 BUS 5193 Advanced Marketing Strategies  
 BUS 5273 Information Systems for Managers  
 BUS 5283 Strategic Business Leadership

**Chaplaincy: 12 Hours**

HIS 5193 Ages of Faith  
 LDR 5253 Spiritual Formation  
 LDR 5313 Strategic Thinking, Planning, and Organizational Change  
 PTH 5623 Practical Theological Issues in Ministry

**Church Health and Revitalization: 12 Hours**

PTH 5833 Church Health and Revitalization  
 PTH 5843 Developing Leaders for the Healthy Church  
 PTH 5853 Managing Conflict in the Health Church  
 PTH 5863 Staying Healthy in Ministry Leadership

**Counseling: 12 Hours**

PSY 5323 Theories of Counseling and Psychotherapy  
 PSY 5363 Addictions Counseling  
 PSY 5173 Human Growth and Life Span Development  
 PSY 5243 Methods and Techniques in Counseling

**Family Ministries: 12 Hours**

PTH 5163 Marriage and Family Dynamics  
 PTH 5173 Caring for Children and Families in Difficulty  
 PTH 5183 Nurturing Faith in Children and Families  
 PTH 5223 Christian Parenting

**Intercultural Studies: 12 Hours**

ICS 5133 Cross Cultural Leadership  
 ICS 5173 Encountering Non-Christian Religions  
 ICS 5233 Contemporary Issues in Cross Cultural Service  
 ICS 5513 Intercultural Communication and Anthropology

**Islamic Studies: 12 Hours**

PTH 5523 Engaging Islam  
 PTH 5653 Christian-Muslim Theological Issues  
 PTH 5673 Ministry to Muslims in Urban Contexts  
 PTH 5733 Folk Islam and Power Encounter

**Pastoral Theology: 12 Hours**

CFM 5233 Family Life and Parenting  
 PTH 5483 Nurture Ministries of the Church  
 PTH 5623 Practical Theological Issues in Ministry  
 PTH 5633 Persuasive Preaching in Contemporary Issues

**Theological Studies: 12 Hours**

THE 5953 Thesis I  
 THE 5963 Thesis II  
 6 hours of THE Electives

\*A specialization refers to a specific field of study beyond the major and consists of a minimum of 9 hours for a graduate degree.

**TOTAL PROGRAM REQUIREMENTS 72 HOURS**

# Practical Theology

The Master of Arts in Practical Theology prepares professional and lay ministers especially in the areas of the local church and specialized settings.

## Student Learning Outcomes

**Upon completion of this program, the student will be able to:**

1. Apply biblical theologies of ministry and mission for effective strategies in ministry.
2. Evaluate and design effective strategies for servant leadership in the context of the local church and/or specialized settings of ministry.
3. Articulate a philosophy of evangelism and discipleship that is concerned with the personal needs and spiritual transformation of individuals within their ministries.

## Fast-Track Programs

Nelson University offers a variety of fast-track programs by which qualified students may start their master's curriculum during their senior year and then enjoy advanced standing in credit hours once fully admitted into Nelson Graduate School. Review the Nelson University Undergraduate catalog for these special opportunities. Contact the Registrar's Office for specific enrollment guidance.

## Graduation Requirement

Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

### PROFESSIONAL COMPONENT: 18 HOURS

BIB 5133 Biblical Backgrounds  
 PTH 5323 Leadership in Ministry  
 PTH 5513 Pastoral Care  
 THE 5213 Spiritual Dynamic in Ministry Today  
 THE 5423 Systematic Theology II  
 3 hours from any BIB or THE

### SPECIALIZATIONS & GENERALIST OPTIONS: 12 HOURS

#### Business Specialization

BUS 5193 Advanced Marketing Strategies  
 BUS 5273 Information Systems for Managers  
 BUS 5283 Strategic Business Leadership  
 BUS 5993 Foundations for Business

#### Church Health and Revitalization Specialization

PTH 5833 Church Health and Revitalization  
 PTH 5843 Developing Leaders for the Healthy Church  
 PTH 5853 Managing Conflict in the Healthy Church  
 PTH 5863 Staying Healthy in Ministry Leadership

#### Family Ministries Specialization

PTH 5163 Marriage and Family Dynamics  
 PTH 5173 Caring for Children and Families in Difficulty  
 PTH 5183 Nurturing Faith in Children and Families  
 PTH 5223 Christian Parenting

#### ICS Specialization

ICS 5133 Cross-Cultural Leadership  
 ICS 5173 Encountering Non-Christian Religions  
 ICS 5233 Contemporary Issues in Cross-Cultural Services  
 ICS 5513 Intercultural Communications and Anthropology

#### Islamic Studies Specialization

PTH 5523 Engaging Islam  
 PTH 5653 Christian-Muslim Theological Issues  
 PTH 5673 Ministry to Muslims in Urban Contexts  
 PTH 5733 Folk Islam and Power Encounter

#### Next-Gen Specialization

6 hours from the following:

PTH 5233 Next Generation Evangelism  
 PTH 5253 Sacred Pathways in Adolescent Discipleship  
 PTH 5263 Transformational Leadership in Youth Ministry  
 PTH 5273 Cultural Currents in Youth Ministry

6 hours from the following:

PTH 5163 Marriage and Family Dynamics  
 PTH 5173 Caring for Children and Families in Difficulty  
 PTH 5183 Nurturing Faith in Children and Families  
 PTH 5223 Christian Parenting

#### Youth Ministry Specialization

PTH 5233 Next Generation Evangelism  
 PTH 5253 Sacred Pathways in Adolescent Discipleship  
 PTH 5263 Transformational Leadership in Youth Ministry  
 PTH 5273 Cultural Currents in Youth Ministry

#### Generalist Option

12 graduate hours of electives from BIB/CFM/ICS/PTH/THE and/or EDU/PSY by Department Chair approval for the respective programs

## TOTAL PROGRAM REQUIREMENTS 30 HOURS

# Transformational Leadership

The Master of Arts in Transformational Leadership prepares pastors and other ministry leaders for the challenging work of church transformation. Students will explore both the personal demands and the organizational processes necessary for leadership in settings that demand significant change and revitalization. This demonstrates the goal of Nelson Graduate School to provide graduate programs which equip students to fulfill the mission of the University through increased professional and ministerial effectiveness and preparation for future academic training.

## Student Learning Outcomes

**Upon completion of this program, the student will be able to:**

1. Evaluate and design effective strategies for transformation in the context of the local church and/or specialized settings of ministry.
2. Create a dynamic plan for healthy ministry leadership in both personal and corporate contexts.

## Graduation Requirement

Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

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### **PROFESSIONAL COMPONENT: 30 HOURS**

PTH 5283 The Transformational Leader \*  
PTH 5243 Church Growth and Evangelism Strategies  
PTH 5473 Ministry Within Cultural Diversity  
PTH 5623 Practical Theological Issues in Ministry  
PTH 5823 Preaching with Purpose  
PTH 5833 Church Health and Revitalization  
PTH 5843 Developing Leaders for the Healthy Church  
PTH 5853 Managing Conflict for the Healthy Church  
PTH 5863 Staying Healthy in Ministry Leadership  
THE 5213 Spiritual Dynamic in Ministry Today

*\* Must be taken in the first Spring Semester of the student's enrollment in the degree*

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### **TOTAL PROGRAM REQUIREMENTS 30 HOURS**

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# Doctor of Ministry

The Doctor of Ministry provides students with the opportunity to gain advanced training in leadership and ministry. The program includes special focus opportunities in Intercultural Studies, Leadership, or Pastoral Counseling. The program culminates in a practical project contributing to the field of practical theology.

## Program Entrance Requirements

Applicants for the Doctor of Ministry Program must meet the following requirements:

1. Have earned an accredited master's degree in a ministry related area or a Master of Divinity.
2. Demonstrate significant ministry experience that enables applicant to engage as a ministry peer with fellow doctoral students.
3. Give evidence of ability to complete doctoral-level work as indicated by a minimum cumulative grade point average of 3.0 (on a 4.0 scale) in previous graduate work

## Conditional Admission

Applicants with ministry related master's degrees deficient in Bible, theology, and/or practical ministry may apply for conditional admission. Applicants deficient in Bible will take BIB 5123 Biblical Hermeneutics and BIB 5133 Biblical Backgrounds. Applicants deficient in theology will take THE 5413 Systematic Theology I and THE 5423 Systematic Theology II. Applicants deficient in practical ministry will take PTH 5323 Leadership in Ministry and PTH 5823 Preaching with Purpose. Enrollment in doctoral courses is available only to those who are fully admitted into the Doctor of Ministry degree program.

## Policies Related to Track Selection

The DMin in Leadership program at Nelson University constitutes one 30-hour major. Within the major students may pursue one of the three available tracks. However, tracks do not constitute a separate curricular field and only the major is listed on documents such as transcripts and diplomas. Therefore, students may only pursue courses toward one track to stay within the 30-hour requirement. Any courses taken outside of their chosen track with the exception of electives will require the submission of an Intent to Enroll in a Non-Required Course form which may have federal and state aid implications.

Students not choosing a track will automatically be placed in the General Ministry track and will need to abide by the curricular requirements of that track. After beginning courses for a specific track, students may not change to another track except for the General Ministry track.

## Student Learning Outcomes

**Upon completion of the Doctor of Ministry program, the student will be able to:**

1. Incorporate various leadership strategies into a contextually relevant model of leadership capable of effective implementation in their ministry context.
2. Formulate effective approaches to the proclamation of the gospel.
3. Discuss the value and uniqueness of a Pentecostal Theology in the development of individual and cooperative worship.
4. Enhance their personal growth and development by critically and holistically reassessing their commitments, priorities, values, and use of time in light of God's Word.
5. Plan an execute an integrated biblical-theological and empirical research effort that is directly relevant to their vocational ministry.

## Course Rotation

NGS offers courses for the Doctor of Ministry program on a fixed rotation schedule. It is essential for students to take the courses according to the prescribed schedule to avoid delaying completion of the program and graduation. New students are admitted into the program in fall, spring, and summer. Nelson Graduate School provides students with the course sequence plan which will have slight variance depending when one enters the program.

## Graduation Requirement

Application for graduation must be made by the date published in the academic calendar for the semester in which the student anticipates completion of all graduation requirements. The application for graduation must be approved by the program coordinator, with reference to the completion of all course work and an approvable research project.

Students who enroll in this program have six (6) years from the first day of the first doctoral-level course to complete all course work and the DMin project.

In the event that a student's ability to complete a DMin project is hindered by an unforeseen circumstance, such that the student is unable to continue with or complete the research of an approved DMin Project Proposal, an extension of up to two years may be requested to extend the six-year maximum for program completion. Such an extension would be intended to allow time for the current research effort to become available or allow the student the opportunity to present an alternative project proposal and complete that project. Such an extension, if approved, is not renewable beyond a maximum of two years. (For more details concerning this extension, see the DMin Program Handbook.)

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**MINISTRY CORE STUDIES: 9 HOURS**

DMN 7123 Spiritual Formation and Self Improvement  
DMN 7183 Spirit-Empowered Leadership  
DMN 7243 Biblical Theology of Ministry

**SPECIALIZATION STUDIES: 9 HOURS**

(choose one specialization from the following areas)

**General Ministries: 9 hours**

Choose 9 hours from any course in the specialization list

**Intercultural Studies: 9 hours**

DMN 7333 Intercultural Communication and Leadership  
DMN 7223 Contextualization and Multiethnic Ministry  
DMN 7253 Spirit and Social Transformation

**Leadership: 9 hours**

DMN 7163 Leading Christian Organizations  
DMN 7193 Scripture, Theology, and Communication  
DMN 7213 Current Issues in Practical Ministry

**Pastoral Counseling: 9 hours**

PSY 5243 Methods and Techniques in Counseling  
PSY 5273 Marriage and Family Counseling  
PSY 5563 Crisis Intervention

**APPLIED PROJECT STUDIES: 12 HOURS**

DMN 8113 DMinProject I  
DMN 8123 DMin Project II  
DMN 8133 DMin Project III  
DMN 8143 DMin Project IV

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**TOTAL PROGRAM REQUIREMENTS 30 HOURS**

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# Master of Business Administration

## EQUIPPING SERVANT LEADERS TO TRANSFORM THE MARKETPLACE

The purpose of the Master of Business Administration (MBA) is to prepare students for successful and rewarding careers in a diverse, global business environment in which “intrapreneurial” cultures must be the norm and organizational complexity is a way of life. Additionally, the MBA program will prepare those students who have the vision to pursue entrepreneurial pursuits, as well as integrate their business expertise into the non-profit and/or ministry setting. Nelson University Business faculty and staff members work closely with students to equip them with business knowledge, highest level of critical thinking/decision-making skills, and social connectedness aptitude that are essential strengths for future employment and leadership opportunities.

## BUSINESS DEPARTMENT MISSION STATEMENT

The mission of the Nelson Business Department is to provide a quality business education while helping students discover and develop their God-given callings in a Spirit-empowered learning community, equipping them to become ethical, committed servant leaders engaged in marketplace ministry.



Nelson University has received accreditation for its business programs through the International Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees at the listed locations are accredited by the IACBE. Click on link for list: : <https://www.iacbe.org/memberpdf/NelsonUniversity.pdf>

## Student Learning Outcomes

Upon completion of the MBA program, students will be able to:

1. Evaluate business decisions utilizing ethical principles, personal and organizational values, and socially responsible management practices, utilizing a Christian worldview.
2. Evaluate business situations and make ethical management decisions regarding evaluation, selection, and implementation of various alternatives.
3. Evaluate global aspects of business and develop the skills necessary to take advantage of international opportunities.
4. Construct an individual leadership strategy including Christian faith, determining leadership style, and gathering 360-degree feedback resulting in a personal leadership growth plan.
5. Illustrate mastery of concepts, terminology, and approaches in the major areas of management and related decision-making technologies.

## Program Entrance Requirements

The following prerequisites must be met for admittance into the Masters of Business Administration curriculum:

1. The student must hold a regionally or professionally accredited undergraduate degree in Business, Accounting, Marketing, or a related area, with a cumulative 3.0 GPA
2. Students not having met the aforementioned requirements must complete the following course, which will be used as an MBA Elective course: BUS 5113 Foundations For Business

## Fast-Track/Accelerated Programs

Nelson University offers a variety of fast-track programs by which qualified students may start their master’s curriculum during their senior year and then enjoy advanced standing in credit hours once fully admitted into Nelson Graduate School. Review the Nelson University Undergraduate catalog for these special opportunities. Contact the Registrar’s Office for specific enrollment guidance.

### Course Rotation

The courses for the MBA degree are offered on a strict rotation. Course substitutions must be approved by the Department Chair.

### Graduation Requirements

Students must apply for graduation with the Registrar's office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and the Registrar's Office for more information.

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#### **PROFESSIONAL COMPONENT: 27 HOURS**

- BUS 5133 Managerial Accounting
- BUS 5153 Business Ethics
- BUS 5193 Advanced Marketing Strategies
- BUS 5273 Information Systems for Managers
- BUS 5283 Strategic Business Leadership
- BUS 5293 Managerial Decision Making
- BUS 5233 Applied Business Research
- BUS 5343 Global Business Finance
- BUS 6973 Capstone (final course of the program)

#### **ELECTIVE COMPONENT:**

9 hours from any ACC/BUS/FIN/LDR/MGT/MKT 5000 or 6000 level course

#### **SPECIALIZATION OPTIONS:**

##### **Marketing: 9 Hours**

- MKT 5113 Consumer Insights & Data-Driven Marketing
- MKT 5123 Brand Development and Creative Leadership
- MKT 5133 Digital Marketing Strategy and Analytics

##### **Healthcare Administration: 9 Hours**

- HCA 5113 Strategic Leadership for Healthcare Organizations
- HCA 5123 Healthcare Policy, Law, and Compliance
- HCA 5133 Data-Driven Decision Making in Healthcare

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#### **TOTAL PROGRAM REQUIREMENTS 36 HOURS**

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# Organizational Leadership

The Master of Arts in Organizational Leadership program prepares leaders from a broad range of institutional settings to impact positively their organizations and communities. This harmonizes with the goal of Nelson Graduate School to provide graduate programs which equip students to fulfill the mission of the University through increased professional and ministerial effectiveness and preparation for future academic training.

## Student Learning Outcomes

**Upon completion of this program the student will be able to:**

1. Identify and strategize for the development of their unique personality, gifts and assets within a framework of servant leadership.
2. Demonstrate leadership knowledge, capabilities, and characteristics needed to impact positively the church or marketplace.
3. Create a dynamic plan to manage personal and professional growth.

## Program Entrance Requirements

To be accepted into this program, the student must have an undergraduate degree with a cumulative grade point average (CGPA) of at least 2.50 from an accredited college or university. Any exceptions must be approved by the Dean of Nelson Graduate School.

## Fast-Track Programs

Nelson University offers a variety of fast-track programs by which qualified students may start their master's curriculum during their senior year and then enjoy advanced standing in credit hours once fully admitted into Nelson Graduate School. Review the Nelson University Undergraduate catalog for these special opportunities. Contact the Registrar's Office for specific enrollment guidance.

## Course Rotation

The courses for offerings and sequence for the Master's in Organizational Leadership (MOL) follow a prescribed pattern to maximize the benefit of the program. Course substitutions are permitted under certain circumstances. Students may enter the program in fall, spring, or summer. The Program Director for the MOL provides students with the course sequence plan which will have slight variance depending when one enters the program.

## Graduation Requirement

Students must apply for graduation from the Registrar's office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

# Organizational Leadership Cont.

**PROFESSIONAL COMPONENT: 21 HOURS**

BUS 5153 Business Ethics  
BUS 5313 Organizational Behavior  
BUS 5173 Organizational Strategy  
LDR 5223 Energizing People for Performance  
LDR 5233 Foundations of Leadership: History, Theory, Application and Development  
LDR 5273 Biblical Servant Leadership  
LDR 5323 Organizational Communication, Conflict Resolution and Negotiation

**Capstone (Full Semester): 3 hours**

LDR 6133 Capstone

**General Electives: 12 hours \***

Choose from any ACC/BUS/FIN/ICS/LDR/MGT/MKT/PTH 5000 or 6000 level courses.

\* Students may use their electives to complete one of the following specializations:

**Business: 12 hours**

BUS 5113 Foundations for Business  
BUS 5193 Advanced Marketing Strategies  
BUS 5173 Information Systems for Managers  
BUS 5283 Strategic Business Leadership

**Church Leadership: 12 hours**

PTH 5323 Leadership in Ministry  
PTH 5213 Church Administration  
PTH 5843 Developing Leaders for the Healthy Church  
PTH 5623 Practical Theological Issues in Ministry

**ICS: 12 hours**

ICS 5133 Cross-Cultural Leadership  
ICS 5173 Encountering Non-Christian Religions  
ICS 5233 Contemporary Issues in Cross-Cultural Services  
ICS 5513 Intercultural Communications and Anthropology

**Marketing: 12 hours**

MKT 5113 Consumer Insights & Data-Driven Marketing  
MKT 5123 Brand Development and Creative Leadership  
MKT 5133 Digital Marketing Strategy and Analytics  
BUS 5193 Advanced Marketing Strategies

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**TOTAL PROGRAM REQUIREMENTS 36 HOURS**

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# Doctor of Business Administration

The Doctor of Business Administration (D.B.A.) is designed for experienced business or ministry professionals and scholar-practitioners aspiring to bridge the gap between applied business research and practical, real-world application through a Biblical worldview. Grounded in Christian principles, service-oriented leadership, and stewardship, the D.B.A. program equips leaders who are committed to excellence, integrity, and wisdom in the marketplace. The three-and-a-half-year curriculum supports the mission of discipling business leaders to honor God through their vocation while leading strategic innovation, competence in data-driven decision-making, and kingdom-minded impact. The program is best suited for students who desire to transform their organizations or become a thought leader, professor, or researcher with the intent to glorify God in all they do while being a part of His great commission.

“Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age.”

Matthew 28:19-20

## Student Learning Outcomes

1. Conduct rigorous applied research that integrates scholarly peer-reviewed literature with data-driven decision making to address complex business problems and propose evidence-based, actionable solutions.
2. Demonstrate ethical decision-making grounded in a Biblical worldview to drive organizational change, innovation, and resiliency.
3. Apply strategic leadership and financial stewardship models to diagnose organizational challenges and enhance strategic decision making.
4. Contribute to the body of applied business research by assessing theoretical or conceptual frameworks to address marketplace business problems with practical solutions for Kingdom impact.

## Program Entrance Requirements

### Academic Qualifications

Applicants must meet one of the following academic requirements:

- A master's degree in business administration (MBA) or a closely related business field from a regionally accredited institution with a minimum of a 3.0 GPA requirement.
- Students who do not have an MBA/MOL or similar business graduate degree or do not meet the minimum 3.0 GPA requirement will be required to take BUS 5113 prior to being placed in their first DBA course. Students will be advised upon acceptance of their application if they are required to complete this requirement prior to the start of the DBA program. They will be accepted with a contingent admission until the successful completion of this course.

### Professional Experience

- A minimum of 5 years of full-time professional business or ministry experience in a managerial, executive, or leadership role is required.
- Applicants must submit a detailed resume or curriculum vitae outlining their career progression and leadership responsibilities.

## Credit Transfer Policy

Due to the specific cohort structure of the DBA program, its biblical worldview basis, and its scholar-practitioner focus, Nelson University does not accept student transfer credits from other Business doctoral programs.

## Standardized Testing

Standardized tests, such as the GRE or GMAT, are not required for admission to the DBA program; however, they may be considered if a candidate's prior academic experience does not meet the GPA requirement.

## Supporting Documents

Applicants must submit the following:

1. Completed Application Form
2. Official Transcripts from all post-secondary institutions attended
3. Professional Resume or CV

4. Statement of Purpose (500–750 words) detailing career goals, motivation for pursuing a DBA, and alignment with Nelson University’s mission and values
5. Three Letters of Recommendation from a professional reference, an academic reference, and a pastoral reference

Applications are reviewed holistically by the D.B.A. Admissions Committee. The consideration of admittance is given to academic background, professional experience, leadership potential, and alignment with the university’s mission.

