



THE
MASTER'S
COLLEGE
For Christ & Scripture

2015-2016 | TMC ONLINE STUDENT HANDBOOK

TMC Online Programs Student Handbook

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I. Contact Information

1) Written Correspondence

TMC Campus

The Master's College
Degree Completion and Online Program, Box #33
21726 Placerita Canyon Road
Santa Clarita, CA 91321-1200

2) Email Correspondence

- TMC provides a student email address for every student.
- **OLP Staff and Faculty** will communicate with you **ONLY** through your TMC student account. It is your responsibility to check this email regularly or forward emails to your personal email account.
- To access your email, please visit www.outlook.com or select the "E-mail" icon from the "Resource tab" at www.masters.edu.
- For full instructions on how to access your TMC email, forward from and to your email box, and other technical details, please see: www.masters.edu/outlook.
- If you have any questions about your email, you may contact the TMC helpdesk by phone, 661-362-2876, or by email, helpdesk@masters.edu.
- Please note that the helpdesk is open during normal business hours (8:00 AM – 5:00 PM; M–F).

If you have further questions, contact: Computer Services Helpdesk 661-362-2876 or helpdesk@masters.edu.

When emailing students, the convention is last name followed by first initial and middle initial @mail.masters.edu. For example, if the student's name is Jane Rachel Doe, her email address will be doejr@mail.masters.edu.

When emailing a faculty or staff member, our standard email address is the first initial of the first name followed by full last name @masters.edu. For example, John Doe could be emailed using the following address: jdoe@masters.edu.

Because of duplicates, there are some exceptions. Student, faculty, and staff email addresses can be verified by emailing postmaster@masters.edu.

3) Telephone/Fax Correspondence

Phone: 800-515-3222
OLP Reception: 661- 362-2671
Fax: 661-362-2716
Email: degreecompletion@masters.edu
Website: www.masters.edu/degreecompletion

4) TMC Campus Extensions

DEPARTMENT NAME	EMAIL	PHONE
TMC MAIN NUMBER		661-259-3540
The Master's Seminary		1-800-225-5867
ACADEMIC AFFAIRS	academicaffairs@masters.ed	661-362-2227
ALUMNI RELATIONS	alumni@masters.edu	661-362-2203
ATHLETICS	athletics@masters.edu	661-362-2761
BOOKSTORE	bookstore@masters.edu	661-362-2862
CAMPUS SECURITY	campusecurity@masters.ed	661-362-2500
OFFICE OF STUDENT EMPLOYMENT AND PROFESSIONAL DEVELOPMENT	osepd@masters.edu	661-362-2267
DEGREE COMPLETION PROGRAM	degreecompletion@masters.	661-362-2673
IT Services	helpdesk@masters.edu	661-362-2876
DISABILITY SERVICES	humanresources@masters.e	661-362-2843
FINANCIAL AID	financialaid@masters.edu	661-362-2290
FITNESS CENTER	fitnesscenter@masters.edu	661-362-3940
FOOD SERVICES	foodservice@masters.edu	661-362-2856
HEALTH CENTER	nurse@masters.edu	661-362-3765
HUMAN RESOURCES	humanresources@masters.e	661-362-2843
LIBRARY	library@masters.edu	661-362-2278
MABC	mabc@masters.edu	661-362-2652
MABS	biblicalstudies@masters.edu	661-362-2621
MAIL CENTER	jswanson@master.edu	661-362-2349
REGISTRAR	registrar@masters.edu	661-362-2813
STUDENT ACCOUNTS	accountinfo@masters.edu	661-362-2212
TRANSCRIPTS	registrar@masters.edu	661-362-2810
MILITARY STUDENT ADVANCEMENT OFFICE	military@masters.edu	661-362-2814

Degree Completion & Online Programs

Section 1.02 Office Hours

The OLP Administration Building (the building next to Placerita Bible Church) is located at 21930 Placerita Canyon Road. This is where the offices of the Director, Marketing & Enrollment Manager, Academic Counselors, and Operations Manager are located.