### Additional Program Stipulations

1. A successful prior completion of an MBA or equivalent Master’s degree in business is recommended. However, students earning an approved Master’s degree in a slightly different discipline can be accepted contingent on approval by the Business Department Chair and upon the successful prior completion of the pre-req BUS 5113 Foundations for Business. The pre-req course must be completed prior to the beginning of a Fall start in August or a Spring start in January.
2. Full-time students are enrolled in 6 credit hours a semester as a cohort and will be automatically registered each semester following the course sequence as provided upon acceptance. Any changes in the student’s status for part-time or a deemed emergency must be communicated within 2 weeks of the start of the next session for adjustments to be made.
3. In order to qualify for financial aid for the projected 18 hours of completion a year, students are encouraged to email the financial aid office in August of each year requesting financial aid to be stretched over the Fall, Spring, and Summer sessions. It is the student’s responsibility to communicate with the financial aid office the preference regarding any award acceptance.
4. Once the Doctoral Study I: Research Development begins, students are required to maintain enrollment for the final duration of the program. If a student leaves, then they must re-apply to re-enter the program.

### CORE COMPONENT: 33 HOURS

#### Business Core: 21 hours

- DBA 7153 Biblical Leadership, Theory, and Practice
- DBA 7163 Strategic Decision Making for Kingdom Impact
- DBA 7173 Innovation, Change, and Resiliency
- DBA 7183 Corporate Governance, Ethics, and Accountability
- DBA 7213 Applied Business Analytics and Decision Support
- DBA 7223 Contemporary Challenges in Business
- DBA 7243 Kingdom Economics: Theology, Capital, and Stewardship

#### Research Methods: 12 hours

- DBA 7113 Foundations of Applied Doctoral Research
- DBA 7123 Research Methods in Business
- DBA 7133 Advanced Quantitative Analysis
- DBA 7143 Advanced Qualitative and Case Study Methods

### ELECTIVE COMPONENT: 12 HOURS

Students may choose 12 hours from any DBA 7000 level courses.

### DOCTORAL STUDY COMPONENT: 15 HOURS

- DBA 7910 Residency I\* Study Research and Business Problems
- DBA 7920 Residency II\* Doctoral Study Prospectus
- DBA 8111 Doctoral Mentoring (must be taken 3 times)
- DBA 8113 Doctoral Study I: Research Development\*\*
- DBA 8123 Doctoral Study II: Design and Approvals\*\*
- DBA 8133 Doctoral Study III: Data Collection and Analysis\*\*
- DBA 8143 Doctoral Study IV: Completion and Oral Defense\*\*

### TOTAL PROGRAM REQUIREMENTS 60 HOURS \*\*\*

\* Residency I & II are required to be completed within the time specified in the D.B.A. Program Manual at a flat rate of \$1375 for each residency (3 days on-campus for each residency. The fee includes seven meals, beverages, and resources needed, however, it does not include hotel / transportation / airfare).

\*\*These courses are 3 credits (Eight-Week Sessions can be taken in S1 or S2) and are repeatable up until fulfillment of course requirements as approved by the doctoral committee or up until allocated time of the program has been reached, whichever is later.

\*\*\*The D.B.A. program requires a minimum of 60 hours successfully completed with a 3.0 GPA and a successful Final Oral Defense of a completed Doctoral Study. The full program with study is required to be completed in 7 years, however, due to extenuating circumstances, a student can request a one-year extension contingent upon Doctoral Committee approval.

# Education

The Graduate Education program prepares students as educators who will be spiritually, academically, professionally, and cross-culturally equipped to provide quality educational Christian service around the world.

## State Educator Certification

Students on degrees with a certification track are eligible to apply for state certification but must be formally accepted into the Teacher Education program, which is separate from admittance into the Graduate Education program. Certification eligibility is reserved for students who meet admissions requirements, make application to, and are approved into the Teacher Education program. Students must also successfully complete their academic program, all state exams, as well as fulfill the required 50 hours of field experience and internship.

Only students completing all program stipulations will be recommended for state certification. Please see the Education Certification Officer for a complete list of Teacher Education program requirements.

## Program Entrance Requirements

Candidates who desire State Certification through the Texas Education Agency are responsible for initiating the application to the Teacher Education program. A Certification Officer is available to answer questions and advise students through this process. Applications are available in the Teacher Education Office or [www.nelson.edu/academics/education-resources/](http://www.nelson.edu/academics/education-resources/).

### All applications must be accompanied by:

1. A recent photo.
2. A statement of purpose – a one-page, double-spaced essay describing reasons for desiring a profession in the teaching field.
3. Two recommendation forms completed by individuals who can verify moral character and child/youth related experience or other work experience. The Education Committee will not accept recommendations from relatives, Nelson University employees, or fellow students. Recommendation forms are available on the in the Teacher Education Office.
4. Recommendation from the University's Counselor representative, based on results of the Taylor-Johnson Temperament Analysis (TJTA). The purpose for taking the TJTA is to identify strengths possessed by the potential teacher. If the TJTA indicates areas that may need strengthening, the student may be required to complete further counseling prior to admission to the Education program.
5. A copy of driver's license.
6. Sign and submit FERPA Consent to Release Educational Records and Information form.

### Along with the application, eligibility for the program requires the candidate to:

1. Have a minimum cumulative grade point average (GPA) of 2.75.
2. Complete an interview with members of the Teacher Education Committee.
3. Gain approval from the Teacher Education Committee.
4. Meet such standards as may be implemented by law in the State of Texas at any time during the student's matriculation.

Once the application packet is complete, the Teacher Education Committee will review the applicant's file and make a determination of acceptance or denial. Applicants will be notified by mail of the Committee's decision. Any applicant who is denied acceptance will be given a clear statement of reasons for denial. Denial of admittance, for any reason, may be appealed in writing to the Teacher Education Committee.

From time to time the state of Texas will amend its requirements for certification. While the Nelson University Teacher Education Department does everything necessary to prevent major alterations to a student's degree, it must ultimately comply with state requirements. Therefore, the Teacher Education Department reserves the right to alter degrees and certification requirements as they are compelled by the Federal and State governments.

## Additional Requirements

The Teacher Education Department Handbook explains fully the policies and procedures to be followed in achieving these goals. The teacher education student is expected to be knowledgeable of this handbook and is held accountable for the guidelines presented therein. The handbook is distributed electronically at the beginning of each academic year and is available through the Teacher Education office.

## **Nelson University Teach Texas**

Nelson University Teach Texas is a university-based program designed to serve as an alternative to the traditional teacher education certification process in the state of Texas. Nelson University Teach Texas faculty and advisors work with highly motivated individuals who have a passion for teaching and learning. Candidates who participate in the Nelson University Teach Texas educator certification program will work with credentialed advisors who will review previous coursework and field-based experience to design a program that will assist the student in the certification process. Nelson University Teach Texas's goal is to help students become certified educators.

Students must also successfully complete their academic program, all state exams, as well as fulfill the required 50 hours of field experience before EDU 5953 Teaching Internship I and EDU 5963 Teaching Internship II.

Students who participate in this program must hold a bachelor's degree or be in their last semester of their B.A. degree. Qualified students must meet Nelson University Teacher Education program requirements, pass required content exams, and secure a year-long internship in an accredited school district.

## **Advanced Certification Course Track**

### **Principal**

Our Educational Leadership program aligns with the Texas Principal Standards as well as prepares candidates for the Principal as Instructional Leader Exam. Advanced certification principal candidates must have a master's degree, provide official college transcripts, provide a copy of a valid educator certificate, and provide an official teacher service record indicating two years or more of teaching. This program does not allow for transfer of credit for coursework.

*Courses Required – Advanced Certification Track Only (Non-Degree Seeking):*

- EDU 5923 Instructional Leadership in Curriculum and Assessment
- EDU 5633 School Legal Issues
- EDU 5883 Data-Driven Instruction
- EDU 5643 Principalship
- EDU 5143 Educational Leadership and Supervision for Public School
- EDU 5973 Internship

### **School Counselor**

Our School Counseling program aligns with the Texas School Counselor Standards as well as prepares candidates for the School Counselor Exam. Advanced certification school counselor candidates must have a master's degree in the field of mental health or counseling and provide official college transcripts. This program does not allow for transfer of credit for coursework.

*Courses Required – Advanced Certification Track Only (Non-Degree Seeking):*

- ESC 5123 Foundations and Ethics of School Counseling
- ESC 5213 School Counseling Program Development
- EDU 5563 Special Issues and Populations
- EDU 5873 Crisis Management
- ESC 5126 Internship

*Required Professional Coursework:*

- EDU 5563 Special Issues and Populations
- EDU 5713 Studies in Classroom Management
- EDU 5733 Advanced Strategies in Reading
- EDU 5743 Advanced Strategies in Learning
- EDU 5953 Teaching Internship I
- EDU 5963 Teaching Internship II

This alternative certification program is non-degree seeking but candidates can continue their Masters of Education in Curriculum and Instruction after the year-long paid internship if so desired.

### **Post-Baccalaureate Certification**

Individuals with a Bachelor's degree may be eligible for teacher certification through the Post-Baccalaureate program. Post-Baccalaureate students must meet admission requirements for the Teacher Education program (see Admission to Teacher Education Program), make application, and be approved prior to enrolling in professional education courses.

### **Teaching Requirements**

A student seeking state certification through the post-baccalaureate program will be required to enroll in the appropriate Internship Teaching course and successfully complete clinical teaching in an accredited school. Due to the added responsibilities during internship teaching, graduate students are discouraged from taking more than three graduate hours during their internship teaching practicum. Students who wish to take over three graduate hours of course work while internship teaching will need the approval of the Graduate Education Chair.

Candidates in the post-baccalaureate program will be required to have an internship for one semester. Candidates seeking post-baccalaureate certification must meet the following qualifications for consideration of enrollment:

1. Bachelor's degree from a regionally accredited institution.
2. A cumulative GPA of at least 2.75 on a 4.00 scale at the baccalaureate level.
3. Complete Program entrance requirements.
4. Complete and submit 50 hours of field experience.

Candidates who meet these requirements may submit official transcripts of all college work for evaluation to: Director, Educator Certification, Nelson University, 1200 Sycamore, Waxahachie, TX 75165-2397.

A fee of \$50 is charged for a deficiency plan of any non-Nelson University student. If the prospective student then applies for admission, the application fee is waived in lieu of the fee charged for the deficiency plan. Candidates must indicate preferences in either elementary, middle, secondary, or all-level education, and must select an area of specialization. Once transcripts have been reviewed, a post-baccalaureate worksheet will be provided for the candidate, indicating course work required for teacher certification.

### **Graduation Requirement**

Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

# Curriculum and Instruction

The Master of Education in Curriculum and Instruction prepares professionals to enhance their educational knowledge and skills or advance their careers in the areas of curriculum administration and instruction in preK-12 settings.

## Student Learning Outcomes

Upon completion of this program, the student will be able to:

1. Develop standards-based, data driven, differentiated instruction that engages students, makes appropriate use of technology, and makes learning relevant for today's learners.
2. Implement instructional strategies and classroom practices that demonstrate high levels of learning, social-emotional development, and achievement outcomes for all students, taking into consideration each student's educational and developmental backgrounds.
3. Create and maintain physically and emotionally safe learning environments as characterized by efficient and effective routines, clear behavior expectations, and organization that maximizes student learning.
4. Analyze student academic growth by using multiple sources of data, including informal and formal assessments, adjusting instructional strategies and content delivery as needed.
5. Communicate, collaborate, and set high standards for individual professional development adhering to the Educator Code of Ethics.

## Teaching Certificate

Students who are seeking Texas Teaching Certification should contact the Education Department for more information.

### PROFESSIONAL COMPONENT: 12 HOURS

EDU 5113 Research Literature and Technology  
 EDU 5923 Instructional Leadership in Curriculum and Assessment  
*Choose 6 hours from the following:*  
 EDP 5123 Advanced Studies in Teaching English as a Second Language  
 EDP 5813 Technology in Educational Settings  
 EDU 5563 Special Issues and Populations\*  
 EDU 5613 Teaching Students of Diverse Cultures  
 EDU 5713 Studies in Classroom Management\*  
 EDU 5733 Advanced Strategies in Reading\*  
 EDU 5743 Advanced Strategies of Learning\*  
 EDU 5883 Data Driven Instructional Practices

### SPECIALIZATION OPTIONS:

*Candidates choose one of the following three options*

#### Early Childhood: 18 hours

CFM 5223 Spiritual Formation of Children  
 EEA 5133 Instructional Leadership in Early Education Programs  
 EDU 5333 Language and Literacy in Early Childhood  
 EDU 5353 Math and Science in Early Childhood  
 EDU 5723 Principles and Practices of Early Childhood Education  
 RDG 5113 Instructional Leadership and Assessment for Early Readers and Writers

#### Curriculum Studies: 18 hours

*Choose 18 hours from the following:*  
 EDU 5343 English, Language Arts, and Reading Trends and Issues  
 EDU 5363 Teaching Math and Methods

EDU 5373 Science, Technology, Engineering, Art, and Mathematics for Teachers  
 EDU 5383 Social Studies Trends and Issues  
 EDU 5733 Advanced Strategies in Reading\*  
 EDU 5743 Advanced Strategies of Learning\*  
 EDU 5883 Data Driven Instructional Practices  
 EDU 5953 Teaching Internship I\*\*  
 EDU 5963 Teaching Internship II\*\*

*\*required for Alternative Certification Program*

*\*\*these courses only offered to those in the Alternative Certification Program*

#### History Studies: 18 hours

HIS 5143 Historiography  
 HIS 5153 American South  
 HIS 5163 American West  
 HIS 5173 Medieval Europe c. 300-1450  
 HIS 5183 Religion in America  
 HIS 5193 Ages of Faith

#### Special Education: 18 hours

EDP 5123 Advanced Studies in Teaching English as a Second Language  
 EDU 5563 Special Issues and Populations  
 EDU 5613 Teaching Students of Diverse Cultures  
 SPD 5113 Professional Responsibilities and Ethical Practices in Special Education  
 SPD 5123 Advanced Principles and Practices for Early Childhood in Special Education  
 SPD 5133 Advanced Studies in Social and Behavioral Dynamics within SPED

## TOTAL PROGRAM REQUIREMENTS 30 HOURS

# Educational Leadership

The Master of Education in Educational Leadership prepares students as educators who will be spiritually, academically, professionally, and cross culturally equipped to provide quality educational public and Christian service around the world.

## Student Learning Outcomes

Upon completion of the program, the student will be able to:

1. Develop high quality instruction and professional development utilizing data driven instructional practices and rigorous curriculum aligned to assessment standards.
2. Create collaborative, diverse, and equitable learning environments by strategically targeting and placing highly qualified teachers in classrooms.
3. Implement effective evaluation, supervision, and coaching procedures in order to consistently improve teacher effectiveness and student outcomes.
4. Communicate with all stakeholders by establishing and implementing a shared vision and culture of high expectations for all staff and students.
5. Plan and effectively manage a campus budget within state law and district policies (public school specialization).
6. Effectively forecast income and expenses in order to create a budget for a private or Christian school (Christian school specialization).

## Graduation Requirement

Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

### PROFESSIONAL COMPONENT: 15 HOURS

EDU 5563 Special Issues and Populations  
 EDU 5613 Teaching Students of Diverse Cultures  
 EDU 5873 Crisis Management  
 EDU 5883 Data Driven Instructional Practices  
 EDU 5923 Instructional Leadership in Curriculum and Assessment

### SPECIALIZATION TOPICS:

*Candidates choose one of the following two options*

#### Public School Administration\*: 12 Hours

EDU 5143 Educational Leadership and Supervision  
 for Public Schools  
 EDU 5633 School Legal Issues  
 EDU 5643 Principalship  
 EDU 6143 Budgeting and Finance

\*This track prepares students for Texas state principal certification

#### Christian School Administration\*\*: 12 Hours

EDU 5123 Educational Leadership and Supervision for  
 Christian Schools  
 EDU 5423 Christian School Administration Finance and  
 Legal Issues  
 EDU 5523 Foundations of Christian School Administration  
 3 hour approved elective component

\*\*This track does not prepare students for state principal certification

#### PRACTICUM COMPONENT: 3 HOURS

EDU 5973 Internship in Administration

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**TOTAL PROGRAM REQUIREMENTS 30 HOURS**

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# Educational Leadership Cont.

## Addendum

### **M.Ed. - Educational Leadership - Christian School Administration Specialization**

1. Applicants must be formally admitted to the Graduate Education program.
2. Applicants must have a 3.0 GPA on the graduate level to enter the Education program.
3. Students must complete a field-based supervised practicum of 80 clock hours.

### **M.Ed. - Educational Leadership - Public School Administration Specialization**

1. Applicants must be formally admitted to the Graduate Education program.
2. Applicants must have a 3.0 GPA on the graduate level to enter the Education program.
3. Students must provide copies of teacher service records showing a valid classroom teaching certificate and two creditable years of teaching experience in a Texas accredited and approved school prior to the beginning of the program and Texas Educator Certification.
4. Sign and submit FERPA Consent to Release Educational Records and Information form.
5. Students must complete a field-based supervised practicum of 160 clock hours.
6. Before completion of the program, all applicants will be required to take and pass the state exams for the Principal certificate.

### **Additional Academic Polices and Advising Points pertaining to the Degree**

Completing a M.Ed. from the Nelson Graduate School does not guarantee eligibility for the Principal Certification program or state certification candidacy. Students must complete all certification requirements stipulated in this catalog and through advisement with the Certification Officer.

Nelson University does not offer dual track or dual specialization options within a major (M.Ed., M.S., M.A.) on the graduate level. Students may take course work from another track if it is available and their degree plan allows. These courses will appear on their transcript along with their required course work. Unless they file a change of major, both their diploma and transcript will list the track/specialization they initially indicated. However, upon earning a Master of Education degree, a student is eligible to apply as a post-graduate student and complete course work required for additional certifications.

Students who change tracks/specializations or majors after taking 12 hours of graduate course work towards another specialization or major will need to take courses for their new specializations or majors as they become available. In these circumstances, Nelson University is not obligated to bring up courses irregularly to satisfy students' intended graduation date from their previous specialization or major.

### **Internship Fee**

An internship fee is added to the students' bill for the semester of enrollment in course EDU 5973 Internship in Administration.

# School Counseling

The Master of Education in School Counseling is a three-year program designed to give the student a rich education in counseling techniques as well as providing the necessary tools to be successful in a PK-12 setting. Courses are designed for a learner-centered approach to meeting the needs and responsibilities in a PK-12 school system.

## Student Learning Outcomes

Upon completion of the program, students will be able to:

1. Identify, explain, and implement the components of a quality school counseling program.
2. Analyze counseling issues and concerns related to culturally diverse students within the differentiated learning environment.
3. Identify and explain the various roles and responsibilities of a school counselor.
4. Students will meet all requirements to become a certified school counselor.

## Graduation Requirement

Students need 160 clock hours of field experience in a Texas accredited school in order to graduate. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

### PROFESSIONAL COMPONENT: 24 HOURS

PSY 5173 Human Growth and Life Span Development  
PSY 5193 Theories of Counseling and Psychotherapy  
PSY 5243 Methods and Techniques in Counseling  
PSY 5353 Methods of Group Counseling  
PSY 5433 Tests and Assessment  
PSY 5563 Crisis Intervention  
PSY 5663 Personal Lifestyle and Career Development  
COU 6413 Pre-Practicum

### CORE COMPONENT: 18 HOURS

COU 5223 Counseling Children and Adolescents  
EDU 5563 Special Issues and Populations  
EDU 5613 Teaching Students of Diverse Cultures  
EDU 5873 Crisis Management  
ESC 5123 Foundations and Ethics of School Counseling  
ESC 5213 School Counseling Program Development

### PRACTICUM COMPONENT: 6 HOURS\*

ESC 5126 Internship in School Counseling

\*Note: The Internship experience shall be in a school or school-related setting. This should be approved by the graduate program coordinator.

## TOTAL PROGRAM REQUIREMENTS 48 HOURS

# School Counseling Cont.

## Addendum

### TEA Certification Stipulations Attached to M.Ed. – School Counseling

1. Applicants must be formally admitted to the Graduate Education program.
2. Applicants must have a 3.00 GPA on the graduate level to enter Education program.
3. Students must complete a field-based supervised practicum.
4. All applicants will be required to take and pass the TExES test for the School Counseling Certificate in which they are seeking certification before completion of the program.

### Additional Academic Policies and Advising Points pertaining to the Degree

1. Completing a M.Ed. from the Nelson Graduate School does not guarantee eligibility for the School Counseling Certification program or state certification candidacy. Students must complete all certification requirements stipulated in this catalog and through advisement with the Certification Officer.
2. Nelson University does not offer dual track or dual specialization options within a major (M.Ed., M.S., M.A.) on the graduate level. Students may take course work from another track if it is available and their degree plan allows. These courses will appear on their transcript along with their required course work. Unless they file a change of major, both their diploma and transcript will list the track/specialization they initially indicated. However, upon earning a Master of Education degree, a student is eligible to apply as a post-graduate student and complete course work required for additional certifications.
3. Students interested in becoming a Licensed Professional Counselor (LPC) will need to reach out to the School Counseling Program Coordinator for additional information.
4. Students who change tracks/specializations or majors after taking 12 hours of graduate course work towards another specialization or major will need to take courses for their new specializations or majors as they become available. In these circumstances, Nelson University is not obligated to bring up courses irregularly to satisfy students' intended graduation date from their previous specialization or major.

### Internship Fee

An internship fee is added to the students' bill for the semester of enrollment in course ESC 5126 Internship in School Counseling.

# English

The Master of Arts in English prepares graduate students spiritually, academically, and professionally for quality educational and professional Christian service by providing advanced training in English and its specialized disciplines.

This degree is versatile, offering students advanced communication, research, and critical thinking skills that are beneficial across the marketplace of ideas. Specifically, this program may prepare students for different goals: to pursue doctoral studies in English; to teach English in higher education settings or dual-credit courses in secondary schools; to teach students in intercultural settings; and to pursue professional opportunities in writing and publishing.

## Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Produce scholarly written work in the discipline of English.
2. Demonstrate expertise in a range of literary works, authors, periods, theories, and trends.
3. Articulate a biblical (Judeo-Christian) perspective in response to the variety of worldviews, philosophies, and/or ideologies that influence literary works, theories, authors, and periods.

## Program Entrance Requirements

Students must submit an academic writing sample of at least 5 pages and achieve a minimum score of 150 on the verbal and 3.5 on the analytical writing section on the General Test of the Graduate Record Examination (GRE). These requirements must be met before enrollment into any graduate level course. However, under special circumstances with approval from the Dean of the Graduate School, a student may enroll for one semester taking no more than 3 graduate hours prior to fulfilling the requirement of the GRE. No student will be allowed to enroll for a second semester without fulfilling the GRE requirement. All transfer students are required to meet the GRE requirement before enrollment.

## English Prerequisites

Students whose admissions writing samples reflect a need for prerequisite coursework may be asked to enroll in ENG 2113 Introduction to English Studies and/or ENG 2123 Advanced English Grammar.

## Graduation Requirement

Students must apply for graduation and be enrolled in ENG 5893 Capstone prior to being approved for graduation from the Registrar's Office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

### CORE COMPONENT: 9 HOURS

ENG 5113 Research and Technology  
ENG 5133 Literary Theory  
ENG 5893 Capstone\*

*\*Student must be in their final semester.*

### ELECTIVE COMPONENT: 21 HOURS

21 hours of 5000-level courses, of which 12 hours must be ENG or WRT courses. Students should work closely with the English graduate program coordinator to develop a course of study that best fits their professional and academic goals. Students who are interested in pursuing supporting coursework in other disciplines may include up to 9 hours of approved graduate-level courses in areas such as BIB, BUS, EDU, and HIS. Please contact the English graduate program coordinator for a list of approved courses in other disciplines.

### TOTAL PROGRAM REQUIREMENTS 30 HOURS

# History

The Master of Arts in History prepares graduate students academically, professionally, and spiritually for quality educational and professional Christian service by providing advanced training in history and related disciplines and research techniques, accompanied by appropriate elective studies.

The program is a three-track Master's degree in History, consisting of 30-33 semester hours of course work (depending on which of three tracks is chosen by the student). The three tracks are offered to give students maximum flexibility in their degree.

The program is designed to be completed over a two-year course of study.

## Student Learning Outcomes

**Upon completion of this program, students will be able to:**

1. Employ appropriate research methodologies.
2. Analyze, interpret, and correctly cite sources of information.
3. Communicate historical knowledge, interpretations, and arguments clearly in writing.
4. Engage in original historical research involving significant use of primary source materials.
5. Identify arguments in historical scholarship and evaluate them critically.
6. Identify, define, or explain significant ideas, facts, and concepts in American and world history.

## Program Entrance Requirements

Students must achieve a minimum score of 150 on the verbal and 3.5 on the analytical writing section on the General Test of the Graduate Record Examination (GRE). This requirement is expected to be met before enrollment into any graduate level course. However, under special circumstances with approval from the Dean of the Graduate School, a student may enroll for one semester taking no more than 12 graduate hours prior to fulfilling the requirement of the GRE. No student will be allowed to enroll for a second semester without fulfilling the GRE requirement. All transfer students are required to meet the GRE requirement before enrollment. (Students who are graduates of Nelson University with a 2.5 GPA will be conditionally admitted to the Nelson Graduate School without taking the GRE. After completing 12 hours of graduate work with GPA of 3.0 or higher, the student's "conditional" status will be removed.)

## History Prerequisites

Students must have credit for at least 12 semester hours of upper level undergraduate history, including coverage of both American and World history topics (or related subjects approved by the History Graduate Program Coordinator), for admission into the program.

## Graduation Requirement

Students must apply for graduation and successfully pass the Graduate Comprehensive Examinations prior to being approved for graduation from the Registrar's Office. Application for graduation must be made by the end of late registration in the semester in which the student anticipates to graduate. In order to qualify for a specific graduation date, graduating students must have all program and course requirements completed. Contact the Graduate School Office and Registrar's Office for more information.

# History (Education Track)

**PROFESSIONAL COMPONENT: 21 HOURS**

HIS 5113 Research Literature and Technology  
HIS 5133 Biblical Backgrounds  
HIS 5143 Historiography  
HIS 5153 American South  
HIS 5163 American West  
HIS 5173 Medieval Europe  
HIS 5223 Modern Europe 1848-1945

**EDUCATION/ELECTIVE COMPONENT: 12 HOURS**

Students desiring Secondary Education Certification who do not have previous graduate or undergraduate credit for the following courses must take the missing courses as part of their Education/Elective Component. Students who have met these requirements, or to whom they do not apply, may take elective courses that have been approved by the Graduate History Program Coordinator.

EDU 5563 Special Issues and Populations  
EDU 5713 Studies in Classroom Management  
EDU 5733 Advanced Strategies in Reading  
EDU 5743 Advanced Strategies of Learning

**TOTAL PROGRAM REQUIREMENTS 33 HOURS****Education Prerequisites**

Students desiring Secondary Education Certification in History must have credit for the following three courses prior to being approved to the Teacher Education program: PSY 2323 Developmental Psychology; PSY 3463 Theories and Principles of Learning; and RDG 3413 Foundations of Literacy Instruction.

**Teaching Certificate**

Students who are seeking Texas Secondary School Certification need to contact the Certification Officer for more information.

# History (Non-Thesis Track)

**PROFESSIONAL COMPONENT: 27 HOURS**

HIS 5113 Research Literature and Technology

HIS 5143 Historiography

HIS 5193 Ages of Faith

18 hours from the following:

HIS 5133 Biblical Backgrounds

HIS 5153 American South

HIS 5163 American West

HIS 5173 Medieval Europe

HIS 5183 Religion in America

HIS 5213 Military History

HIS 5223 Modern Europe 1848-1945

HIS 5233 Selected Topics

HIS 524X Historical/Cultural Study Tour

**RESEARCH COMPONENT: 3 HOURS**

HIS 5313 Research Project (Non-Thesis option)

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**TOTAL PROGRAM REQUIREMENTS 30 HOURS**

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# History (Thesis Track)

**PROFESSIONAL COMPONENT: 24 HOURS**

HIS 5113 Research Literature and Technology

HIS 5143 Historiography

HIS 5193 Ages of Faith

15 hours from the following:

HIS 5133 Biblical Backgrounds

HIS 5153 American South

HIS 5163 American West

HIS 5173 Medieval Europe

HIS 5183 Religion in America

HIS 5213 Military History

HIS 5223 Modern Europe 1848-1945

HIS 5233 Selected Topics

HIS 524X Historical/Cultural Study Tour

**RESEARCH COMPONENT: 6 HOURS**

HIS 5953 Thesis I (Must be taken before HIS 5963)

HIS 5963 Thesis II

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**TOTAL PROGRAM REQUIREMENTS 30 HOURS**

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# Interdisciplinary Studies

The Master of Arts in Interdisciplinary Studies (IDS) allows students with multiple academic interests to develop a degree to meet specific academic or professional interests. Students choose two concentrations from Bible, Business, Counseling, Education, English, History, Intercultural Studies, Practical Theology, Psychology, or Theology.

An academic advisory from Nelson Graduate School assists students to choose courses available to the IDS degree. Approval from Nelson Graduate School is required before students may register for courses each semester. The purpose is to ensure students choose the courses most beneficial to their goals.

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## **FIRST AREA OF CONCENTRATION (18 HOURS)**

Choose six classes from one area of study: Bible, Business, Counseling, Education, English, History, Intercultural Studies, Practical Theology, Psychology, or Theology.

## **SECOND AREA OF CONCENTRATION (12 HOURS)**

Choose four classes from one area of study: Bible, Business, Counseling, Education, English, History, Intercultural Studies, Practical Theology, Psychology, or Theology. The second area of concentration must be different than the first area of concentration.

## **ELECTIVES (6 HOURS)**

Choose two classes from any approved areas of study: Bible, Business, Counseling, Education, English, History, Intercultural Studies, Practical Theology, Psychology, or Theology. Electives may come from the same area of study in the first or second concentration or from a separate area of study.

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## **TOTAL PROGRAM REQUIREMENTS 36 HOURS**

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# Course Descriptions

## Special Courses

Independent Studies courses are designed to fulfill curriculum requirements of 1, 2, or 3 hours. Students are asked to complete a research project that is the equivalent of required course work. Independent Studies courses are taken for residence credit and are numbered 5501, 5502, and 5503 (depending on the credit awarded). Students must have advisor approval to take an Independent Research course. There is an extra fee.

Special Studies courses are offered in the schedule of classes during the summer or regular semesters. These courses are designed by the faculty to enrich the curriculum and fulfill degree requirements. Special Studies courses and seminars are offered for residence credit and are designated either by SSC, SSS, and/or the numbers 5591, 5592, and 5593 (depending on the credit awarded). These courses may be repeated with different titles.

Conference Courses are those residence courses listed in the Course Descriptions section of the catalog in which requirements are met through individual, rather than classroom, instruction. Because the student is meeting one-to-one with the instructor, there will be an extra fee. To enroll, the student must receive the approval of the academic advisor, the faculty member teaching the course, and the Dean of the School of Graduate Studies.

## Behavioral Sciences

### **COU 5153 Professional Orientation, Ethical and Legal Issues** **3 Hours**

History and philosophy of clinical mental health professions taking into account the roles functions, ethical and legal responsibilities of counselors and other mental health professionals in human service and collaborative behavioral health care systems. Ethical and legal standards are reviewed as they apply to the practice of professional counseling and psychology. Basic characteristics of professional identity development and advocacy including certification, licensure, supervision, career development, accreditation practices and standards as well as the impact of the professions on public policy and the wider community as a whole are surveyed. Strategies for self-evaluation and care coupled with their implications for practice are addressed. This course must be taken within the first year of the program. (Same as PSY 5153)

### **COU 5173 Human Growth and Life Span Development** **3 Hours**

This course will examine theories and research in human growth as it relates to individual and family development across the life span from infancy through adulthood. Biological, neurological, physiological, systemic, environmental, and cultural factors that affect human development and functioning will be discussed. Social and personality

development, intellectual development, language acquisition, and developmental expectations are also emphasized.

(Same as PSY 5173)

### **COU 5193 Theories of Counseling and Psychotherapy** **3 Hours**

A comprehensive and intensive study of major theories and models of counseling and therapy (e.g. humanistic, cognitive, cognitive-behavioral, psychodynamic, family-systems, psycho-educational, time-limited, crisis-focused and behavioral) characterized by an evidenced-based conceptualization and treatment process for prevention, consultation and intervention. Ethical, culturally relevant, and professionally accepted strategies to promote client understanding and a mentally healthy lifestyle are explored. This includes micro-counseling and other simulations to develop therapy skills. (Same as PSY 5193)

### **COU 5223 Counseling Children and Adolescents** **3 Hours**

This course presents the assessment, diagnosis, and remedial therapeutic techniques unique to the practice of counseling children and adolescents and presenting parents with tools to utilize in facilitating growth in their children.

### **COU 5243 Methods and Techniques in Counseling** **3 Hours**

A study of clinical interviewing, case conceptualization and evidenced-based counseling and therapeutic techniques coupled with an understanding of the characteristics in the day-to-day clinical functioning of the mental health professional. Characteristics essential to the therapist in active listening such as accurate empathy, genuineness, cultural sensitivity, and unconditional positive regard are viewed in relation to client understanding and growth. Skills in consultation, networking, and the utilization of community resources are developed. (Same as PSY 5243)

### **COU 5273 Marriage and Family Counseling** **3 Hours**

The application of psychological theory as it relates to the changing roles of men, women, and children in relation to couples, marital and family systems. A study of approaches in marital and family counseling with a focus on various systems models of family functioning and therapeutic intervention taking into account family life events, social, and cultural factors. (Same as PSY 5273)

### **COU 5283 Social and Cultural Diversity** **3 Hours**

An examination of social and cultural identity processes and development. Social-contextual characteristics and issues interfaced with a study of diversity patterns and their impact on behavior are explored. Theories and models of multicultural counseling are studied taking into account assimilation, acculturation, culturally-mediated communication, beliefs, heritage, worldviews, and social pressures for change. Strategies for identifying and resolving

barriers of oppression, discrimination and unhealthy mental health cultural orientations such as violence and other patterns are provided. Included in this subject is the impact of race, ethnicity, and other cultural variables on individuals, groups, organizations, and communities. Students will explore the effects of power and privilege along with the impact of beliefs, attitudes, heritage, and acculturated experiences on their own worldview. (Same as PSY 5283)

### **COU 5353 Methods of Group Counseling**

#### **3 Hours**

Theoretical foundations and applications of group processes, group formation, and group functions are studied in relation to group counseling and intervention. Factors contributing to effectiveness of group leaders and positive therapeutic group outcomes are explored. Various types of groups and group strategies are studied with regard to ethical, cultural, and other variables taking into account the treatment needs of clients. Didactic and experiential activities and techniques are included. (Prerequisite: COU 5243) (Same as PSY 5353)

### **COU 5363 Addictions Counseling**

#### **3 Hours**

This course provides an introduction to theories of addiction counseling with an application of these theories through conceptualization of the addiction process for effective assessment and therapeutic intervention. Therapeutic intervention steps are explored for a variety of addictive behaviors including gambling, substance abuse, sexual addictions, hoarding and others. Comorbid disorders are also addressed to include various mental disorders. Students will develop a knowledge of screening, assessment, testing, and counseling intervention techniques including psych-education and wellness strategies. Emphasis is placed on etiological factors, physiological and psychological effects, and related behaviors associated with chemical and process addictions. (Same as PSY 5363)

### **COU 5433 Tests and Assessment**

#### **3 Hours**

An introductory graduate level study of the history and meaning of assessment as well as a focus on psychometrics assessment models, and methods. Test construction concepts such as validity, reliability, standardization, and others are studied along with criteria for selection, adaptation, and utilization of assessment methods taking into account relevance, ethical and legal guidelines, language, cultural appropriateness, and other important variables. Specific selected commonly used techniques including screening tools and self-reports are explored. (Same as PSY 5433)

### **COU 5563 Crisis Intervention**

#### **3 Hours**

This course provides students with foundational knowledge of the impact of crises, disasters, and other trauma-causing events on people as well as the principles of crisis

intervention for people during crises, disasters, and other trauma-causing events. The appropriate assessment during a crisis event are examined. Students will learn specific crisis intervention practices, including procedures for assessing and managing suicide/homicidal risk, prevention models, and the use of psychological first aid strategies. The clinician's roles and responsibilities as members of an interdisciplinary emergency management response team during a crisis event and the operation of emergency management systems will be studied. (Same as PSY 5563)

### **COU 5613 Introduction to Play Therapy**

#### **3 Hours**

This course is an overall view of Play Therapy with emphasis on: definition and assumptions of play therapy; the history of play therapy, including the essential people, theorists, and organizations that shaped play therapy; appropriate play therapy toys and materials; the play therapy room; limits and boundaries of play; characteristics and role of the play therapist; the therapeutic relationship and its elements and stages; transference and countertransference; and the healing process of play. As students become familiar with various theoretical orientations of play therapy, they will begin to formulate their preferred style(s) of play therapy. Students will practice basic skills in simulated play therapy, followed by feedback from the professor and colleagues.

### **COU 5633 Play Therapy with Varied Populations and Techniques**

#### **3 Hours**

Students will explore a variety of populations that can benefit from play therapy while expanding their own repertoire of techniques to use with clients. Students will examine principles and applications of play therapy with adolescents, adults, and elderly, and they will understand the developmental stages of children and children's play. Included will be key neural developmental processes and sequences that contribute to critical concepts applicable to play therapy with children of varying ages, diagnoses, and trauma. Students will also explore a variety of expressive arts which can be used with children of varying issues. Attention will also be given to issues of diversity and how they impact play therapy. (Prerequisite: COU 5613)

### **COU 5663 Personal Lifestyle and Career Development**

#### **3 Hours**

This course provides an extensive study of the history, development and current state of career counseling theory, research, and practice with a culturally sensitive focus. Students will develop skills in formal and informal career and work related tests and assessments. Major theories of career development and vocational behavior, as well as their related constructs and interventions will be examined, including strategies for working with and advocating for diverse populations. (Same as PSY 5663)

**COU 5743 Clinical Psychopathology****3 Hours**

A course that examines the etiology, symptoms, diagnosis, prognosis, and therapeutic methods applicable to major psychological disorders of children, adolescents and adults. Use of the DSM is an integral part of the course. Factors and issues influencing clinical judgment and diagnostic decision making including differential diagnosis, comorbidity and integration of important external information from collateral, medical, case history and other evaluations and procedures are reviewed in relation to inclusion into the overall psychological assessment. (Same as PSY 5743)

**COU 6123 Advanced Psychopathology and Treatment Planning****3 Hours**

Advanced Psychopathology and Treatment Planning builds on students' understanding of theories, concepts, and diagnostic issues. Besides an understanding of basic diagnostic categories and case formulation methods such as the clinical diagnostic interview, mental status, collection of case data, and use of the DSM in previous courses, students will be expected to increase their diagnostic knowledge and understanding to include functional and organic disorders as well as develop knowledge and skill in treatment planning to include setting realistic goals and objectives, making appropriate recommendations and referrals and gaining a knowledge of specific evidence based treatment interventions for selected disorders including an understanding of and need for various types of psychopharmacological medications in specific client treatment programs. Further, the student will become familiar with the importance of the collaborative role the therapist takes in networking with various agencies and professionals for competent health care. (Same as PSY 6123) (Prerequisite: COU 5743)

**COU 6133 Ethical and Legal Issues in Professional Practice Management****3 Hours**

This advanced course introduces students to ethical and legal issues encountered by professional counselors, related to ethical principles, ethical codes, identifying and resolving ethical dilemmas, decision-making models, and legalities of the culturally competent professional. Current issues in therapeutic practice in a variety of professional settings with regard to institutional policies and procedures. (Prerequisite: COU 5153. Same as PSY 6133)

**COU 6413 Pre-Practicum****3 Hours**

A foundation for all practicum and internship experiences, this course helps students to learn basic assessment, attending and interpersonal skills in working with children, adolescents and adults under faculty supervision. Consideration is given to the development of professionalism, proper utilization of the clinical interview and history taking as well as the application of counseling and psychotherapeutic

approaches emphasizing skill development. Role playing and various laboratory exercises are provided that help to develop the student's professional skills. (For CMHC students: Formal Acceptance to Clinical Mental Health Counseling; COU 5153, COU 5193, COU 5243, COU 5743. For School Counseling students: ESC 5123, COU 5193, COU 5243)

**COU 6963 Practicum in Clinical Mental Health Counseling****3 Hours**

Students will complete a supervised practicum experience for 100 hours over a 10 week period. 40 hours must be direct services. Students will participate in individual and/or triadic supervision as well as group supervision with a site supervisor and counselor education program faculty member. Students must complete 1.5 hours of group supervision per week. (Prerequisites: COU 5353, COU 6413)

**COU 6973 Internship in Clinical Mental Health Counseling****3 Hours**

Students will engage in a field-based clinical internship to complete a minimum of 600 hours of supervised internship experience over multiple semesters. 240 hours must be direct service. Students will participate in individual and/or triadic supervision as well as group supervision with a site supervisor and counselor education program faculty member. Students will participate in 1.5 hours of group supervision per week. This course must be taken a minimum of two times to fulfill the necessary credit hours for graduation. (Prerequisite: COU 6963)

**PSY 5143 Integrative Issues in the Behavioral Sciences****3 Hours**

This course of study sets forth the essential components of human personality from a biblical perspective. Biblical guidelines are established in view of the therapeutic encounter in counseling and psychotherapy. Contrasting a natural science approach with a human science approach that takes into account a Godward referent. Finally, the implications of a phenomenological approach for Christian-based counseling will be considered, focusing on therapeutic intervention.

**PSY 5153 Professional Orientation, Ethical and Legal Issues****3 Hours**

History and philosophy of clinical mental health professions taking into account the roles functions, ethical and legal responsibilities of counselors and other mental health professionals in human service and collaborative behavioral health care systems. Ethical and legal standards are reviewed as they apply to the practice of professional counseling and psychology. Basic characteristics of professional identity development and advocacy including certification, licensure, supervision, career development, accreditation practices and standards as well as the impact of the professions on public policy and the wider community as a whole are surveyed. Strategies for self-evaluation and care coupled with their implications for practice are addressed. This course must be taken within the first year of the program. (Same as COU 5153)

**PSY 5163 Family Systems****3 Hours**

A study of foundational theories of family systems. This course covers basic assessment procedures, interventions, and goals from foundation family therapy models. Cultural, ethical, and legal issues related to family development will also be discussed.

**PSY 5173 Human Growth and Life Span Development****3 Hours**

This course will examine theories and research in human growth as it relates to individual and family development across the life span from infancy through adulthood. Biological, neurological, physiological, systemic, environmental, and cultural factors that affect human development and functioning will be discussed. Social and personality development, intellectual development, language acquisition, and developmental expectations are also emphasized. (Same as COU 5173)

**PSY 5183 Advanced Social Psychology****3 Hours**

A study of social psychology including classic and recent research along with new developments in research methods in response to replication crisis. Topics include social cognition, attitude structure and change, social influence, aggression and prejudice and stereotyping.