Office hours at the OLP office are Monday through Friday from 8:00 a.m. to 6:00 p.m. (PST)

All telephone extensions within the OLP have voicemail and messages may be left if a staff member does not answer the telephone. If you need to speak with your academic counselor, please contact him or her by email or telephone prior to your visit to make an appointment. It is our desire to be available to all our students. In order to do that in the most efficient and effective way, we ask that you make appointments whenever possible.

Please communicate directly with your professors via Canvas, TMC email, and phone. General information concerning OLP matters not related to enrollment or academic counseling should be directed to the Operations Manager.

Matters related to enrollment in the program, which courses you should take, information about financial aid, the development of the senior contract, and graduation particulars should be directed to your OLP Academic Counselor.

- Christian Ministries 661-362-2674
- Organizational Management 661-362-2677

Section 1.03 Mission

The mission of The Master's College is to empower students for a life of enduring commitment to Christ, biblical fidelity, moral integrity, intellectual growth, and lasting contribution to the Kingdom of God.

The Degree Completion Program exists to enable Christian adults to finish college, to give them an education that is useful in all areas of life, to provide this education in a format that is compatible with their lifestyles, and to encourage them in their love for God and personal holiness.

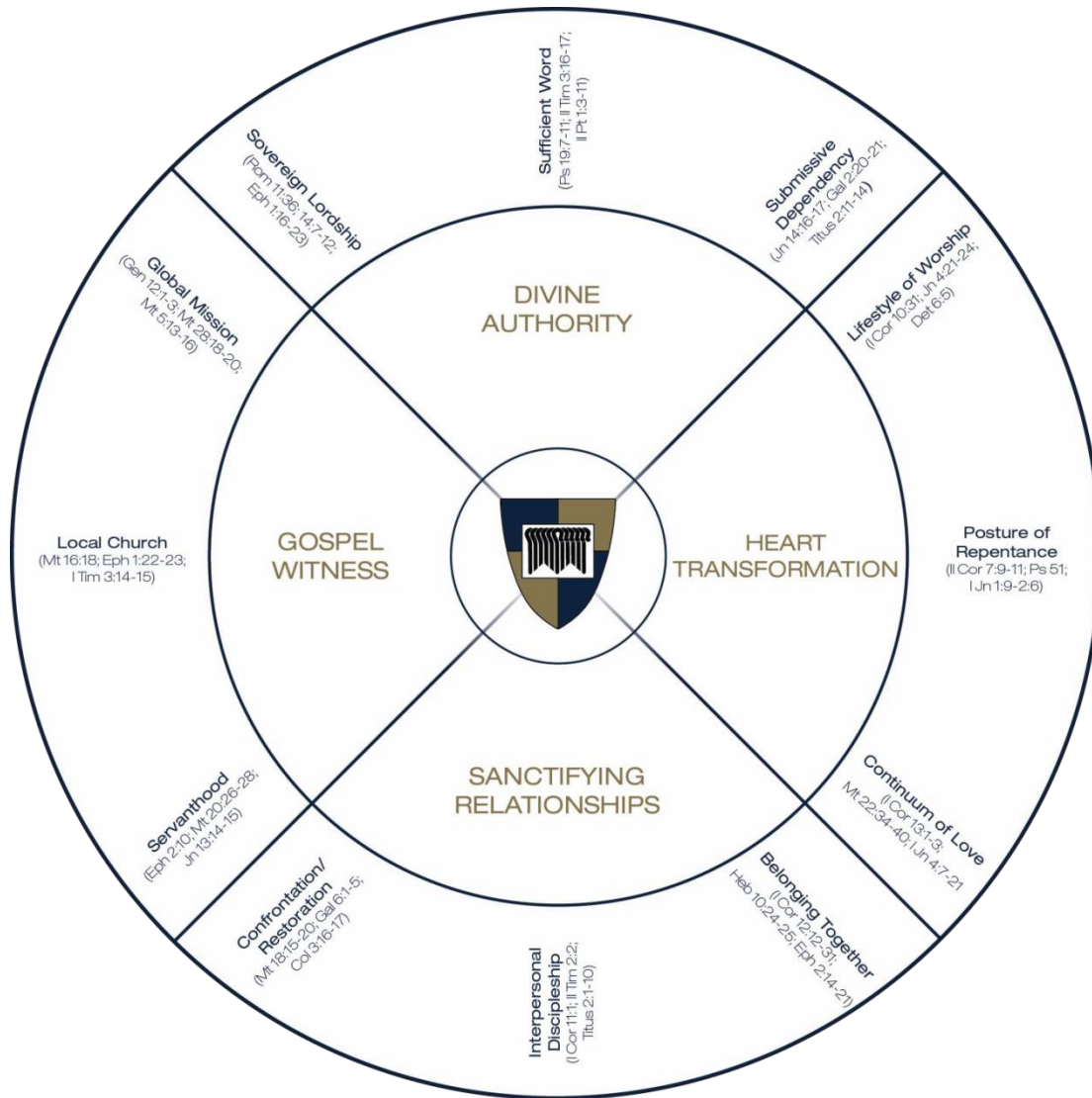
Section 1.04 Biblical Distinctives

The undergraduate experience encompasses the whole person, developing biblical wisdom that is applied to every academic discipline and detail of life. Christian higher education far exceeds the acquisition of intellectual knowledge. A distinctive Christian higher education promotes comprehensive Christian life within a believing community to harmonize what a student is learning inside the classroom to what the student lives outside the classroom.

The Master's College emphasizes four fundamental biblical principles that promote a student's comprehensive spiritual development. These "Distinctives" flow out of the college's mission statement and influence all our strategies and programs. The "Distinctives" are not an exhaustive list of dynamics relating to the Christian life, rather they are select, interrelated, principles, which compose the essential philosophy of how The Master's College encourages students to live and develop distinctively Christian lives during their college years and beyond. These "Distinctives" are as follows:

- Divine Authority