**PSY 5193 Theories of Counseling and Psychotherapy****3 Hours**

A comprehensive and intensive study of major theories and models of counseling and therapy (e.g. humanistic, cognitive, cognitive-behavioral, psychodynamic, family-systems, psycho-educational, time-limited, crisis-focused and behavioral) characterized by an evidenced-based conceptualization and treatment process for prevention, consultation and intervention. Ethical, culturally relevant, and professionally accepted strategies to promote client understanding and a mentally healthy lifestyle are explored. This includes micro-counseling and other simulations to develop therapy skills. (Same as COU 5193)

**PSY 5213 Biological Basis of Behavior****3 Hours**

A study of the biological factors underlying human cognition and behavior. An emphasis is placed on the biological and neural basis of behavior taking into consideration their influence on such areas as cognition, personality, emotional regulation, motivation, perception and in general normal healthy vs. unhealthy function. Neuroanatomical and neurophysiologic structures and functions are reviewed to include basic neuromechanisms. A basic foundation to biological psychology is required for this advanced course and the initial part of the subject will be addressing basic topics such as neurons, neuronal functioning, and brain systems. A biological understanding of mental disorders and their role in psychological functioning is covered.

Electrophysiologic methods are reviewed as well as basic psychopharmacological aspects of psychotropic drugs, their effects and uses for various mental and emotional difficulties. (Prerequisites: Graduate standing and undergraduate Biological Psychology or Neuroscience course)

**PSY 5223 Advanced Human Sexuality****3 Hours**

An analysis of the physiological, psychological, cultural, and religious aspects of a wide range of topics in the area of human sexuality. Emphasis is on the development of an understanding and appreciation of the role of sexuality in individuals, couples, and families throughout the various phases of the life cycle.

**PSY 5243 Methods and Techniques in Counseling****3 Hours**

A study of clinical interviewing, case conceptualization and evidenced-based counseling and therapeutic techniques coupled with an understanding of the characteristics in the day-to-day clinical functioning of the mental health professional. Characteristics essential to the therapist in active listening such as accurate empathy, genuineness, cultural sensitivity, and unconditional positive regard are viewed in relation to client understanding and growth. Skills in consultation, networking, and the utilization of community resources are developed. (Same as COU 5243)

**PSY 5273 Marriage and Family Counseling****3 Hours**

The application of psychological theory as it relates to the changing roles of men, women, and children in relation to couples, marital and family systems. A study of approaches in marital and family counseling with a focus on various systems models of family functioning and therapeutic intervention taking into account family life events, social, and cultural factors. (Same as COU 5273)

**PSY 5283 Social and Cultural Diversity****3 Hours**

An examination of social and cultural identity processes and development. Social-contextual characteristics and issues interfaced with a study of diversity patterns and their impact on behavior are explored. Theories and models of multicultural counseling are studied taking into account assimilation, acculturation, culturally-mediated communication, beliefs, heritage, worldviews, and social pressures for change. Strategies for identifying and resolving barriers of oppression, discrimination and unhealthy mental health cultural orientations such as violence and other patterns are provided. Included in this subject is the impact of race, ethnicity, and other cultural variables on individuals, groups, organizations, and communities. Students will explore the effects of power and privilege along with the impact of beliefs, attitudes, heritage, and acculturated experiences on their own worldview. (Same as COU 5283)

**PSY 5343 Psychopharmacology****3 Hours**

An introductory survey in general principles of psychopharmacology with an overview of physiological processes and related body-drug interaction. Basic brain neuroanatomy and physiology is reviewed along with biochemical theories underlying major disorders and other. Moreover, an emphasis on pharmacodynamics and pharmacokinetics is studied along with specific classes of currently used psychopharmacologic agents, their mechanisms of action, therapeutic indications, and side effects. Students gain a basic knowledge of the practical application of psychotropic medications to mental and emotional problems. Professional, ethical, and legal issues related to psychopharmacotherapy are discussed. Students are encouraged to have taken an undergraduate course in biopsychology, physiological psychology, or a related area. (Prerequisite: PSY 4343 or a closely related field [e.g. Physiological Psychology, Neuroscience] or permission of clinical psychology faculty)

**PSY 5353 Methods of Group Counseling****3 Hours**

Theoretical foundations and applications of group processes, group formation, and group functions are studied in relation to group counseling and intervention. Factors contributing to effectiveness of group leaders and positive therapeutic group outcomes are explored. Various types of groups and group strategies are studied with regard to ethical, cultural, and other variables taking into account the treatment needs of clients. Didactic and experiential activities and techniques are included. (Prerequisite: PSY 5243) (Same as COU 5353)

**PSY 5363 Addictions Counseling****3 Hours**

This course provides an introduction to theories of addiction counseling with an application of these theories through conceptualization of the addiction process for effective assessment and therapeutic intervention. Therapeutic intervention steps are explored for a variety of addictive behaviors including gambling, substance abuse, sexual addictions, hoarding and others. Comorbid disorders are also addressed to include various mental disorders. Students will develop a knowledge of screening, assessment, testing, and counseling intervention techniques including psych-education and wellness strategies. Emphasis is placed on etiological factors, physiological and psychological effects, and related behaviors associated with chemical and process addictions. (Same as COU 5363)

**PSY 5373 Statistics for the Behavioral Sciences****3 Hours**

This is an introduction to the theory and application of quantitative statistical techniques employed in psychological research. Practical application of statistics will be demonstrated through various means, including, but not limited to: the use

of SPSS and data sets, interpretation of research articles, and foundations of program evaluation and test development. Lab fee to be assessed.

**PSY 5433 Tests and Assessment****3 Hours**

An introductory graduate level study of the history and meaning of assessment as well as a focus on psychometrics assessment models, and methods. Test construction concepts such as validity, reliability, standardization, and others are studied along with criteria for selection, adaptation, and utilization of assessment methods taking into account relevance, ethical and legal guidelines, language, cultural appropriateness, and other important variables. Specific selected commonly used techniques including screening tools and self-reports are explored. (Same as COU 5433)

**PSY 5533 Cognitive Assessment****3 Hours**

This graduate-level course introduces students to major approaches and techniques in the use of basic cognitive screening tools and intellectual assessments. It covers history, theories, relevant cultural issues, biases, ethical issues, and methods in intellectual assessment, as well as the application of selected cognitive screening tools, achievement tests, and the Wechsler intelligence tests. Graduate students must demonstrate introductory knowledge and skill in administering, scoring, and reporting test results from the Wechsler intelligence test. Due to limited enrollment capacity, students must contact the Program Coordinator prior to enrolling. Students are encouraged to plan accordingly to integrate this course effectively within their academic schedule. A lab fee is required for this course. (Prerequisite: PSY 5433)

**PSY 5543 Objective Personality Assessment****3 Hours**

This course introduces the student to the development, ethical/legal issues, scoring and preliminary interpretation of test results for selected objective personality inventories. The major focus will be on commonly used inventories to include the Minnesota Multiphasic Personality Inventory (MMPI), the Millon Clinical Multiaxial Inventory (MCMI) and the Personality Assessment Inventory (PAI). The course will also review some less used screening tools including anxiety, anger and depression inventories as well as others. A lab fee is required for this course. (Prerequisite: PSY 5433)

**PSY 5553 Advanced Learning Theory and Applications****3 Hours**

An in-depth exploration of learning theories and their applications to a wide variety of clinical problems and psychopathologies. For example, therapies based on classical and operant conditioning models and theoretical assumptions and processes involved in such practices as systematic desensitization, exposure therapies, classroom behavior management, token economies, and cognitive behavioral models are explored.

**PSY 5563 Crisis Intervention****3 Hours**

This course provides students with foundational knowledge of the impact of crises, disasters, and other trauma-causing events on people as well as the principles of crisis intervention for people during crises, disasters, and other trauma-causing events. The appropriate assessment during a crisis event are examined. Students will learn specific crisis intervention practices, including procedures for assessing and managing suicide/homicidal risk, prevention models, and the use of psychological first aid strategies. The clinician's roles and responsibilities as members of an interdisciplinary emergency management response team during a crisis event and the operation of emergency management systems will be studied. (Same as COU 5563)

**PSY 5633 Child and Adolescent Assessment and Treatment Planning****3 Hours**

Foundations of assessment and treatment planning with children and adolescents. This course provides students with theoretical knowledge and clinical skills necessary in interviewing children and parents as well as the administration, interpretation and integration of basic personality, cognitive and behavioral measures. Psychological assessment techniques include general assessment applicable to diagnostic presentation and case conceptualization as well as disorder-specific psychological tools for assessment designed to address specific disorders such as ADHD, Oppositional Defiant Conduct Disorder, Mood disorders, Anxiety Disorders, Autism Spectrum, Stress-related and other disorders. The course focuses on integrating multiple evidenced-based assessment procedures for proper case conceptualization, diagnostic accuracy as well as treatment recommendations and planning. Basic clinical interventions are explored as well as ethical and legal issues in evaluating and intervening with children and families. Additional Course Fee Required. (Prerequisite: PSY 5433)

**PSY 5663 Personal Lifestyle and Career Development****3 Hours**

This course provides an extensive study of the history, development and current state of career counseling theory, research, and practice with a culturally sensitive focus. Students will develop skills in formal and informal career and work related tests and assessments. Major theories of career development and vocational behavior, as well as their related constructs and interventions will be examined, including strategies for working with and advocating for diverse populations. (Same as COU 5663)

**PSY 5733 Psychological Methods and Research Design****3 Hours**

This is a general research course in psychology, with an emphasis on a variety of research designs and control factors. Other topics will include: use of human participants in research, reliability and validity, observational methods,

data collection, and record keeping methods in research. (Prerequisite: PSY 5373)

**PSY 5743 Clinical Psychopathology****3 Hours**

A course that examines the etiology, symptoms, diagnosis, prognosis, and therapeutic methods applicable to major psychological disorders of children, adolescents and adults. Use of the DSM is an integral part of the course. Factors and issues influencing clinical judgment and diagnostic decision making including differential diagnosis, comorbidity and integration of important external information from collateral, medical, case history and other evaluations and procedures are reviewed in relation to inclusion into the overall psychological assessment. (Same as COU 5743)

**PSY 5923 Practicum in General Psychology****3 Hours**

Supervised laboratory experiences in an applied area of Psychology. Practicum settings include Clinical/Counseling (agencies, private practice, Neuropsychology, Addiction's treatment, etc.), Forensic/Police and Public Safety psychology, Criminal psychology, Military psychology, Industrial-Organizational psychology, School psychology, Health psychology, Experimental psychology (Social, psychology Human-Factors, Research Institutions, Developmental psychology, etc.), Sports psychology, Consumer psychology, Engineering psychology, Vocational psychology, or in an applied psychology setting approved by the practicum supervisor. The on-site supervisor must be an expert in the applied area of Psychology. Students will complete 150 clock hours of supervised experience in an applied setting in one of the speciality areas of Psychology. (Prerequisite: completion of 24 hours)

**PSY 6123 Advanced Psychopathology & Treatment Planning****3 Hours**

Advanced Psychopathology and Treatment Planning builds on students' understanding of theories, concepts and diagnostic issues. Besides an understanding of basic diagnostic categories and case formulation methods such as the clinical diagnostic interview, mental status, collection of case data and use of the DSM in previous courses, students will be expected to increase their diagnostic knowledge and understanding to include functional and organic disorders as well as develop knowledge and skill in treatment planning to include setting realistic goals and objectives, making appropriate recommendations and referrals, and gaining a knowledge of specific evidence-based treatment interventions for selected disorders including an understanding of and need for various types of psychopharmacological medications in specific client treatment programs. Further, the student will become familiar with the importance of the collaborative role the therapist takes in networking with various agencies and professionals for competent health care. (Same as COU 6123)(Prerequisite: PSY 5743)

**PSY 6133 Ethical and Legal Issues in Professional Practice Management****3 Hours**

This advanced course introduces students to ethical and legal issues encountered by professional counselors, related to ethical principles, ethical codes, identifying and resolving ethical dilemmas, decision-making models, and legalities of the culturally competent professional. Current issues in therapeutic practice in a variety of professional settings with regard to institutional policies and procedures. (Prerequisite: PSY 5153. Same as COU 6133)

**PSY 6813 Behavioral Science Graduate Thesis I****3 Hours**

This course initiates the graduate thesis process, guiding students through developing a research proposal. Emphasis is placed on literature review, research design, and ethical considerations in behavioral science research. Students may request permission to revise their undergraduate thesis proposal, subject to approval from the appropriate faculty. Successful completion and acceptance of the thesis proposal defense will determine course passing. Students may repeat the course until the proposal defense is completed satisfactorily, ensuring adequate time and support for high-quality research. (Prerequisites: Completion of PSY 5713 Statistics for Behavioral Sciences, approval from the General Psychology Graduate Program Coordinator (or the respective program coordinator if the student is not in the General Psychology program), and the completion of 24 graduate hours in Psychology).

**PSY 6823 Behavioral Science Graduate Thesis II****3 Hours**

This course continues the thesis process, focusing on data collection, analysis, and final thesis composition. Students must defend their research before their thesis committee, comprising the designated Thesis Chair and two approved readers. Successful completion and acceptance of the thesis defense will determine course passing. Students may repeat the course until the proposal defense is completed satisfactorily, ensuring adequate time and support for high-quality research. (Prerequisite: PSY 6813)

**PSY 6943 Practicum in Clinical Psychology****3 Hours**

Students will engage in a field-based clinical practicum to complete a minimum of 225 hours of supervised internship experience over multiple semesters, if necessary. If a student completes less than 225 hours, they may repeat this course once to reach the maximum number of hours required by the state (225) for the Practicum in Clinical Psychology. This practicum experience is usually conducted at local mental health centers, hospitals or clinics but may be done in any setting in which the graduate student is supervised by a licensed psychologist. Each basic practicum should include experience in clinical interviewing, case development, mental health collaboration

and testing. Graduate students must meet with their faculty advisor during the subject. (Prerequisites: Formal Acceptance to Clinical Psychology; PSY 5153, PSY 5243, PSY 5433, PSY 5743)

**PSY 6953 Advanced Practicum in Clinical Psychology****3 Hours**

Students will engage in a field-based clinical practicum to complete a minimum of 225 hours of supervised internship experience over multiple semesters, if necessary. If a student completes less than 225 hours, they may repeat this course once to reach the maximum number of hours required by the state (225) for the Advanced Practicum in Clinical Psychology. This is the second part of the practicum experience and consists of more advanced skills and knowledge. A further focus is provided by a licensed psychologist supervisor in the areas of assessment, therapy, collaboration, ethical practice, consultation, cultural sensitivity, and psychoeducation. Clinical knowledge and skills are developed which includes case conceptualization, write-ups, and general clinical skill-building that enhances a therapist's ability to relate to clients. Clinical supervision over therapeutic intervention is provided along with skill-building in consultation networking and collaboration. (Prerequisite: PSY 5533, PSY 5543, PSY 6943)

**Bible****BIB 5123 Biblical Hermeneutics****3 Hours**

A historical study of the various approaches to determining the meaning of Scriptures, including how to appropriately apply the meaning to contemporary circumstances. Special emphasis is given to philosophical and theological issues affecting biblical interpretation, including those raised by current Pentecostal teachings.

**BIB 5133 Biblical Backgrounds****3 Hours**

A study of the history, literature, and cultural background materials which provide a context for understanding the Old and New Testaments, including major religious and ideological trends represented in extra-biblical writings. The course will also include studies in archaeology, chronology, and geography. (Same as HIS 5133)

**BIB 5153 Biblical Language and Tools****3 Hours**

This course is a basic introduction to Biblical Hebrew and Greek that introduces students to the alphabet, grammatical terminology, and basic features of each biblical language with an emphasis on equipping the student to use commentaries, lexica, Bible software, and other language resources.

**BIB 5223 Unity of the Bible****3 Hours**

A study of the internal unity within both of the individual Testaments and the unity between the Testaments, including

the New Testament writers' use of the Old Testament with special focus on the New Testament's development and fulfillment of Old Testament themes.

**BIB 5233 Studies in Poetical and Wisdom Literature**  
**3 Hours**

A study of Poetical and Wisdom literature in the Old Testament in its cultural and historical contexts with attention given to its literary features and theological contributions.

**BIB 5243 Studies in the Lucan Writings**  
**3 Hours**

A study of the Lucan Writings in their cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5253 Studies in the Pauline Epistles**  
**3 Hours**

A study of the Pauline Epistles in their cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5353 Studies in the General Epistles**  
**3 Hours**

A study of the General Epistles in their cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5363 Studies in the Gospels**  
**3 Hours**

A study of the Gospels in their cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5443 Studies in the Pentateuch**  
**3 Hours**

A study of the Pentateuch in its cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5453 Studies in the Historical Books**  
**3 Hours**

A study of the Historical Books in their cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5513 Studies in the Prophets**  
**3 Hours**

A study of the Prophets in their cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5533 Studies in Apocalyptic Literature**  
**3 Hours**

A study of Apocalyptic Literature in its cultural and historical contexts with attention given to their literary features and theological contributions.

**BIB 5953 Thesis I**  
**3 Hours**

Independent research and writing of thesis on an approved topic pertaining to biblical studies under the supervision of faculty advisor. The first semester includes the submission of the topic proposal and thesis prospectus.

**BIB 5963 Thesis II**  
**3 Hours**

Independent research and writing of thesis on an approved topic pertaining to biblical studies under the supervision of faculty advisor. The second semester includes the completion and submission of the thesis.

## Biblical Languages

**GRK 5213 Biblical Greek I**  
**3 Hours**

A beginning course in Greek designed to prepare the student for elementary translation in the New Testament. The student will begin to build an essential vocabulary necessary for translation of the New Testament.

**GRK 5223 Biblical Greek II**  
**3 Hours**

A continuation of GRK 5213 that will continue to build knowledge and skill level for translation and exegesis of the New Testament. (Prerequisite: GRK 5213 or equivalent)

**GRK 5313 Greek Reading and Exegesis I**  
**3 Hours**

An inductive study of selections from the Greek New Testament to extend the student's competency in grammar, syntax, vocabulary, and translation. (Prerequisite: GRK 5223 or equivalent)

**GRK 5323 Greek Reading and Exegesis II**  
**3 Hours**

An inductive study of various genre of the Greek New Testament with emphasis on exegesis and use of the textual apparatus. (Prerequisite: GRK 5313 or equivalent)

**HEB 5143 Biblical Hebrew I**  
**3 Hours**

A beginning course in Hebrew designed to prepare the student for elementary translation in the Old Testament. The student will begin to build an essential vocabulary necessary for the translation of the Old Testament.

**HEB 5153 Biblical Hebrew II**  
**3 Hours**

A continuation of HEB 5113 that will continue to build knowledge and skill level for translation and exegesis of the Old Testament. (Prerequisite: HEB 5143)

**HEB 5213 Hebrew Reading and Exegesis I**  
**3 Hours**

An inductive study of selections from the Hebrew Old Testament to extend the student's competency in grammar, syntax, vocabulary, and translation. (Prerequisite: HEB 5153 or equivalent)

**HEB 5223 Hebrew Reading and Exegesis II**  
**3 Hours**

An inductive study of various genre of the Hebrew Old Testament with emphasis on exegesis and use of the textual apparatus. (Prerequisite: HEB 5213 or equivalent)

## Business

### **BUS 5113 Foundations For Business**

#### **3 Hours**

This course provides a comprehensive overview of the fundamental principles essential for success in business management. Designed for graduate students, the course covers concepts of key management, marketing, accounting, human resources, and business statistics. Students will explore strategic frameworks used to make informed decisions, analyze market dynamics, understand financial reports, manage organizational resources, and apply primary data analytic methods to business scenarios. By the end of the course, students will have a solid foundation upon which to build more advanced business studies and practical applications.

### **BUS 5123 Global Business Economics**

#### **3 Hours**

Global Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision making under uncertainty. Students taking this course are expected to have had some exposure to economics and be comfortable with basic algebra. Some knowledge of calculus would also be helpful although not necessary.

### **BUS 5133 Managerial Accounting**

#### **3 Hours**

This course is a study of the internal accounting methods of business organizations. The course's major emphasis is the use of accounting for planning and control. Various topics include determining manufacturing costs, cost behavior patterns, costing systems, cost-volume relationships, relevant costs budgeting and control procedures, responsibility accounting, transfer pricing, and capital budgeting.

### **BUS 5153 Business Ethics**

#### **3 Hours**

This course provides an in-depth study of ethical theory. An analysis of the relationship of laws, ethics, morals, and standards within the Christian framework is explored. Students will see ethical theory applied to numerous case studies. Students will also apply theories to current-day ethical dilemmas to practice ethical problem solving.

### **BUS 5173 Organizational Strategy**

#### **3 Hours**

This course covers topics of mission, goal, strategy formulation, strategy implementation and strategy evaluation. Strategic techniques include Industry: Analysis of the Competitive Environment, Key Success Factors, Strategic Scenario Analysis, and SWOT Analysis. Additional topics covered include strategic thinking, competitive advantage, vertical and horizontal integration, and planning horizon.

### **BUS 5193 Advanced Marketing Strategies**

#### **3 Hours**

The course examines the explicit process of formulating organizational marketing goals and strategies. The marketing planning phases of formulation, integration, and implementation approaches, and strategic intelligence, including evaluation and feedback, are reviewed and applied in various organizational settings. The course combines course discussions with current marketing literature and case analysis.

### **BUS 5233 Applied Business Research**

#### **3 Hours**

This course prepares students to apply statistics and probability concepts to business decisions. Students learn important criterion for developing effective research questions, including the creation of appropriate sampling populations and instruments. Other topics include descriptive statistics, probability concepts, confidence intervals, sampling designs, data collection, and data analysis - including parametric and nonparametric tests of hypothesis and regression analysis.

### **BUS 5243 Operations Management**

#### **3 Hours**

Our fast-changing and global marketplace demands that organizations produce high quality products and services at a low cost. Through the strategic and effective optimization of processes that span the product or service development cycle, companies can create competitive advantages, improve customer satisfaction, and increase profits. In this course, students will evaluate both manufacturing and service processes, and they will identify and resolve inefficiencies. In addition, students will create value stream maps and analyze capacities to gain relevant, practical, and real-world experience with operations management.

### **BUS 5253 Global Teams and Leadership**

#### **3 Hours**

This course focuses on current leadership challenges within globally dispersed teams. Topics include communication methods and technologies, cultural considerations, productive team leadership, leading through change, and other global considerations. This course will provide students with strategies to lead diverse teams regardless of location.

### **BUS 5273 Information Systems for Managers**

#### **3 Hours**

This course equips students with the biblical worldview and skills necessary to enable them to deal with the many information systems issues that confront every person who lives in this modern information age. Through a case-oriented focus providing an overview of information technology and information systems topics from an organizational and managerial perspective, students will learn the relationship of technology to organizational strategy, structure, controls, resources, and security; the ethical and social impacts of information systems. Emphasis will be placed on the user's role in developing information systems, ethical and

management challenges and the uses of IT to create competitive advantages for an organization and for decision-making.

### **BUS 5283 Strategic Business Leadership**

#### **3 Hours**

This course prepares students to apply leadership principles to the roles they play as managers. Students will learn about their personal leadership style, discover ways to manage conflict while building trust and team accountability. Other topics include organizational culture, structure, group behavior, motivation, power, politics, organizational change, as well as how to create value through cross-functional, cross-organizational relationships.

### **BUS 5293 Managerial Decision Making**

#### **3 Hours**

This course examines the individual and collective factors that affect the decisions managers make daily. Formal, psychological, optimal, and descriptive models are used to examine and analyze recent business decisions to help students both understand and improve their decision-making abilities. Topics will center on how and why managers make decisions and a “rational” approach to decision-making.

### **BUS 5313 Organizational Behavior**

#### **3 Hours**

Individuals, formal and informal groups, and external stakeholders continuously interact in defined, matrix, and ever-changing environments to complete organizational goals. To overcome the dynamic complexities related to modern business operations, both individual and group behaviors are explored in this course. Students will examine organizational behavior theories, individual and group behaviors, culture and diversity, leadership and change, motivation, communications, decision-making, and organizational design. In addition, students will utilize case studies and collaborative learning to solve real-world problems that are related to organizational behavior.

### **BUS 5323 Statistics and Analytics for Business Professionals**

#### **3 Hours**

Introduction to decision making using quantitative methods. The emphasis will be on statistical applications. Besides exploratory data analysis; basic probability, distribution theory and statistical inference will be covered. Special topics will include experimental design, regression, control charts and acceptance sampling.

### **BUS 5343 Global Business Finance**

#### **3 Hours**

This course will examine the intricacies of corporate financial management as it relates to the strategic analysis of economic and financial movements within global business organizations. Major topics covered will include demand analysis and estimation production and cost analysis under different market conditions, forecasting and decision making under uncertainty, capital budgeting, risk-return relationship, corporate valuation and capital market theory, and applying a faith-based foundation to financial and economic policies.

### **BUS 5983 Executive Seminar**

#### **3 Hours**

This seminar is designed to assist learners to view the impact of contemporary issues on corporate strategy. Competitive, cultural, social and ethical issues are examined within the context of a global business environment. The seminar emphasizes identifying strategic alternatives, developing corporate and business strategies, and understanding the role of functional activities and organizational processes from a strategic viewpoint. The process of the seminar involves team interaction, problem-solving, group decision-making, written reports and oral presentations. Learners will critically examine ethical and creative methods to solve problems related to managing individuals and teams. Focus on teamwork specifically, skill development domains that include perception, attribution, motivation, learning leadership, communication, team development, managing change and conflict, decision-making, power and politics and business ethics. In addition, quantitative and qualitative tools will be provided to help learners identify, analyze and create business opportunities as well as solve business problems, developing their ability to think strategically and to lead, motivate and manage teams.

### **BUS 5993 Special Topics**

#### **3 Hours**

Various topics in Management are considered. They will vary depending upon recent developments in the field and upon the research interests of the instructor. The topics to be included are announced at the time of the course offering. The course can be repeated when topics differ.

### **BUS 6973 Capstone**

#### **3 Hours**

The Capstone for the MBA program provides students the opportunity to utilize all of the theories, skills, and tools acquired during the program by working with an existing company or ministry to propose a comprehensive solution for a business need. Students will develop a proposal, research solutions and needs to meet the goals, and present findings to the client in the form of a presentation or report prior to the end of the semester. Course will be taken during final semester of program. Additional Course Fee Required.

### **HCA 5113 Strategic Leadership for Healthcare Organizations**

#### **3 Hours**

This course focuses on executive decision-making and strategic planning within complex healthcare systems. Students analyze case studies from hospitals, managed care organizations, and public health institutions, developing strategies for organizational growth, innovation, and patient-centered outcomes. Topics include change management, mergers, ethical leadership, and aligning strategy with mission and values.

### **HCA 5123 Healthcare Policy, Law, and Compliance**

#### **3 Hours**

An in-depth study of the policy environment and legal framework affecting healthcare organizations. Students

explore current legislation (e.g., ACA, HIPAA), regulatory bodies, and policy-making processes that influence strategic choices in healthcare delivery. The course emphasizes risk management, accreditation, compliance systems, and the administrator's role in policy advocacy.

**HCA 5133 Data-Driven Decision Making in Healthcare**  
**3 Hours**

This course equips students with skills in data analytics, benchmarking, and performance measurement specific to healthcare environments. Topics include health informatics, clinical dashboards, predictive modeling, and the use of data in quality improvement initiatives. Students learn to interpret data to support value-based care and strategic planning.

**MKT 5113 Consumer Insights and Data-Driven Marketing**  
**3 Hours**

This course equips students with the analytical skills necessary to transform complex data into actionable consumer insights that inform strategic marketing decisions. Students will engage with qualitative and quantitative research methodologies, learning to interpret and apply data insights to address real-world marketing challenges. Core topics include research design, data collection techniques, survey analysis, customer journey mapping, and behavioral data interpretation. Through hands-on projects, students will refine their ability to craft data-driven strategies that resonate with target audiences and drive business results.

**MKT 5123 Brand Development and Creative Leadership**  
**3 Hours**

In this course, students will learn how to build and manage a brand from scratch, considering market positioning, storytelling, and the creative process. The focus is on creating innovative branding strategies that resonate with target audiences. Key topics will include brand identity creation, storytelling, innovation in branding, market positioning, leadership in creative teams, and brand portfolio management.

**MKT 5133 Digital Marketing Strategy and Analytics**  
**3 Hours**

This course will focus on evaluating various digital marketing strategies and practicing the application of these strategies. Students will learn to analyze data from digital campaigns (SEO, SEM, social media, email marketing) and make informed decisions to optimize them. Topics will include data analytics, consumer behavior online, multichannel marketing, A/B testing, campaign performance metrics, and digital marketing ROI.

## **Children and Family**

**CFM 5143 Marriage and Family Relationships**  
**3 Hours**

A study of the historical and comparative importance of the family, the effect and impact of modern industrial society and social change upon the family, and family integration and disintegration.

**CFM 5153 Creative Methods for Communicating with Children**  
**3 Hours**

This course includes instruction and exploration of a wide variety of creative methods to be used in communicating with children. Special emphasis will be given to developing skills, designing presentations, and planning thematic presentations. Students will be exposed to a wide variety of creative techniques to increase their ability to communicate effectively to children.

**CFM 5213 Issues in Childhood and Family Life**  
**3 Hours**

This course will involve the exploration of challenging issues in the lives of children. Students will learn to administer care and advocacy to and for children affected by a variety of societal issues and special needs.

**CFM 5223 Spiritual Formation of Children**  
**3 Hours**

This course is a study of the basic principles necessary for effectively discipling children who represent a variety of developmental and interest groups. Special attention will be given to the spiritual development of children and the training necessary for each to develop a Christian worldview. This course also includes the practice of professional standards in preparing thematic units and lessons, using creative methods, and creating learning episodes designed to translate biblical principles into Christian behavior.

**CFM 5233 Family Life and Parenting**  
**3 Hours**

This course will involve students in understanding the principles for creating and directing family ministries that include: help and resources for parents to disciple their children; opportunities for family members to minister together; and intergenerational efforts to facilitate community.

## **Doctor of Business Administration**

**DBA 7113 Foundations of Applied Doctoral Research**  
**3 Hours**

This course introduces students to the expectations, processes, and mindsets required for success in a doctoral program. Emphasis is placed on developing critical thinking, scholarly writing, and the ability to frame business problems as researchable questions. Students engage with the fundamentals of research design, ethical scholarship, and faith integration, considering how biblical principles inform the pursuit of knowledge.

**DBA 7123 Research Methods in Business**  
**3 Hours**

This course provides a comprehensive study of qualitative, quantitative, and mixed-methods research approaches. Student examine sampling techniques, data collection methods, and research validity while exploring the alignment

of methodology with research purpose. Ethical considerations are emphasized, particularly as they relate to biblically informed frameworks for integrity and stewardship in research. By applying these concepts to real-world case studies, students learn how to design research projects that contribute to scholarly literature and address organizational challenges.

**DBA 7133 Advanced Quantitative Analysis**  
**3 Hours**

Building on foundational research knowledge, this course equips students with advanced statistical techniques for applied business research. Topics include multivariate regression, factor analysis, structural equation modeling, and predictive analytics. Students gain hands-on experience with statistical software tools such as SPSS, R, or Python. Emphasis is placed on interpreting results for decision-making, ensuring methodological rigor, and considering the ethical implications of data use. (Prerequisite: DBA 7123)

**DBA 7143 Advanced Qualitative and Case Study Methods**  
**3 Hours**

This course explores advanced qualitative research strategies, including grounded theory, ethnography, narrative inquiry, and case study design. Students practice data collection techniques, such as interviews, focus groups, and document analysis, and then apply coding and thematic analysis to synthesize their findings. A distinctive feature is the integration of a Christian worldview, encouraging students to consider the dignity of research participants and the redemptive potential of storytelling. By course completion, students are equipped to design and conduct rigorous qualitative studies with both academic and practical contributions. (Prerequisite: DBA 7113)

**DBA 7153 Biblical Leadership, Theory, and Practice**  
**3 Hours**

This course examines leadership and organizational theories through the lens of scripture and contemporary business practice. Students analyze the dynamics of motivation, group behavior, organizational culture, and servant leadership. Biblical models of leadership are studied alongside modern theories to draw insights into effective and ethical leadership. The course emphasizes how Christ-centered leadership can foster organizational health, resilience, and flourishing.

**DBA 7163 Strategic Decision-Making for Kingdom Impact**  
**3 Hours**

Students in this course study the processes of strategic planning and decision-making at the executive level. Topics include competitive analysis, scenario planning, risk assessment, and global strategy. The Christian worldview offers a guiding framework for ethical stewardship, highlighting how strategic choices can align with Kingdom purposes. Through case studies and simulation activities, students learn how to balance profitability, sustainability, and mission-driven leadership.

**DBA 7173 Innovation, Change, and Resiliency**  
**3 Hours**

This course examines how leaders foster and sustain innovative cultures while navigating organizational change. Students study models of change management, disruption, and organizational transformation. Emphasis is placed on resilience, adaptability, and spiritual discernment in times of uncertainty. Case studies encompass both secular and faith-based organizations, demonstrating how biblical principles of renewal and redemption can inform leaders in fostering innovation while upholding ethical integrity.

**DBA 7183 Corporate Governance, Ethics, & Accountability**  
**3 Hours**

This course analyzes governance structures, accountability systems, and corporate responsibility frameworks. Students examine board governance, risk oversight, and ethical dilemmas facing global organizations. Christian ethics and scripture are integrated to evaluate leadership accountability, stewardship of resources, and social responsibility. The course prepares students to navigate complex governance issues while maintaining biblical integrity.

**DBA 7193 Global Business Leadership**  
**3 Hours**

Students investigate global business environments, including cross-cultural management, international markets, and global supply chains. Emphasis is placed on navigating cultural diversity with humility and effectiveness. Students engage in case studies of faith-driven businesses operating internationally and consider how leaders can balance competitiveness with a missional calling. The course equips students to lead across borders, demonstrating cultural intelligence and faithfulness to Christian witness in global contexts.

**DBA 7213 Applied Business Analytics and Decision Support**  
**3 Hours**

This course equips students with practical tools for using analytics in strategic decision-making. Students learn to gather, interpret, and communicate data insights using dashboards, visualization platforms, and predictive models. Ethical issues related to data privacy and stewardship are emphasized, highlighting the Christian responsibility to use information wisely and transparently.

**DBA 7223 Contemporary Challenges in Business**  
**3 Hours**

This course provides students with the crucial skills needed to analyze current business challenges and trends in the modern global business environment. Students will analyze real-world business case studies relating to modern crisis management, innovation, disruptive technology, or other key business challenges. The curriculum emphasizes the vital role of continuous trend analysis in fostering organizational resilience, enhancing competitive advantages, managing risk effectively, and accelerating long-term business growth. In this introductory DBA course, students cultivate a scholarly

foundation through advanced academic writing, Biblical business principles, and a professional development plan to assess doctoral readiness.

**DBA 7243 Kingdom Economics: Theology, Capital, and Stewardship**

**3 Hours**

Students will engage in a scholarly integration of macro-economic theory, capital decision-making, and stewardship principles through a Biblical theology of money. Students will synthesize Kingdom Economics as a paradigm that transcends traditional stakeholder theory, viewing organizational capital – financial, human, and intellectual – as a divine trust. Through applied research, students develop practical, theology-informed models for sustainable, redemptive business practices designed for transformative global Kingdom impact.

**DBA 7910 Residency I: Study Research & Business Problem**  
**0 Hours**

Students are immersed in academic writing techniques, APA style formatting, and doctoral research best practices. This residency will set the proper expectations for the doctoral program and equips doctoral students to establish a plan for continuous academic and professional growth by shifting a student's mindset from a student to a researcher. Students will be exposed to institutional resources and gain one-on-one time with doctoral faculty to support their doctoral journey. Additionally, the residency emphasizes scholarly dialogue, cohort building, and spiritual encouragement ensuring students are well-prepared to begin their doctoral journey. This residency is required after the first four months, but no later than one year after starting the program.

**DBA 7920 Residency II: Doctoral Study Prospectus**  
**0 Hours**

Students transition from coursework to doctoral study preparation. Under faculty mentorship and peer collaboration, students refine research topics, conduct preliminary literature reviews, and work on an initial draft of their doctoral prospectus. Furthermore, students will critically analyze conceptual, theoretical, and Biblical frameworks to best support their doctoral study for Kingdom impact. Students will have access to institutional resources, one-on-one time with doctoral faculty, librarians, readers, and research methodologists to support their doctoral prospectus. Lastly, the residency emphasizes scholarly dialogue, cohort building, and spiritual encouragement ensuring students are well-prepared to begin their doctoral study. This residency is required prior to enrolling in Doctoral Mentoring. (Prerequisite: DBA 7113, DBA 7123, DBA 7133, DBA 7143, DBA 7910)

**DBA 8111 Doctoral Mentoring**  
**1 Hour**

This course supports doctoral students in the iterative development and alignment of their doctoral study prospectus. Students will transition from initial conceptualization to a refined draft, focusing on the

alignment of the business problem, research question(s), and theoretical or conceptual framework(s). Through an exploration of advanced research methods and data-gathering techniques, students will establish the feasibility of their proposed study. Additionally, this course provides a collaborative environment to leverage institutional resources to ensure steady progress towards the formal prospectus approval required to initiate doctoral research. This course is designed as a one credit course to be repeatable for a total of three credits and facilitated by the student's doctoral study committee chair. (Prerequisite: DBA 7113, DBA 7123, DBA 7133, DBA 7143, and Residency I and II)

**DBA 8113 Doctoral Study I: Research Development**  
**3 Hours**

Guided development of chapter 1 of the research proposal, along with the literature review outline. Includes committee and initial methodology review. Additional fee required. (Prerequisite: DBA 7910, DBA 7920, DBA 8111, and approval of Business Department Chair)

**DBA 8123 Doctoral Study II: Design and Approvals**  
**3 Hours**

Comprehensive development of the literature review with biblical and scholarly synthesis. Focused work on methodology, IRB approval, and permissions to collect data. Additional fee required. (Prerequisite: DBA 8113)

**DBA 8133 Doctoral Study III: Data Collection and Analysis**  
**3 Hours**

Students apply their chosen methodology to design and execute their doctoral project. Activities include sampling, instrument development, data collection, and ongoing reflection on research integrity. Christian ethics guide the process, with particular attention to honoring participants and stewarding data responsibly. Additional fee required. (Prerequisite: DBA 8113, DBA 8123, Approval of the Business Department Chair and IRB approval)

**DBA 8143 Doctoral Study IV: Completion and Oral Defense**  
**3 Hours**

The culminating course in the DBA sequence focuses on data analysis, synthesis of findings, and study finalization. Students finalize their doctoral study and defend their work before a faculty committee. The course also emphasizes vocational reflection, encouraging students to consider how their research contributes to their profession, their community, and the Kingdom of God. (Prerequisite: DBA 8113, DBA 8123, DBA 8133, and approval of Business Department Chair)

## **Doctor of Ministry**

**DMN 7123 Spiritual Formation and Self Improvement**  
**3 Hours**

While exploring proven principles of spiritual, emotional, and physical renewal, the student engages in a process of personal assessment, ministry refocusing, and holistic growth. Emphasis is placed on the design of a

self-improvement plan through which the student formulates realistic growth goals and identifies the strategies for reaching those goals.

### **DMN 7143 God and Popular Culture**

**3 Hours**

Engaging the student in a two-way dialogue between popular culture and theology, this course facilitates the art of creative interpretation that depicts God within elements of popular culture. The student develops biblical, theological, and sociological perspectives on various cultural media, such as music, movies, TV, art, fashion, and sports, while gaining a critical understanding of the advertising, consumerism, and globalization that drives popular culture.

### **DMN 7153 Creative Communication and Technology**

**3 Hours**

The use of technology in church ministry is highlighted in this course. Application is made to pulpit ministry, live and online presentations (podcasts and webcasts) and other communication media (radio and television). The student gains experience in the use of various technological tools; computer proficiency is assumed.

### **DMN 7163 Leading Christian Organizations**

**3 Hours**

This course addresses various topics related to leading a Christian organization such as establishing a leadership foundation; staffing challenges, employee motivation and evaluation, giving direction regarding adjustment problems, interpersonal behavior, group and organizational behavior, and leadership styles. Emphases include organizational communications and the integrated role of management.

### **DMN 7183 Spirit-Empowered Leadership**

**3 Hours**

This course explores the role of the Holy Spirit in guiding and empowering ministry leaders. It includes study of biblical texts and theological expressions regarding work of the Spirit and application for life and ministry.

### **DMN 7193 Scripture, Theology, and Communication**

**3 Hours**

The intersection of Scripture, theology, and communication explores how God's self-revelation in the Bible informs Christian beliefs, and how those beliefs are applied to various ministry settings.

### **DMN 7213 Current Issues in Practical Ministry**

**3 Hours**

The constant change in society and the church presents both opportunities and challenges for ministry. This course provides an analysis of the world views and trends that shape society and its effect on ministry.

### **DMN 7223 Contextualization and Multiethnic Ministry**

**3 Hours**

This course explores how the gospel takes root authentically in diverse cultures while examining practical strategies for leading multiethnic congregations. Students study the balance between cultural adaptation and gospel

integrity, address issues of power dynamics and privilege in cross-cultural contexts, and develop frameworks for building inclusive faith communities that honor diversity while maintaining unity in Christ.

### **DMN 7233 Fresh Approaches to Biblical Preaching**

**3 Hours**

A comprehensive study of the philosophical tenants and hermeneutical principles used in expository preaching. Emphasis is given to diverse sermon forms that follow an expository approach to preaching (e.g., big-idea sermons, Christ-centered sermons, first person narrative sermons, and inductive sermons).

### **DMN 7243 Biblical Theology of Ministry**

**3 Hours**

Students will use a biblical theology approach to explore scriptural principles for leadership. Comparisons/contrasts to contemporary leadership theory are emphasized. Students will use the results to evaluate their current philosophy of and engagements in ministry. From this review students will modify or reinforce their own vision, core values, and ministerial plans and practices.

### **DMN 7253 Spirit and Social Transformation**

**3 Hours**

Focuses on pneumatological foundations for social action, examining how the Holy Spirit empowers believers for justice work. Topics include the Spirit's anointing for ministry to the marginalized (Luke 4:18-19), Pentecostal eschatology and social hope, and case studies of Pentecostal movements addressing poverty, racism, and inequality.

### **DMN 7263 Pentecostal Ministry for the 21st Century**

**3 Hours**

This course seeks to equip and empower spiritual leaders for effective Pentecostal ministry in the 21st century. Special attention will be given to evaluating trends among Spirit empowered leaders and churches as well as constructing strategy for the student's own Holy Spirit pursuit in ministry. Spirit empowered experiences in worship, and the Holy Spirit's work in daily settings will be given the highest priority. (Replaced by DMN 7183)

### **DMN 7313 Cultural Analysis & Theological Reflection**

**3 Hours**

The purpose of this course is to consider the Church's future as it will engage a culture that moves further away from a biblical worldview. Topics include: The Minister and the Prophetic Future; A Theology of Gender and Sexuality; A Theology of Being Human, and others. Students will also consider the strengths and weaknesses of various current efforts to engage culture in these arenas.

### **DMN 7333 Intercultural Communication and Leadership**

**3 Hours**

Communicating effectively across the cultural boundaries that often divide a community forms the focus of this course. Here the student will give primary attention to the mindset and the practices that bring understanding and effective

interaction within diverse cultural settings. Topics include but are not limited to: Understanding Diverse Ethnic Communities of Faith; The Theology of Marginalized Cultural Groups from a Sociological Perspective; and A Theology and History of Race in the American Church.