- Heart Transformation
- Sanctifying Relationships
- Gospel Witness

These Distinctives are individually defined by several interrelated biblical principles. The collective result is a framework for developing a distinctively Christian life. A review of these biblical truths will inform how the policies and procedures of Student Life are shaped.



(a) Divine Authority

Every expression and pursuit of the Christian life (renewing of the mind, prayer, worship, sanctification, evangelism, etc.) is empowered and experienced from Him, to Him, and through Him. We view spiritual development under the direct oversight of Divine authority. The Distinctive of DIVINE AUTHORITY is defined by the interrelated biblical principles of SOVEREIGN LORDSHIP, SUFFICIENT WORD, and SUBMISSIVE DEPENDANCY.

- SOVEREIGN LORDSHIP: Christ is sovereign Lord over all creation and reigns as the authoritative head of the church. As the mediator of the New Covenant, His comprehensive rule is the powerful authority by which a distinctive Christian life is experienced and directed.

Job 42:2; Romans 11:36; 14:7-12; Ephesians 1:16-23

Questions for Reflection:

What does it truly mean to submit to the Lordship of Christ on a daily basis?

Reflect upon who you are most accountable to, and relate that to your accountability to God. Is Christ the ultimate authority in your life?

Further Study:

Passages relating SOVEREIGN LORDSHIP with SUFFICIENT WORD: Isaiah 66:2, John 8:31, Colossians 3:15-17

- SUFFICIENT WORD: Scripture is the Word of God to man and is sufficient to address everything pertaining to life and godliness without error or equal. It stands as the authoritative standard by which truth and error are both revealed and understood. Scripture alone is the authoritative revelation by which a distinctive Christian life is guided.

Psalms 19:7-14; II Timothy 3:16-17; II Peter 1:3-11

Questions for Reflection:

How does the sufficiency of Scripture shape your decision making on a daily basis? How do the scriptures relate to being discerning and wise?

Are you governed increasingly by God's Word?

Further Study:

Passages relating SUFFICIENT WORD with SUBMISSIVE DEPENDENCY: Jeremiah 31:31-40, John 17:17, Ephesians 6:17-18, Hebrews 4:11-16

- SUBMISSIVE DEPENDENCY: Development of the whole student in community is a supernatural experience in the human condition. The Christian life is exclusively dependent upon the empowering grace of God to realize the submissive obedience required by divine authority.

Numbers 11:16-30; John 14:16-17; Galatians 2:20-21; Titus 2:11-14

Questions for Reflection:

What are some practical ways that you can depend upon the grace of God while striving for loving obedience to His Word?