**DMN 7353 Social Concern and Community Development**  
**3 Hours**

Students will explore the relationship between the Gospel and Social Concern, both as encountered in the history of Evangelicalism and the modern demonstrations of such focus today. Topics will include the Church and Witness in American Politics; the Church Operating in a Pluralistic Culture; as well as other themes. Ultimately the student will develop their own philosophy of such engagement as relates to their current ministry setting. Students will engage in think tanks concerning the healthy engagement of the church and its community.

**DMN 7373 Foundations of Cultural Engagement**  
**3 Hours**

The course seeks to establish a clear biblical worldview as a foundation for engaging today's rising issues. Topics addressed will include Critical Thinking and the Evangelical, Exegeting Culture, and Public Discourse in a hostile culture. Additionally, other worldviews such as consumerism, capitalism and socialism will be discussed.

**DMN 8100 DMin Project Supervision**  
**0 Hours**

Students work independently under guided supervision each semester toward the completion of their DMin projects. An enrollment fee for project supervision is charged for the non-credit course. This course does not count toward state or federal financial aid eligibility requirements.

**DMN 8113 DMin Project I**  
**3 Hours**

The research perspective and methodologies used in practical theology are explored and applied to the student's tentative project focus. In an on-campus public academic forum, the student receives guidance for formulating a credible research prospectus and methodology chapter.

**DMN 8123 DMin Project II**  
**3 Hours**

The student applies knowledge gained and skills developed in previous courses to the completion of the DMin project. Various methods of data-collection and data-analysis are explored. An approved research proposal is the initial assignment for this course. A dissertation fee is assessed. (Prerequisite: DMN 8113)

**DMN 8133 DMin Project III**  
**3 Hours**

The third phase of the DMin Project focuses on developing the research methodology to address the problem identified in the Project I course. This phase includes essential training on

the protection of human research participants and guidance for completing the application to Nelson's Institutional Review Board (IRB). (Prerequisite: DMN 8123)

**DMN 8143 DMin Project IV**  
**3 Hours**

The fourth phase of the DMin Project leads the student to complete their project. This phase concludes with a presentation to the Project Committee, which evaluates how well the project met its research goals and whether it fulfills the standards required for the DMin Degree Program. (Prerequisite: DMN 8133)

**LDR 6133 Capstone**

**3 Hours**

The Capstone course in the MOL program offers students a culminating experience to apply the leadership theories, strategic tools, and organizational skills developed throughout the program. Students collaborate with an existing company, nonprofit, or ministry to identify a real-world organizational challenge. They will research potential solutions, craft a comprehensive proposal aligned with the organization's goals, and deliver their findings in a formal presentation or written report. This project emphasizes ethical leadership, strategic thinking, and practical application, preparing graduates to lead transformative initiatives in diverse organizational contexts. Course will be taken during final semester of program. Additional Course Fee Required. (Prerequisite: Completion of all MOL Courses and Approval of the Program Coordinator and Business Department Chair)

## Education

**EDP 5123 Advanced Studies in Teaching English as a Second Language**

**3 Hours**

Studies in strategies and methods of teaching English as a second language. Students will learn the theories and pedagogies related to teaching English in a linguistically diverse classroom. Texas State Educator standards are emphasized.

**EDP 5813 Technology in Educational Settings**

**3 Hours**

Use of technology and instruction in various curricular areas. This course focuses on the research and implementation of technology in EC-12 educational settings. There is also an emphasis on funding educational technology through grants.

**EDU 5113 Research Literature and Technology**

**3 Hours**

A study of the resources, technology, and form for the purpose of research and preparation of formal papers in the student's field of study. (Same as ESC/HIS/ICS/PTH/THE 5113)

**EDU 5123 Educational Leadership and Supervision for Christian Schools****3 Hours**

An overview of leadership and supervision competencies necessary for Christian school administration. Emphasis is given to long-range planning, personnel selection, supervision, evaluation procedures, and staff development. The course discusses strategies needed to develop appropriate relations with faculty, boards, and parents. The development of policy manuals, various forms, and applications will be addressed.

**EDU 5143 Educational Leadership and Supervision for Public Schools****3 Hours**

An overview of leadership and supervision competencies necessary for school administration. Emphasis is given to long-range planning, personnel selection, supervision, evaluation procedures, and staff development. The course discusses strategies needed to develop appropriate relations with faculty, boards, and parents. The development of policy manuals, various forms, and applications will be addressed.

**EDU 5333 Language and Literacy in Early Childhood****3 Hours**

Using the constructivist theoretical approach, this course will concentrate on the integration of early language and literacy development across the curriculum in informal and formal early childhood settings (birth through age eight). Examine the development of emergent literacy in relation to language development in young children. Current research, national and state standards in early literacy will be linked to philosophy and practice.

**EDU 5343 English, Language Arts and Reading Trends and Issues****3 Hours**

An examination of issues and trends at the intersection of theory and practice in ELAR classrooms. Focuses on current research and emerging issues in ELAR curriculum development and assessment, 21st century literacies, and faculty development.

**EDU 5353 Math and Science in Early Childhood****3 Hours**

Using a constructivist theoretical approach, this course will focus on developmental math and science concepts in informal and formal early childhood settings (birth through age eight). Explore and develop developmentally appropriate curricular content, hands-on learning experiences, effective teaching and assessment methods, strategies, and practices. Current research, national and state standards in math and science will be linked to philosophy and practice.

**EDU 5363 Teaching Math and Methods****3 Hours**

An examination of issues and trends at the intersection of theory and practice in math classrooms. Focuses on current research and emerging issues in math curriculum

development and assessment, 21st century best practices, and faculty development.

**EDU 5373 Science, Technology, Engineering, Art, and Math for Teachers****3 Hours**

An in-depth study of the historical and contemporary practices, principles, and skills of STEAM (Science, Technology, Engineering, Arts and Mathematics) integration across the K-12 curriculum. Special attention is given to inquiry and project-based learning and assessment in relation to developing critical thinking skills to promote investigation, inquiry, exploration, questioning, and testing through curriculum and instruction.

**EDU 5383 Social Studies Trends and Issues****3 Hours**

This course examines current issues and trends which affect social studies and history-related content in K-12 education. Instructional strategies related to using literature to teach social studies, teaching social studies within a multicultural framework, and studying how current social studies curriculum has renewed focus on western civilization, ethics, values, and the role of religion will be emphasized. Selection and organization of current and controversial classroom methods and materials to accelerate student learning is incorporated.

**EDU 5423 Christian School Administration Finance and Legal Issues****3 Hours**

A study of financial management, legal and ethical issues related to all aspects of the Christian school. Budgeting procedures and the administration of church-school funds are carefully explored.

**EDU 5523 Foundations of Christian School Administration****3 Hours**

A broad overview of the role of the administrator in Christian elementary and secondary schools. The Christian school movement is reviewed from a historical and philosophical perspective, and steps are examined for starting a Christian school. Attention is given to organizational structure, curriculum design, and a survey of Christian school curriculum. Publicity and recruitment strategies are discussed.

**EDU 5563 Special Issues and Populations****3 Hours**

An examination of current issues pertaining to special education populations for early childhood through grade 12. Educating students with various cognitive, social, emotional, and physical limitations in inclusive settings will be emphasized. Students will examine special education law and discuss the expectations and responsibilities of the general education teacher. Field experience included.

**EDU 5613 Teaching Students of Diverse Cultures****3 Hours**

Examination of unique curriculum needs of students from diverse cultures focusing on teaching methods and

materials, including the study of customs, traditions and historical background events affecting life styles and behavior patterns among diverse culture groups. State standards and assessments will be emphasized. (Same as ESC 5613)

### **EDU 5633 School Legal Issues**

#### **3 Hours**

Education law basis for education institutions at national, state, and local levels. Legal rights of school personnel and major court decisions.

### **EDU 5643 Principalship**

#### **3 Hours**

Framework of roles and responsibilities, including leadership skills, accountability issues, finance, in-service training, faculty evaluation, special populations, public relations, and professional development planning. Emphasis on standards for State Principalship Certification.

### **EDU 5713 Studies in Classroom Management**

#### **3 Hours**

Emphasis on teacher management of student discipline, instructional strategies, time and materials. This course studies foundational, application, and emerging models of classroom management in early childhood through secondary settings. There is a focus on age-appropriate strategies.

### **EDU 5723 Principles and Practices of Early Childhood Education**

#### **3 Hours**

An in-depth study of the principles and practices of early childhood education. This course focuses on developmental issues related to curriculum, facilities, classroom management, and other relevant contemporary issues. (Same as ESC 5723)

### **EDU 5733 Advanced Strategies in Reading**

#### **3 Hours**

An in-depth course on reading principles. This course focuses on emergent literacy as well as reading and writing across the curriculum issues and strategies. State language arts/reading standards and assessments will be emphasized.

### **EDU 5743 Advanced Strategies of Learning**

#### **3 Hours**

Advanced studies in pedagogical principles and learning issues. Areas covered include psychological research in education, content issues, goals, objectives, planning instruction, teaching methods, developmental appropriateness, and assessment.

### **EDU 5873 Crisis Management**

#### **3 Hours**

An in-depth look at current research related to crisis management and prevention within a school. Emphasis will be placed on prevention and mitigation, preparedness, response, and recovery. Developmentally appropriate strategies to use with children and families will also be emphasized.

### **EDU 5883 Data Driven Instructional Practices**

#### **3 Hours**

An in-depth, action-research based look into the concept of data driven instruction and its implications for teaching and learning. Analysis and synthesis of multiple measures of learning to inform instructional and intervention decisions will be addressed.

### **EDU 5923 Instructional Leadership in Curriculum and Assessment**

#### **3 Hours**

A study of the foundations and contemporary issues in administration of the K-12 curriculum and assessment. Theories of learning and motivation emphasized. Examination of assessment techniques that support curriculum. (Same as ESC 5923)

### **EDU 5953 Teaching Internship I**

#### **3 Hours**

A field-based experience in classroom teaching in schools approved or recognized by Texas Education Agency. Interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a classroom. Additional Course Fee Required. (Prerequisite: Must be formally admitted into the Teacher Education program and eligible for a probationary certificate)

### **EDU 5963 Teaching Internship II**

#### **3 Hours**

A field-based experience in classroom teaching in schools approved or recognized by Texas Education Agency. Interns must demonstrate proficiency in applying effective teaching practices and classroom management strategies in a classroom. Additional Course Fee Required. (Prerequisite: Must be formally admitted into the Teacher Education program and eligible for a probationary certificate)

### **EDU 5973 Internship in Administration**

#### **3 Hours**

This field-based course is designed to prepare students in the practical application and integration of the principles and methods of administration in a school setting. This practicum is focused on experiences with current best practices under the assessment, mentorship, and direction of a school administrator. Additional Course Fee Required. (Prerequisite: All core component coursework must be completed prior to internship.)

### **EDU 6143 Budgeting and Finance**

#### **3 Hours**

Key concepts and theories of public-school finance are explored, including local, state and federal laws and policies. The student gains experience in district or school budget planning, with emphasis on taxation, revenue sources, and risk management.

### **EEA 5133 Instructional Leadership in Early Education Programs**

#### **3 Hours**

Offers insight into a Christian worldview as a basis for curriculum. It explains the different approaches and factors

in choosing curriculum. It also discusses how to plan a core curriculum that includes the various subject areas and the vital importance of developmentally appropriate curriculum and assessment. (Formerly ACSI SSS course. Prerequisites: Students must complete all prerequisites and EDU 5113 or demonstrate competency in prerequisite knowledge.)

### **ESC 5113 Research Literature and Technology**

#### **3 Hours**

A study of the resources, technology, and form for the purpose of research and preparation of formal papers in the student's field of study.

(Same as EDU/HIS/ICS/PTH/THE 5113)

### **ESC 5123 Foundations and Ethics of School Counseling**

#### **3 Hours**

This course introduces students to the discipline of school counseling. Emphasis is placed on the evolution of the school counseling professional identity, professional ethics, and professional practice as it relates to the academic, social/emotional, and career needs of all students. Services and interventions provided in a comprehensive school counseling program are discussed and developed.

### **ESC 5126 Internship in School Counseling**

#### **6 Hours**

This field-based course is designed to prepare students in the practical application and integration of the principles and methods of counseling in a school setting. This is a semester under the supervision of a school counselor and university professor. Additional Course Fee Required.

### **ESC 5213 School Counseling Program Development**

#### **3 Hours**

This course is designed for students to develop a comprehensive school counseling program as outlined by the American School Counselor Association. Counseling theories, as they relate to schools, are discussed. Emphasis is placed on conducting an audit of an existing school counseling program, creating a mission and goals that aligns with the school district, and developing a school counseling calendar. A portfolio is submitted at the end of the course which is the basis for a school counseling program and can be used in the future during the interview process.

### **ESC 5613 Teaching Students of Diverse Cultures**

#### **3 Hours**

Examination of unique curriculum needs of students from diverse cultures focusing on teaching methods and materials, including the study of customs, traditions and historical background events affecting life styles and behavior patterns among diverse culture groups. State standards and assessments will be emphasized. (Same as EDU 5613)

### **ESC 5713 Studies in Classroom Management**

#### **3 Hours**

Emphasis on teacher management of student discipline, instructional strategies, time and materials. This course studies foundational, application, and emerging models of classroom management in early childhood through

secondary settings. There is a focus on age-appropriate strategies. (Same as EDU 5713)

### **ESC 5923 Instructional Leadership in Curriculum and Assessment**

#### **3 Hours**

A study of the foundations and contemporary issues in administration of the K-12 curriculum and assessment. Theories of learning and motivation emphasized. Examination of assessment techniques that support curriculum. (Same as EDU 5923)

### **RDG 5113 Instructional Leadership and Assessment for Early Readers and Writers**

#### **3 Hours**

An examination of the theoretical foundations of reading and literacy development. Components of this course include oral language, phonological and phonemic awareness, the alphabetic principle, literacy development and practice, word analysis and decoding, and assessment with an emphasis on the Reading Standards for the State of Texas. There is a focus of instructional leadership in communicating and collaborating with educational stakeholders to facilitate implementation of appropriate, research-based reading instruction.

### **SPD 5113 Professional Responsibilities and Ethical**

#### **Practices in Special Education**

#### **3 Hours**

Designed to provide educators, administrators, and support staff with the knowledge and skills necessary to navigate the complex ethical and professional landscape of special education. This course delves into the foundational principles, legal frameworks, and best practices that inform responsible conduct and ethical decision-making in the field of special education.

### **SPD 5123 Advanced Principles and Practices for Early**

#### **Childhood in Special Education**

#### **3 Hours**

Designed to provide educators, practitioners, and caregivers with the essential knowledge and skills needed to support young children with special needs. Throughout the course, participants will engage with evidence-based practices, theoretical frameworks, and practical strategies that promote the development and well-being of children in early childhood special education settings.

### **SPD 5133 Advanced Studies in Social and Behavioral**

#### **Dynamics within Special Education**

#### **3 Hours**

Designed for professionals seeking to deepen their understanding of the complex social and behavioral issues that influence educational outcomes for individuals with special needs. This course will provide students with the theoretical frameworks and practical tools necessary to effectively address these challenges, promoting an inclusive and supportive learning environment.

## English

### **ENG 5113 Research and Technology**

**3 Hours**

Introduces research processes, resources, technology, and form of scholarly production in English. Students should enroll in this course in their first semester.

### **ENG 5133 Literary Theory**

**3 Hours**

Critically examines important trends of literary theory, the impact of philosophy and cultural theory on the study of literature, with an emphasis on the twentieth and twenty-first centuries. Adopts a biblical worldview, with the intent to develop Christian literary critics/apologists, to answer questions raised by modern and contemporary theories about the nature and function of the literary critic.

### **ENG 5193 Special Topics in English**

**3 Hours**

Intensive examination of selected topics in literature, rhetoric, literacy, linguistics, or pedagogy. May be repeated once for credit as topics vary.

### **ENG 5233 Children's and Young Adult Literature**

**3 Hours**

Examines literature for children and/or young adults with a scholarly emphasis on a variety of cultures, genres, and trends. May be repeated once for credit when course focus changes.

### **ENG 5273 Creative Writing**

**3 Hours**

Advanced study of creative writing focusing on individual writing growth as well as the nurture of other writers and writing students.

### **ENG 5313 Shakespeare**

**3 Hours**

An analysis of the major tragedies, comedies, histories, and romances of Shakespeare. These works will be studied within the historical and cultural context of the Renaissance Age as well as through contemporary critical scholarship. Primary and secondary texts will be used to produce a substantial work of original scholarly writing.

### **ENG 5343 18th and 19th Century Literature**

**3 Hours**

Focused study of works written during the 18th and 19th centuries. Focus may be genre-, period-, or theme-based and will emphasize original scholarly production. May be repeated once for credit when course focus changes.

### **ENG 5373 20th and 21st Century Literature**

**3 Hours**

Focused study of works written during the 20th and 21st centuries. Focus may be genre-, period-, or theme-based and will emphasize original scholarly production. May be repeated once for credit when course focus changes.

### **ENG 5413 Literary Study of the Bible**

**3 Hours**

This course is designed to develop an appreciation for the artistry and beauty of the literature of the Bible. Emphasis will be placed upon the various literary genres, such as heroic narrative, epic, tragedy, lyric poetry, culminating in the apocalyptic epic of Revelation. This approach complements historical and theological approaches to the study of the Scriptures. The Bible will be the primary text studied, along with secondary works of literary scholarship. Students will produce a substantial work of original scholarly writing.

### **ENG 5463 World Masterpieces**

**3 Hours**

Critically and intensively examines works across cultures and time periods. Will emphasize original scholarly production. May be repeated once for credit when course focus changes.

### **ENG 5623 Composition Pedagogy**

**3 Hours**

Surveys the historical, theoretical, and methodological foundations of secondary and post-secondary composition and their implications for classroom practice. Culminates with curriculum development for a composition course.

### **ENG 5893 Capstone**

**3 Hours**

Research-based or professional project in literature, rhetoric, creative writing, composition, or pedagogy designed by the student and a faculty advisor. Includes a portfolio of all seminar-length work and a comprehensive exam. Department-owned. Students should enroll in Capstone in their final semester.

### **WRT 5123 Writing Nonfiction**

**3 Hours**

An intensive study of nonfiction writing, such as article, editorial, and memoir in a workshop environment where students will build a portfolio of their work. Emphasis may also include the technical writing field. (Prerequisite: Graduate standing)

### **WRT 5143 Writing Poetry**

**3 Hours**

An intensive genre study of poetic forms and styles in a workshop environment, where students will build a portfolio of original works. Emphasis will include a focus on editing and formatting. (Prerequisite: Graduate standing)

### **WRT 5173 Writing Fiction**

**3 Hours**

An intensive study of the genres of the novel and short story in a workshop environment where students will produce a significant body of their own work. Emphasis will include a focus on editing and formatting. (Prerequisite: Graduate standing)

### **WRT 5193 Principles of Publishing**

**3 Hours**

An intensive study of publishing principles. Emphasis is placed on researching potential markets and submitting work

in multiple genres, ranging from non-fiction pieces to short stories and novels, as well as learning about North American publishing rights, working with editors, publishers, and agents to get articles/manuscripts published. (Prerequisite: Graduate standing)

## History

### **HIS 5113 Research Literature and Technology**

#### **3 Hours**

A study of the resources, technology, and form for the purpose of research and preparation of formal papers in the student's field of study. (Same as EDU/ESC/ICS/PTH/THE 5113)

### **HIS 5133 Biblical Backgrounds**

#### **3 Hours**

A study of the history, literature, and cultural background materials which provide a context for understanding the Old and New Testaments, including major religious and ideological trends represented in extra-biblical writings. The course will also include studies in archaeology, chronology, and geography. (Same as BIB 5133)

### **HIS 5143 Historiography**

#### **3 Hours**

An examination of historical writing, study, and methods through the ages. Beginning with Herodotus and Thucydides, the course explores the lives, works, techniques, and ideas of major historians. In addition, it investigates the major schools of history in the past and the methods and approaches used by historians today.

### **HIS 5153 American South**

#### **3 Hours**

A seminar on the political, economic, social, cultural, and constitutional events in the American South from 1607 to the present, emphasizing the emergence of a distinctive South. Topics include settlement, the development of plantation slavery and racial ideology, the growth of sectionalism and Southern nationalism, religion, Reconstruction, the emergence of sharecropping, Populism, white supremacy, Jim Crow, literature and music, the impact of two world wars and the New Deal, the Civil Rights movement, and contemporary developments.

### **HIS 5163 American West**

#### **3 Hours**

A detailed study of Westward expansion from the late eighteenth century to 1890, with general coverage of the Trans-Mississippi's importance after that time. The significance of the frontier as a leading factor in the development of American institutions is studied. Other topics receiving special coverage are transportation, mining, the fur trade, ranching, interaction with Native Americans, and interaction with Mexico and the European powers.

### **HIS 5173 Medieval Europe c. 300-1450**

#### **3 Hours**

The emergence of medieval civilization through the blending of Roman, Christian, and Germanic institutions, customs, and

beliefs. Topics will include the flowering of medieval civilization, with emphasis on the medieval church and the origins of the modern state and the modern economy.

### **HIS 5183 Religion in America**

#### **3 Hours**

A historical and social overview of the development of religion in America from the colonial period to the present. Special attention will be devoted to the origin and development of major denominations, slave religion and the black church, the contribution of women to various religious movements across America, revivalism and fundamentalism, the interaction of religion and society, new religious movements, and various world religions.

### **HIS 5193 Ages of Faith**

#### **3 Hours**

An in-depth study of the major eras of Christianity, from the beginnings of the Church to the post-modern period. Significant leaders, important writings, doctrines, organization, the role of Christianity in political, economic, and social developments, and the relationship between Church and State receive particular attention.

### **HIS 5213 Military History**

#### **3 Hours**

A study of the spectrum of military history from ancient times to the present. The course includes the classic writings of military history, coverage of important military campaigns and leaders, material on developments in military technology, and emphasis on the various tactics and forces used in battle throughout history. The role of military strategy in a nation's foreign policy also receives special attention.