What does your prayer life look like?

How do you cultivate a life that is "walking in the Spirit"?

Passages relating SUBMISSIVE DEPENDENCY with LIFESTYLE OF WORSHIP: Ezekiel 11:19-20, Romans 11:33-12:21, Philippians 2:9-13

(b) Heart Transformation

A superficial change in external behavior is not the authenticating mark of a distinctive Christian life. The Master's College desires to see genuine change in the student's life that is sustainably rooted in the transformation of his or her intellect, affections, and resolve. By focusing on what the Bible describes as the heart, we can confidently exhort and encourage a student's comprehensive development without reverting to legalistic methodologies. The Distinctive of HEART TRANSFORMATION is defined by the interrelated biblical principles of LIFESTYLE OF WORSHIP, POSTURE OF REPENTANCE, and CONTINUUM OF LOVE.

- **LIFESTYLE OF WORSHIP:** Our priorities and actions flow out of a heart of worship. Within the fellowship of believers, spiritual development is realized as the hearts of the people unite in worshipping the true God over counterfeit ones. This commitment views everything in life as an opportunity to glorify the Lord and find satisfaction in Him.

Deuteronomy 6:5; I Corinthians 10:31; John 4:21-24

Questions for Reflection:

Where do acts of worship begin?

Everything we do either worships God or something that is not God; what keeps your heart aware and active in pursuing all things as an act of worship that is pleasing to God?

What would you say to someone who believed that worship was only for local church services?

Further Study:

Passages relating LIFESTYLE OF WORSHIP with POSTURE OF REPENTANCE: Isaiah 6:1-6, Acts 17:22-31, I Thessalonians 1:9-10

- **POSTURE OF REPENTANCE:** Though our hearts are transformed at the moment of regeneration, the believer continues to grow in godliness through the process of progressive sanctification. The sanctification process includes a posture of repentance—turning away from sinful desires and actions and refocusing our affections on the one true God. The fruit of sanctification is seen in visible acts of obedience that flow from a heart that loves the Lord.

Psalms 51; II Corinthians 7:9-11; I John 1:9-2:6

Questions for Reflection:

Do you grieve over your sin? Are you quick to repent? Would you characterize yourself as a teachable person? How can you cultivate a posture of repentance in your life?

Further Study:

Passages relating POSTURE OF REPENTANCE with CONTINUUM OF LOVE: Luke 3:7-14, James 5:16, I Peter 1:3-22

- CONTINUUM OF LOVE: There is a direct connection between a heart of love and the distinctive Christian life. Love is the greatest commandment and the foundational heart motivation by which believers can comprehend and experience all that is revealed in Scripture.

Matthew 22:34-40; I Corinthians 13:1-3; I John 4:7-21

Questions for Reflection:

What does it mean to love someone as defined in Scripture? What would encourage your loving pursuit of God and others?

What are some practical ways you can flee from the sin of partiality?

Further Study:

Passages relating LOVE with BELONGING TO ONE ANOTHER: John 13:34-35, Colossians 3:13-17, I John 3:23

(c) Sanctifying Relationships

Relationships are the context by which a student's distinctive Christian life is cultivated and experienced.

We reject hyper individualism and promote a sanctified pursuit of friendships that are committed to mortifying sin while seeking personal holiness in everyday life. The Distinctive of SANCTIFYING RELATIONSHIPS is defined by the interrelated biblical principles of BELONGING TOGETHER, INTER-PERSONAL DISCIPLESHIP, and CONFRONTATION-RESTORATION.

- BELONGING TOGETHER: A distinctive Christian life is not lived in independent isolation. The people of God are characterized by their relational interconnectedness in spirit and life. Comprehensive student development that is distinctively biblical occurs within the context of relationships committed to experiencing the realities of the Christian life to the glory of God.

Genesis 1:27; I Corinthians 12; Hebrews 10:19-25; Ephesians 2:14-21

Questions for Reflection:

What are some practical ways you can fight against independence and pursue knowing and being known by those around you?

Do you need other people in your life to grow spiritually? Why or why not?