### **HIS 5223 Modern Europe 1848-1945**

#### **3 Hours**

An in-depth study of the economic, nationalistic, and political forces that shaped European nations and events during the hundred year period from 1848 to 1945. The revolutions of 1848, the period of national unification and alliances, imperialism, and the two world wars receive concentrated coverage.

### **HIS 5233 Selected Topics**

#### **3 Hours**

An examination of topics significant to understanding human history. Course content and subject varies; may be taken for up to six hour's credit.

### **HIS 524X Historical/Cultural Study Tour**

#### **(variable hours travel credit)**

Selected sites and selected topics. Travels, lectures, readings, and reports. This course may be used as elective credit only and may be repeated for up to six hours credit when sites and topics change.

### **HIS 5313 Research Project (for Non-Thesis Track)**

#### **3 Hours**

An individual project involving significant research and the production of a lengthy report on that research. This course

requires one-on-one work with the instructor in choosing a topic for research and then following an ongoing plan for method and practice in the project.

### **HIS 5953 Thesis I**

#### **3 Hours**

A major individual project involving detailed primary and secondary research. It provides extensive training in historical research especially suited to students interested in further graduate work beyond the master's degree.

### **HIS 5963 Thesis II**

#### **3 Hours**

A major individual writing project drawing upon the primary and secondary research completed in HIS 5953 Thesis I. Thesis II provides extensive training in historical writing, especially suited to students interested in further graduate work beyond the master's degree. (Prerequisite: HIS 5953)

## **Intercultural Studies**

### **ICS 5113 Research Literature and Technology**

#### **3 Hours**

A study of the resources, technology, and form for the purpose of research and preparation of formal papers in the student's field of study.

(Same as EDU/ESC/HIS/PTH/THE 5113)

### **ICS 5133 Cross-Cultural Leadership**

#### **3 Hours**

In this course, students will explore the nuances of leading and working with leaders in cross-cultural contexts. Students will develop an understanding of the opportunities and challenges that diverse cultural environments bring to the leadership task, and will study the skills and factors necessary to interact effectively in such environments.

### **ICS 5153 Post-Secondary Teaching**

#### **3 Hours**

A course consisting of theory and practice designed to assist the student in post-secondary teaching. Attention will be given to administration/institutional relations, syllabi development, lesson plans, classroom management, and faculty evaluations in theological education institutions, including intercultural settings. A micro-teaching lab will be included. (Same as PTH 5153)

### **ICS 5173 Encountering Non-Christian Religions**

#### **3 Hours**

This course seeks to equip students with biblical theological and practical resources for responding effectively to the challenges presented to Christian witness in the twenty-first century by world religions and religious pluralism.

### **ICS 5193 Encountering the Spirit World in Ministry**

#### **3 Hours**

This course deals with the realms of spirits: The realm of God, the realm of angelic spirits - evil and good, and the realm of human spirits - unregenerated and regenerated.

After identifying spiritual powers both on static and dynamic maps, the course focuses on discovering the source of spiritual oppression in any given conflict in order to develop a strategy for conquering opposition to successful ministry. The student will be presented with four distinct views of spiritual warfare which are embraced in today's evangelical world.

### **ICS 5213 Spiritual Dynamic in Ministry Today**

#### **3 Hours**

A biblical, theological, and practical examination of the supernatural in the church today. This course will include an in-depth study of the presence, power, and guidance of the Holy Spirit, signs and wonders, healing, revivals, etc. A major component will be the role of prayer in the working of spiritual dynamics. (Same as THE 5213)

### **ICS 5233 Contemporary Issues in Intercultural Service**

#### **3 Hours**

This course seeks to equip students with a biblical and historical background for addressing current issues and contemporary strategies in missiology, such as indigenous church principles, contextualization of the message, incarnational missions, encountering variant worldviews, and cross-cultural hermeneutics.

### **ICS 5473 Ministry Within Cultural Diversity**

#### **3 Hours**

An examination of the challenge of ministry within the cultural diversity of today's world. Concepts of culture, cultural analysis, and change will be considered as well as the ability to communicate the gospel in a cross cultural setting. The challenge of the church's missionary enterprise will be explored. (Same as PTH 5473)

### **ICS 5513 Intercultural Communication and Anthropology**

#### **3 Hours**

This course seeks to equip students with knowledge of cultural contexts and barriers affecting cross-cultural Christian witness, lifestyle, and relationships. Cultural anthropological issues will be examined to determine their application to a Christian view of intercultural ministry.

### **ICS 6443 Practicum**

#### **3 Hours**

Allows students the opportunity to gain practical experience in a select area of ministry. Involves an organized, practical application of ministry under the supervision of a qualified professional.

## **Organizational Leadership**

### **LDR 5223 Energizing People for Performance**

#### **3 Hours**

Explores the latest insights in leadership development and motivating people. Students will learn valuable people-related strategies to energize their work force and maximize bottom-line results.

**LDR 5233 Foundations of Leadership: History, Theory, Application and Development****3 Hours**

Provides a foundational understanding of leadership from Scripture and from contemporary theory and applications with particular discussion regarding the evolution of leadership/management thought from 1900 to the present. Students examine leadership as a contingent/context-specific application and solve organizational problems that have leader-follower interaction as a cause. Students develop a leadership development plan for themselves and establish accountability measures.

**LDR 5243 Leadership in Management****3 Hours**

Leadership in management addresses the multi-faceted topic of leading others in today's church environment. This course offers an in-depth investigation of the current theories and research on the topic of leadership. In addition, emphasis will be placed on the development of leadership skills and styles to enable students to become effective organizational leaders. Students will become familiar with past and current leaders and examine their personal methods of leadership.

**LDR 5253 Spiritual Formation****3 Hours**

This course will survey the resources available to a Christian leader for personal spiritual growth and effectiveness as a minister. The study will include practical guidance and personal disciplines for spiritual formation based upon biblical principles.

**LDR 5263 Leading High-Impact Teams****3 Hours**

Integrates the art and science of teamwork to help students plan and implement more effective teams in their organizations. The seminar challenges students with real-world problems and provides individual feedback on their leadership and management performance.

**LDR 5273 Biblical Servant Leadership****3 Hours**

This course will explore the practice of leadership from a biblical servant-leader point of view and the various styles of leadership. Students will be encouraged to develop a personal set of leadership principles reflecting those of a servant. Considerations will also be given to developing people skills, team building skills, and conflict management skills. Students must take this course during their first year in the program.

**LDR 5283 Motivation, Teams, Coaching and Mentoring****3 Hours**

Explores the psychological contract between leader and follower that takes any of many forms between two people or between the leader and small groups. Students study group formation and group development as well as the intricacies of coaching, mentoring, and discipline. Students study organizational behavior and explore basic concepts that affect leadership effectiveness.

**LDR 5293 Reinventing Leadership: A Breakthrough Approach****3 Hours**

Utilizes a philosophical approach to help participants develop new mind-sets and business leadership strategies for maximizing leadership success in this executive leadership program. Students will engage in an intensive reflection on their motivations, weaknesses, and strengths and students will discover how to develop, enhance, and expand their talents as leaders.

**LDR 5313 Strategic Thinking, Planning, and Organizational Change****3 Hours**

This course compares and contrasts strategic thinking with strategic planning and presents the value of both. Students study the leader's role in organizational change--creating and preventing change as well as determining the organization's readiness for change. In addition, students explore the reasons for resistance to change and strategies for coping with resistance.

**LDR 5323 Organizational Communication, Conflict Resolution and Negotiation****3 Hours**

Examines organizational communication including dyadic, small group, formal and informal communication, as well as the relationship of communication to organizational satisfaction and effectiveness. In addition, students study how communication differs in leader-member exchange and mass-communication of charismatic leader/large group interaction.

**LDR 5333 Leadership Practicum****3 Hours**

This course consists of supervised experience in a challenging work environment under the guidance of a proficient veteran in the field and an academic advisor. Students will draw from their program learning experience to improve leadership skills in a field experience that stretches and tests their abilities. Students learn to identify and utilize personal strengths effectively and to manage weaknesses in real life settings. This course contains a field-based service-learning component. The student's portfolio project will be submitted at the completion of this course.

**LDR 5343 Issues in Specialized Studies in Leadership****3 Hours**

This course provides the opportunity for students to attend a professional leadership conference for academic credit to gain a broader understanding of relevant leadership in their organizational context. Upon approval of a proposal, the student will attend all applicable sessions and workshops and report on each one. Prior to and after the conference, the student will be assigned associated reading and other coursework based on the conference content. The student also has the option to take this course again and attend a second conference in lieu of LDR 5333 Leadership Practicum.

## Practical Theology

### **PTH 5113 Research Literature and Technology**

**3 Hours**

A study of the resources, technology, and form for the purpose of research and preparation of formal papers in the student's field of study.

(Same as EDU/ESC/HIS/ICS/THE 5113)

### **PTH 5153 Post-Secondary Teaching**

**3 Hours**

A course consisting of theory and practice designed to assist the student in post-secondary teaching. Attention will be given to administration/institutional relations, syllabi development, lesson plans, classroom management, and faculty evaluations in theological education institutions, including intercultural settings. A micro-teaching lab will be included. (Same as ICS 5153)

### **PTH 5163 Marriage and Family Dynamics**

**3 Hours**

A detailed study of the family as a biblical and social institution. The dynamics of family are examined through theological and social perspectives, marriage principles, family expansion, identity formation, communication skills, and establishment of values in the contemporary Christian home.

### **PTH 5173 Caring for Children and Families in Difficulty**

**3 Hours**

Children and families face a multitude of challenges, from depression and anxiety to relational conflict to trauma and abuse. For the purposes of understanding challenges and administering care, this course covers a range of topics affecting children and families, and it offers ways to help children and families find hope amidst the difficulties of life.

### **PTH 5183 Nurturing Faith in Children and Families**

**3 Hours**

This course explores a holistic vision for what family can be in light of God's kingdom, understand themselves only in relation to God's kingdom and the church while embracing intentional growth. This includes discussion of practical tools with evidence-based research applied to engaging and equipping adults to facilitate growing faith in children. Included in the course is the importance of family and intergenerational ministries and ways to include them in church culture.

### **PTH 5213 Church Administration**

**3 Hours**

A study in the task and function of administration in the local church. A consideration will be made of the functions of planning, leading, organizing and supervision. The role of interpersonal relationships in administration of planning, multiple staff, volunteers, resources, facilities and growth will be analyzed. This course is field-based.

### **PTH 5223 Christian Parenting**

**3 Hours**

A theological, biblical, and sociological examination of raising children. This course explores parenting as a complex and beautiful vocation which requires intentionality to be what God intended: a true source of enrichment, security, and warmth that demonstrates the love of God to their children. The course offers ways to empower parents, especially in a dominant culture in which peer groups are typically more influential than parents.

### **PTH 5233 Next Generation Evangelism**

**3 Hours**

This course explores critical issues in evangelizing the next generation, focusing on effective gospel presentation at their level of understanding. Students will examine youth evangelism through the lens of the E-Scale and P-Scale, analyzing strategies for engaging diverse cultural and multiethnic contexts. The course will also explore centripetal and centrifugal evangelism, examining how attractional and missional approaches shape youth outreach. Additionally, students will study relational, network, and peer-cluster evangelism, equipping them with practical methods to reach and disciple young people in an ever-changing social landscape.

### **PTH 5243 Church Growth and Evangelism Strategies**

**3 Hours**

Development of a vision of church growth and evangelism in modern society. This course includes the study of church growth models, demographic compilation and analysis, evangelism strategies, and the preparation and mobilization of resources for the fulfillment of the Great Commission. This is a field-based course.

### **PTH 5253 Sacred Pathways in Adolescent Discipleship**

**3 Hours**

This course explores biblical methods of adolescent spiritual formation, emphasizing nurturing and assessing spiritual growth and faith development. Students will examine biblical models of relational discipleship and develop strategies for organizing and leading small groups that foster meaningful spiritual formation. Attention will be given to cross-cultural and multiethnic discipleship, equipping students with the competencies to navigate diverse cultural values in youth ministry. Through theological reflection and practical application, students will cultivate effective discipleship approaches that align with biblical principles and contemporary adolescent development.

### **PTH 5263 Transformational Leadership in Youth Ministry**

**3 Hours**

This course equips students with the theoretical foundations and practical skills needed to cultivate effective leaders in youth ministry. Emphasizing transformational and relational leadership approaches, the course explores best practices for developing adult and adolescent leaders within diverse ministry contexts. Students will critically engage with

contemporary leadership theories, examine the dynamics of effective followership, and learn how to foster collaborative, cross-cultural teams. Participants will develop strategies for leading leaders—navigating the challenges of mentoring emerging leaders and guiding adult ministry teams with vision, compassion, and cultural awareness.

#### **PTH 5273 Cultural Currents in Youth Ministry**

##### **3 Hours**

This course examines the shifting cultural landscape influencing adolescents, equipping students to engage cross-generationally with emerging challenges in youth ministry. Students will explore the impact of social media, adolescent sexuality, anxiety, and identity formation on today's youth. Emphasis is placed on understanding adolescent social dynamics and developing biblically grounded strategies to address their spiritual and emotional needs. Through critical analysis and practical application, students will gain the tools necessary to navigate and respond effectively to the evolving realities of next-generation ministry.

#### **PTH 5283 The Transformational Leader**

##### **3 Hours**

This course addresses the unique requirements of the leader who would lead organizational transformation, including a close look at the capacities, priorities, and commitments required of such leaders and the strategic methods that set a healthy path for organizational change. transformation, including a close look at the capacities, priorities, and commitments required of such leaders and the strategic methods that set a healthy path for organizational change.

#### **PTH 5323 Leadership in Ministry**

##### **3 Hours**

An analysis of the factors related to leadership in the current ministry context. The dimensions of leadership including team-building, vision, conflict management, delegation, and decision-making will be considered toward the goal of empowerment of workers in the pro-active function of ministry.

#### **PTH 5473 Ministry Within Cultural Diversity**

##### **3 Hours**

An examination of the challenge of ministry within the cultural diversity of today's world. Concepts of culture, cultural analysis, and change will be considered as well as the ability to communicate the gospel in a cross cultural setting. The challenge of the church's missionary enterprise will be explored. (Same as ICS 5473)

#### **PTH 5483 Nurture Ministries of the Church**

##### **3 Hours**

A comprehensive study of the nurture ministries of the church with special consideration to the developmental needs of preschoolers, children, youth, young, median and senior adults. The implementation of a comprehensive nurture plan for the church will be considered.

#### **PTH 5513 Pastoral Care**

##### **3 Hours**

A course which studies the supportive ministries of the church. Students will explore common issues of pastoral concern, such as aging, illness, guilt, reconciliation, and grief. The role of pastoral resources within the body of Christ will be examined as they relate to giving care and concern to people with needs.

#### **PTH 5523 Engaging Islam**

##### **3 Hours**

This course provides an overview of Islam, including its beginnings and expansion, the beliefs and practices of formal and folk Islam, Islamic sects, the identity of women, Islam in the United States, global Islam today and bridges for communicating with Muslims.

#### **PTH 5533 Domestic Disaster Services**

##### **3 Hours**

This course presents the foundation principles and skills necessary to plan and conduct services for the four phases of disasters: Preparation, Mitigation, Response, and Recovery. Emphasis is upon coordination of services between governmental, non-governmental, and religious-based organizations.

#### **PTH 5623 Practical Theological Issues in Ministry**

##### **3 Hours**

A study in current challenges in doing practical ministry. A consideration will be made concerning the broad framework of problems in current society. Emphasis will be placed on understanding the world views and trends that shape the current behavior of society and its effect on ministry activity.

#### **PTH 5633 Persuasive Preaching in Contemporary Issues**

##### **3 Hours**

An analysis and application of homiletical and rhetorical techniques pertaining to persuasive preaching. Emphasis is placed upon the delivery as well as creation of the sermon. The importance of preaching on contemporary issues on the basis of a sound biblical perspective, the use of persuasion, and audience analysis will receive major consideration. (Prerequisite: PTH 5823 or its equivalent)

#### **PTH 5643 International Disaster Services**

##### **3 Hours**

This course presents the foundation principles and skills necessary to plan and conduct services for the four phases of disasters: Preparation, Mitigation, Response and Recovery. Emphasis is upon coordination of services between international governmental, non-governmental, and religious-based organizations.

#### **PTH 5653 Christian-Muslim Theological Issues**

##### **3 Hours**

An examination of the theological challenge of Islam and Christian response. Key theological differences will be studied with special emphasis being placed upon biblical answers. The purpose is to develop understanding of the congruencies and divergencies between Christianity and Islam as a tool for communicating the Gospel to Muslims.

**PTH 5673 Ministry to Muslims in Urban Contexts**  
**3 Hours**

This course will first establish the urgent need for deliberate, carefully strategized evangelization of Muslims. Study of the fundamentalist monotheistic and pluralistic urban world of Scripture will help explain the nature of Islam in its current urban framework and will construct a base upon which local theologies and missiological strategies must be developed. Anthropological and sociological dynamics of Muslims in cities will shed light on Muslims' felt needs and the Church's opportunities to introduce Christ in their midst. Students will be introduced to models of successful outreach to Muslims to enable them as they prepare for ministry to Muslims in urban contexts.

**PTH 5713 Christian School Administration**  
**3 Hours**

An overview of the administrator's role in elementary and secondary Christian schools. Emphasis is given to leadership competencies needed for organizing, administering, supervising, and evaluating educational personnel and programs.

**PTH 5723 Post-Secondary Teaching**  
**3 Hours**

A course consisting of theory and practice designed to assist the student in post-secondary teaching. Attention will be given to administrative/institutional relations, syllabi development, lesson plans, classroom management, and faculty evaluations. A micro teaching lab will be included.

**PTH 5733 Folk Islam and Power Encounter**  
**3 Hours**

A study of the development of popular Islam within the world of official Islam, emphasizing an understanding and analysis of the felt needs of ordinary Muslims. Special attention will be given to the role of spiritual power encounter as a tool in evangelizing Muslims. (Prerequisite: PTH 5653)

**PTH 5743 Military Chaplain**  
**3 Hours**

A study of the ministry of military chaplains. Ministry of presence and pastoral care are explored as methods toward discipleship in fulfillment of the Great Commission. Consideration is given to issues particular to chaplain ministry in a military culture such as prolonged family separation, and the cycle of deployment, combat, reunion, re-deployment.

**PTH 5753 Promoting and Leading Compassion Projects**  
**3 Hours**

Promoting and leading disaster and humanitarian relief projects and programs involves coordinating processes involving individuals from diverse backgrounds, locations, languages, preparation, involvement, and commitment. Leadership in these settings requires both skills in leading multifaceted projects, delegating responsibilities, inspiring volunteers, and managing funds. Students will be prepared for leadership within the field of community relief and development.

**PTH 5783 The Poor and Suffering in Today's Societies**  
**3 Hours**

Around the world in every nation many individuals and families face chronic hunger and long-term malnutrition in their struggle for basic life necessities. Whether from man-made conflicts or natural disasters, the end results on people are often the same. Those most vulnerable are often affected the longest and deepest. Even if the problems are not caused by people, many can be solved, or at a minimum addressed, by people. Students review the importance of expanding individuals' capacities through various strategies, within an environment of respect and sensitivity.

**PTH 5823 Preaching with Purpose**  
**3 Hours**

A course for construction and delivery of expository biblical sermons with special emphasis given to preaching sermons true to the meaning of the original authors of biblical text. It includes the dynamics of effective communication, preaching to meet human needs in the context of the worship service, and anticipating results in terms of transformed human behavior. (Prerequisite: BIB 5123 or its equivalent)

**PTH 5833 Church Health and Revitalization**  
**3 Hours**

This course addresses the needs of existing churches in 21st century American settings. The student will be taught evaluation skills designed to assess the health of existing churches. Special emphasis will be given to congregations that are either plateaued or declining. Strategies will be presented designed to lead such churches to renewed health and subsequent growth. Attention will be given to the needs of congregations that are currently growing but will face potential plateauing and decline if they do not take necessary steps that will enhance the likelihood of continued growth. A student internship is included in this course.

**PTH 5843 Developing Leaders for the Healthy Church**  
**3 Hours**

This course addresses the need of developing leaders in churches to work in a team. The student will be taught skills needed to build leaders to assist the pastor with building a church. Special emphasis will be given to develop leaders within the ACTS 2 process. Strategies will be presented designed to develop leaders and equip a team of leaders to work effectively together with understanding and mutual regard to accomplish God-given purposes and goals and then to multiply leaders.

**PTH 5853 Managing Conflict in the Healthy Church**  
**3 Hours**

This course provides an examination of the dynamics of leading congregations through the various phases of church life, especially as difficult situations arise. Students will develop a biblical and practical understanding of how to deal with difficult people and situations of conflict arising from church life and church growth. The course will address issues related to fairness, compromise, conciliation, and cooperation. Special focus will be given to the leader's conflict management style as well as the pivotal role of the leader in conflict management.

**PTH 5863 Staying Healthy in Ministry Leadership**  
**3 Hours**

This course addresses the challenges leaders face in establishing and maintaining a life characterized by spiritual and emotional health and explore the importance of prioritizing healthy strategies for effective and enduring ministry. The student will explore the Bible's pattern and engage its proven wisdom for addressing the core challenges to such a life presented by modern culture. Special emphasis will be given to developing the student's own health strategies and the guidelines that will sustain that health. Assignments will provide the student with tools for use throughout a life of ministry leadership.

**PTH 6443 Practicum**  
**3 Hours**

Allows students the opportunity to gain practical experience in a select area of ministry. Involves an organized, practical application of ministry under the supervision of a qualified professional.

## Theology

**THE 5113 Research Literature and Technology**  
**3 Hours**

A study of the resources, technology, and form for the purpose of research and preparation of formal papers in the student's field of study. (Same as EDU/ESC/HIS/ICS/PTH 5113)

**THE 5123 Issues in Contemporary Theology**  
**3 Hours**

Special studies of important theological problems which confront theologians and the Church today. Each semester the course is offered, current topics will be selected for their significance in relationship to the contemporary Christian community.

**THE 5133 Doctrines of the Pentecostal Movement**  
**3 Hours**

A study of the contemporary Pentecostal movement, with special emphasis upon its distinctive doctrines and practices and their historical development.

**THE 5143 History of Modern Revivals**  
**3 Hours**

A survey of modern revivals and awakenings from the birth of Evangelicalism in the eighteenth century to the modern era.

**THE 5153 Nineteenth-Century Holiness Movement**  
**3 Hours**

A study of the history and theology of the Nineteenth-Century Holiness Movement and its influence on Pentecostalism.

**THE 5213 Spiritual Dynamic in Ministry Today**  
**3 Hours**

A biblical, theological, and practical examination of the supernatural in the church today. This course will include an in-depth study of the presence, power, and guidance of the Holy Spirit, signs and wonders, healing, revivals, etc. A major component will be the role of prayer in the working of spiritual dynamics. (Same as ICS 5213)

**THE 5223 Christian Worldview in a Pluralistic Society**  
**3 Hours**

This course explores the basic beliefs of evangelical Christianity and other Christian groups. It also examines the fundamental presuppositions of noteworthy non-Christian belief systems in the world today. Special emphasis is given to ways in which Christians can effectively share their faith in a pluralistic society.

**THE 5313 Biblical Theology: New Testament**  
**3 Hours**

A study of the key theological concepts and important doctrines of the New Testament. Attention is given to the question of Jewish, Hellenistic, and pagan origins of New Testament thought, including a unit on the history of New Testament interpretation.

**THE 5323 Biblical Theology: Old Testament**  
**3 Hours**

A study of the key theological concepts and important doctrines of the Old Testament. Attention is given to the progressive steps in divine revelation and the relation of God to His people.

**THE 5413 Systematic Theology I**  
**3 Hours**

A study of the doctrine of God, the doctrine of Scripture, the doctrine of creation, the doctrine of providence, the doctrine of angels, the unity and constitution of man, the fall of man, and the doctrine of sin.

**THE 5423 Systematic Theology II**  
**3 Hours**

A study of Christology and the doctrine of salvation, both theory and application, including atonement, calling, conviction, justification, adoption, regeneration, sanctification, and healing. It also includes the doctrine of the Church, the ordinances, and eschatology.

**THE 5513 Reformation Theology**  
**3 Hours**

A study of the historical background leading into the reformation, the theological thought of Martin Luther, Huldrych Zwingli, John Calvin, and the theologian of the Radical Reformation, Menno Simons.

**THE 5953 Thesis I**  
**3 Hours**

Independent research and writing of thesis on an approved topic pertaining to theological studies under the supervision of faculty advisor. The first semester includes the submission of the topic proposal and thesis prospectus.

**THE 5963 Thesis II**  
**3 Hours**

Independent research and writing of thesis on an approved topic pertaining to theological studies under the supervision of faculty advisor. The second semester includes the completion and submission of the thesis.

# Personnel Directory

## Board of Regents

### Arkansas

Rev. Ronnie Morris\*  
Rev. Cecil Culbreth, Auditor  
Rev. Ben Andrews  
Rev. Rusty Blann, Auditor

### Louisiana

Rev. Scott Holmes\*  
Rev. Den Hussey  
Rev. Charles Allo, Auditor  
Rev. Brenda Viator, Auditor

### Mississippi

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Rev. Jody Gurley  
Rev. Scott Davis, Auditor  
Rev. Matt Taylor, Auditor

### New Mexico

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Rev. Dereck Owen  
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Rev. Austin Poper, Auditor

### North Texas

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Rev. Gregg Headley, Auditor  
Rev. Kermit Bell, Auditor  
Rev. Spencer Speed

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Rev. Bruce McCarty  
Rev. Heath Corrales, Auditor  
Rev. Darren Pilcher, Auditor

### South Texas

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Rev. Jim Rion  
Rev. Tido Rodriguez, Auditor

### West Texas

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Rev. Billy Nickell, Auditor  
Rev. Nick Rogers, Auditor

### Members at Large

Rev. Jay Alfaro  
Rev. Portia Allen  
Rev. Terry Bailey  
Rev. David Barnett  
Rev. Ron Crum  
Rev. John Dougherty  
Rev. Rick DuBose  
Mr. Gary Embretson  
Rev. Amos Garza  
Rev. Maricela Hernandez  
Mr. John Houston  
Dr. Bryan Jarrett  
Mr. Rick McCrary  
Dr. Michael Miller  
Rev. Ezequiel Pecina  
Rev. Larry Perry  
Rev. Jeff Peterson  
Mr. Rex Reavis  
Rev. Nathan Sheridan  
Mr. Chuck Stewart  
Mr. Gary Sutton  
Mr. John Urban

### Organizational Members

Dr. Kermit S. Bridges, President\*  
Nelson University  
Rev. Greg Thurstonson, President  
Alumni Association  
Mr. Carl Alexander, President  
SAGU Foundation, Inc.

### Honorary Members

Rev. Frank Cargill  
Rev. Doug Fulenwider  
Rev. Stephen L. Harris  
Rev. Tom Lakey

Member, Executive Committee\*  
Chairman of the Board^  
Vice Chairman of the Board^^  
Secretary of the Board\*\*

## **Administration** *(Date indicates year of initial service with Nelson University)*

### **Kermit Bridges 1994, President**

DMin., Fuller Theological Seminary  
 M.Div., Southwestern Baptist Theological Seminary  
 M.A., Assemblies of God Theological Seminary  
 B.S., Southwestern Assemblies of God University

### **Cynthia Bell 2011, Vice President for Enrollment**

M.Ed., Southwestern Assemblies of God University  
 B.A., Southwestern Assemblies of God University

### **Jay Trewern 2000-2014, 2023, Vice President for Business and Finance**

B.S., University of Arizona

### **Kimberly James Trewern 2007, Provost and Vice President for Academics**

Ed.D., Texas A & M University Commerce  
 M.Ed., William Carey College  
 B.A., MidAmerica Nazarene College

### **Lance Meche 2004, Vice President for Student Development**

DMin., Abilene Christian University  
 M. Div., Southwestern Assemblies of God University  
 M.S., Southwestern Assemblies of God University  
 B.S., Southwestern Assemblies of God University

### **Shelly Zaldivar 2011, Vice President for Marketing**

Ph.D., Walden University  
 MBA, University of Dallas  
 B.S., Southwestern Assemblies of God University

## **NELSON AMERICAN INDIAN COLLEGE**

### **Jonathan Gannon 2021, President of the Campus**

DMin., Assemblies of God Theological Seminary  
 M.Div., Assemblies of God Theological Seminary  
 B.A., Evangel University

## **Academic and Institutional Support**

### **College of Behavioral Sciences and Community Services**

#### **John Savell, 2012, Dean**

Professor, Behavioral Sciences and Community Services  
 Counseling/Psychology  
 Dept. Chair, Behavioral Sciences & Community Services  
 Ph.D., California School of Professional Psychology  
 M.A., University of Houston Clear Lake  
 B.S., University of Houston

### **Southwestern College of Bible and Church Ministries**

#### **Darren Daugherty, 2005, Dean**

Professor, Church Ministries  
 Ph.D., University of Minnesota  
 M.A., Southwestern Assemblies of God University  
 M.S., Southwestern Assemblies of God University  
 M.A., University of St. Thomas  
 B.A., North Central University

### **College of Business**

#### **College of Health Sciences**

#### **Kerry Woodson, 2007, Dean**

Assistant Professor, Business  
 Ed.D., Capella University  
 MBA, Rice University  
 B.S., Southwestern Assemblies of God University

### **College of Education and Integrative Studies**

#### **Chere Blair, 2005, Dean**

Professor, English  
 Ph.D., University of Texas Arlington  
 M.A., University of Texas Arlington  
 B.S. Southwestern Assemblies of God University

### **College of Music and Communication Arts**

#### **Tyrone Block, 2003, Dean**

Professor, Music  
 D.M.A., University of North Texas  
 M.M., University of North Texas  
 B.A., University of Arkansas

### **Joseph Hartman 1994, Executive Dean for Nelson Online**

#### **Associate Professor, Bible/Theology**

Ed.D., Capella University  
 M.S., Southwestern Assemblies of God University  
 B.S., Southwestern Assemblies of God University

### **Peggy Jones, 2014, Dean of Academic Services**

M.A., Southwestern Assemblies of God University  
 B.A., Southwestern Assemblies of God University

**Joseph Pastori 2022, Dean of Nelson Graduate School**

Ph.D, Southeastern University  
MOL, Southwestern Assemblies of God University  
M.A., Southwestern Assemblies of God University  
B.A, William Paterson University

**Jerry Roberts 2011, Dean of Institutional Effectiveness**

Associate Professor, Intercultural Studies  
Ph.D., Assemblies of God Theological Seminary  
M.A., Southwestern Assemblies of God University  
B.S. Southwestern Assemblies of God University

**NELSON AMERICAN INDIAN COLLEGE****Carl Vanderpool, II, 2024, Administrative Dean**

Assistant Professor  
M.T., Gordon-Conwell Theological Seminary  
M.Div., Gordon-Conwell Theological Seminary  
B.A., Central Bible College

**Kevin Miller, 2024, Vice President, Student Development**

M.A., American Public University  
B.A., Southern New Hampshire University

## Full-Time Faculty

**AMY ALEXANDER** (Professor) 1980  
English  
Ed.D., East Texas State University  
M.A., East Texas State University  
B.S., Gulf-Coast Bible College

**DANNY ALEXANDER** (Professor) 1980  
Communication Arts  
Ph.D., Texas Woman's University  
M.A., East Texas State University  
B.A., East Texas State University

**CHERE BLAIR** (Professor) 2005  
English  
Department Chair, English  
Ph.D., University of Texas Arlington  
M.A., University of Texas Arlington  
B.S. Southwestern Assemblies of God University

**MELODY GRAY BLOCK** (Professor) 2017  
Business  
Department Chair, Business  
D.B.A. Walden University  
MBA, University of North Texas  
B.S., Arkansas Tech University

**TYRONE BLOCK** (Professor) 2003  
Music  
Department Chair, Music  
D.M.A., University of North Texas  
M.M., University of North Texas  
B.A., University of Arkansas

**CHRIS CORBETT** (Professor) 2025  
Church Ministries  
DMin, Assemblies of God Theological Seminary  
M.A., Bethel Seminary  
B.A., North Central University

**DARREN DAUGHERTY** (Professor) 2005  
Church Ministries  
Ph.D., University of Minnesota  
M.A., Southwestern Assemblies of God University  
M.S., Southwestern Assemblies of God University  
M.A., University of St. Thomas  
B.A., North Central University

**JOAN DAVIS** (Professor) 2024  
Counseling  
Ph.D., Texas A&M University  
M.A., Dallas Baptist University  
M.A., Dallas Baptist University  
B.A., Howard Payne University

**RENNAE de FREITAS** (Associate Professor) 2016  
Missions/Intercultural Studies  
Department Chair, Intercultural Studies  
Ph.D., Assemblies of God Theological Seminary  
M.A., Southwestern Assemblies of God University  
B.A., Southwestern Assemblies of God University

**RANDEL DUNCAN** (Assistant Professor) 2010  
Counseling  
Ph.D., Texas Tech University  
M.A., Amberton University  
M.S., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**TERANCE ESPINOZA** (Professor) 2012  
Bible & Theology  
Department Chair, Bible and Theology  
Ph.D., Fuller Theological Seminary  
M.A.T., Fuller Theological Seminary  
B.A., Bethany University

**JASON FORTE** (Associate Professor) 2026  
Business  
DMin, Liberty University  
MBA, Syracuse University  
M.Div., Assemblies of God Theological Seminary  
M.S., Nelson University  
B.S., Southeastern Assemblies of God University

**AMY GEORGE** (Associate Professor) 2009  
English  
Ph.D., Indiana University of Pennsylvania  
M.F.A., National University  
B.S., Southwestern Assemblies of God University

**LACEY GODSBY** (Professor) 2017  
Social Work  
D.S.W., Walden University  
M.S.S.W., University Texas-Arlington  
B.S., Southwestern Assemblies of God University

**LEE GUIDRY** (Associate Professor) 2023  
Education  
Ed.D., Liberty University  
M.A., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**JOSEPH HARTMAN** (Associate Professor) 1994  
Bible & Theology  
Ed.D., Capella University  
M.S., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**NOLAN JONES** (Associate Professor) 2011

Counseling/Psychology  
Ph.D., Texas A & M University  
M.S., Southwestern Assemblies of God University  
B.A., Southwestern Assemblies of God University

**BENJAMIN KISSEE** (Associate Professor) 2024

History  
Department Chair, History  
J.D., SMU Dedman School of Law  
B.S., Southwestern Assemblies of God University  
B.A., Southwestern Assemblies of God University

**MICHAEL KNAPP** (Assistant Professor) 2023

English  
Ed.D., Southeastern University  
M.Ed., Southeastern University  
M.A., Vision International University  
B.A., Vision International University

**DAN LANGSTON** (Professor) 1992

Church Ministries  
Department Chair, Church Ministries  
Ph.D., Southwestern Baptist Theological Seminary  
M.A. (RE), Southwestern Baptist Theological Seminary  
B.S., Southwestern Assemblies of God University

**PAULA MANLEY** (Professor) 1999

Education  
Department Chair, Education  
Ed.D., Oral Roberts University  
M.Ed., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**LaSHERA McELHANY** (Professor) 2006

Education  
Ph.D., Texas Woman's University  
M.Ed., Dallas Baptist University  
B.S., Southwestern Assemblies of God University

**SEAN ODELL** (Associate Professor) 2021

Church Ministries  
DMin., Liberty University  
Th.M., Liberty University  
M.Div., Liberty University  
M.A.T.S., Liberty University  
B.S., University of Valley Forge

**JOSEPH PASTORI** (Associate Professor) 2022

Church Ministries  
Ph.D., Southeastern University  
MOL, Southwestern Assemblies of God University  
M.A., Southwestern Assemblies of God University  
B.A., William Paterson University

**DEBORAH PAULI** (Instructor) 2019

Behavioral Sciences  
Ph.D., The Chicago School of Professional Psychology  
M.S., Abilene Christian University  
B.S., Southwestern Assemblies of God University

**DAVID W. PRICE** (Adjunct Instructor) 2007

History  
Ph.D., University of North London  
M.A., Wheaton College Graduate School  
B.S., North Central University

**PETER REYNOLDS** (Professor) 2017

Bible & Theology  
Ph.D., Baylor University  
M.A., Assemblies of God Theological Seminary  
B.S., Southwestern Assemblies of God University

**JERRY ROBERTS** (Associate Professor) 2011

Intercultural Studies  
Ph.D., Assemblies of God Theological Seminary  
M.A., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**BRUCE ROSDAHL** (Professor) 2000

Bible & Theology  
Ph.D., Dallas Theological Seminary  
Th.M., Southwestern Baptist Theological Seminary  
M.Div., Assemblies of God Theological Seminary  
B.A., Northwest College of the Assemblies of God

**GILBERTO SALINAS** (Assistant Professor) 2021

Counseling/Psychology  
Ph.D., St. Mary's University  
M.A., Texas A&M International University  
B.A., St. Mary's University

**JOHN SAVELL** (Professor) 2012

Counseling/Psychology  
Dept. Chair, Behavioral Sciences & Community Services  
Ph.D., California School of Professional Psychology  
M.A., University of Houston Clear Lake  
B.S., University of Houston

**KHRISTY STRANGE** (Professor) 2015

Education  
Director of Education  
Ed.D., Dallas Baptist University  
M.Ed., Dallas Baptist University  
B.A., Texas Tech University

**LOYD UGLOW** (Professor) 1987

History  
Ph.D., University of North Texas  
M.A., University of West Florida  
B.A., University of Texas

**KRISTINA WILSON** (Professor) 2020

Education

Ed.D., Dallas Baptist University

M.Ed., Dallas Baptist University

B.S., Southwestern Assemblies of God University

**KERRY WOODSON** (Assistant Professor) 2007

Business

Ed.D., Capella University

MBA, Rice University

B.S., Southwestern Assemblies of God University

**KOO K.D. YUN** (Professor) 2021

Bible &amp; Theology

Ph.D., The Graduate Theological Union

S.T.M., Yale University

M.Div., Yale University

B.A., Bethany University

## Emeritus

### NELSON UNIVERSITY EMERITUS

James Barnes, Ed.D., Dean Emeritus, 1974-1992  
LeRoy Bartel, DMin., Professor Emeritus, 1984-1996, 2004-2020  
Paul Brooks, DMin., Dean Emeritus, 1991-2023  
Mary Campbell, Ph.D., Professor Emeritus, 1992-2009  
Calvin Carmen, Ph.D., Professor Emeritus, 1995-2021  
Delmer Guynes, Ed.D., President Emeritus 1980-1982, 1990-2000  
H. Glynn Hall, Ed.D., Dean Emeritus, 1974-1978, 1996-2009  
Klaude K. Kendrick, Ph.D., Professor Emeritus, President, 1940-1955, 1960-1965, 1980-1983  
John Wyckoff, Ph.D., Professor Emeritus, 1966-1968, 1976-2020

### NELSON UNIVERSITY AIC FACULTY EMERITUS

Eugene Hunter, B.A., Faculty Emeritus, 1976-1993, 2001-2009  
Charles Lee, Diploma, Faculty Emeritus, 1989-1994  
David J. Moore, DMin., President Emeritus, 1975-1994, 2013-2021  
Anthony Palma, Th.D., Faculty Emeritus, 1990-1993  
John Rose, M.L.S., Librarian Emeritus, 1987-2014  
Joseph Saggio, Ed.D., Professor Emeritus, 1996-2023  
Alma Thomas, M.A., Faculty Emeritus, 1961-1964, 1975-1996, 1998-2001

## Management Staff

### ANGIE ALMAND 2005

Director, Compensation

### LORRAINE AST 2024

Director, Financial Aid  
B.A., Mercer University

### JESSICA AVERY 2024

Director, Student Billing  
MBA, Concordia University  
B.S., Concordia University

### JAMES CARNELL 2021

Senior Director, Alumni  
B.S., Southwestern Assemblies of God University

### KENNA CAVNAR 2024

Director, Institutional Research  
J.D., Oklahoma City University School of Law  
B.A., University of Oklahoma

### CARLA CHUMLEY 2024

Director, Business Services  
BBA Stephen F. Austin  
MBA, Stephen F. Austin

### ERIKA CHILDS 2024

Director, Admissions Information Systems and Communications  
B.A., Nelson University

### WESTON CLARK 2022

Director, Nelson Online Communications  
B.A., Southwestern Assemblies of God University  
M.A., Nelson University

### JOHN COOKMAN 2008

Director, Media Services  
B.S., Southeastern University

### RENNAE de FREITAS 2013

Director, World Missions  
M.A., Southwestern Assemblies of God University  
B.A., Southeastern Assemblies of God University

### ELIZABETH de la ROSA 2018

Director, Marching Band  
M.Ed., Nelson University  
B.M., Texas State University

### JEFF FRANCIS 2004

Senior Director, Financial Aid & Student Billing  
M.A., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

### BRENT FULFER 2014

Director, Security & Safety Services  
B.S., Southwestern Assemblies of God University

### JESSE GODDING 2002

Athletic Director  
Ed.D., United States Sports Academy  
M.A., Northern State University  
B.A., Crown College

### AARON GUAJARDO 2020

Director, Learning Centers  
M.A., University of New Mexico  
B.A., Southwestern Assemblies of God University

### ROBERT HERRERA 2021

Director, Cross Country and Track & Field  
B.S., Southwestern Assemblies of God University  
MBA, Southwestern Assemblies of God University

### KELLI HILL 2011

Director, Wellness Center

**JARED HUDGINS 2017**

Head Football Coach  
M.A., Southwestern Assemblies of God University  
B.A., Southwestern Assemblies of God University

**MEREDITH JONES 2019**

Director, Nelson University Worship  
M.A., Texas A&M Commerce  
B.S., Southwestern Assemblies of God University

**NOLAN JONES (Associate Professor) 2011**

Counseling/Psychology  
Ph.D., Texas A & M University  
M.S., Southwestern Assemblies of God University  
B.A., Southwestern Assemblies of God University

**TAYLOR MAY 2024**

Assistant Dean, Students  
B.A., Nelson University

**HEATHER ORRILL 2010**

Assistant Dean, Nelson Online Strategic Partnerships  
M.Ed., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**LANDON ORRILL 2024**

Senior Director, Operations  
B.A., Nelson University

**JUAN PADILLA 2024**

Senior Director, Accounting  
MBA, Nelson University  
B.S., Nelson University

**MICHELLE PARKS 2016**

Director, Event Services

**TRENTON POLK 2010**

Assistant Dean, Nelson Online Student Support  
M.S., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**RUTH ROBERTS 2001**

Senior Director, Human Resources  
Deputy, Title IX Coordinator: 972.825.4656

**MICAHIAH SKELTON 2022**

Director, Learning Management Systems  
M.A., Southwestern Assemblies of God University  
B.A., Southwestern Assemblies of God University

**CODY SLUSHER 2017**

Director, Faculty Support  
M.S., University of North Texas  
B.A., Nelson University

**MICHAEL SONS 2020**

Head Women's Basketball Coach  
B.S., Angelo State University

**AMY TROBER 2016**

Director, Student Success  
M.A., Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

**MARK WALKER 1998**

Director, Campus Software

**STEVEN WATSON 2018**

Head Women's Softball Coach  
B.S., Southwestern Assemblies of God University

**MARK WHITE 2024**

Director, Student Counseling  
M.S., Nelson University  
B.S., Nelson University

**ANTHONY ZOUCHA 2010**

Senior Director, Information Technology (IT)  
MBA, Southwestern Assemblies of God University  
B.S., Southwestern Assemblies of God University