In what ways are you promoting the biblical "one-another's" around you?

Further Study:

Passages relating to BELONGING TOGETHER with PERSONAL DISCIPLESHIP: Deuteronomy 6, Ephesians 4:25-32, Romans 12:1-8, I Thessalonians 2:8

- INTER-PERSONAL DISCIPLESHIP: The purpose of relationships in a believing community is to encourage one another towards Christ-likeness by the grace of God and according to His Word. This process of mutual sanctification occurs by interpersonal pursuit of one another to advance the knowledge of Christ into everyday life.

Matthew 28:16-20; II Timothy 2:2; Titus 2:1-10; I Corinthians 11:1

Questions for Reflection:

Who are you going to pursue discipleship with this year? Who are you seeking to be discipled by this year?

What are some practical strategies to promote discipleship in your life and the lives of those around you?

Further Study:

Passages relating to PERSONAL DISCIPLESHIP with CONFRONTATION- RESTORATION: Hebrews 3:12-13, Colossians 1:28-29, I Thessalonians 5:14

- CONFRONTATION-RESTORATION: Relationships focused on progressing in Christ-likeness includes the exhortation to mortify sinful dispositions and actions. The journey of confrontation of sin, repentance, and restoration cannot be excluded from the process of spiritual development in a believing community.

II Samuel 12:1-15; Proverbs 27:5-6; Matthew 18:15-20; Galatians 6:1-5; Colossians 3:16-17

Questions for Reflection:

Are you faithful to confront sin in love to those around you?

What is difficult about confrontation-restoration, and how do those concerns relate to our responsibility as believers to one another?

What are some biblical encouragements and exhortations that help you remain faithful in this area?

Further Study:

Passages relating to CONFRONTATION-RESTORATION with SERVANTHOOD: Galatians 6:1-5, Ephesians 4:15-16, Colossians 3:16-17

(d) Gospel Witness

A distinctive Christian life has the primary purpose of reflecting and magnifying the redemptive work of Christ to the world. It is the responsibility of every believer to steward the truth of the Gospel in both word and deed. This commitment postures every student to proclaim the Truth to their generation within the context of God's unfolding plan of redemption. The Distinctive of GOSPEL WITNESS is defined by the interrelated biblical principles of SERVANTHOOD, LOCAL CHURCH, and GLOBAL MISSION.

- SERVANTHOOD: A distinctive Christian life moves sanctifying relationships beyond a right understanding of the gospel to good works of righteousness. A life committed to servanthood gives witness to the world the implications of the gospel in action.

Matthew 20:26-28; John 13:14-16; I Peter 4:10-11; Ephesians 2:10

Questions for Reflection:

What are some practical ways that you can serve those around you for the sake of the gospel every day?

What motivates your heart to serve others?

How does Servanthood relate to leadership?

Further Study:

Passages relating SERVANTHOOD with LOCAL CHURCH: Acts 6:1-7, Ephesians 4:12, Romans 12:3-7, I Peter 4:10-11

- LOCAL CHURCH: The church stands as the institution that the Lord has assigned to advance and give witness to the glories of the Gospel. The local church is the regional manifestation of the people of God and is to be cultivated and protected.

Matthew 16:18; Acts 2:37-47; I Timothy 3:14-15; Ephesians 1:22-23

Questions for Reflection:

Are you a member of a local church in the greater Santa Clarita area?

In what ways can you promote the ministry in the local church to those around you? Do you consider participation in a local church as another activity or a lifestyle?

Further Study:

Passages relating to LOCAL CHURCH with GLOBAL MISSION: Acts 13:1-5, II Corinthians 5:17-21, I Thessalonians 1:6-10

- GLOBAL MISSION: The Master's College promotes a comprehensive biblical worldview development in a believing community to advance the greater global community of faith as an exemplary light of redemption by which Christ would call sinful man to repentance. The mission of God is to call individuals from every tribe, tongue, and nation and we desire to promote that plan.

Genesis 12:1-3; Matthew 28:18-20; Matthew 5:13-16

Questions for Reflection:

Do you share the gospel to those around you on a regular basis?

In what ways can you promote global evangelism in your life as a college student in a Christian college?

In what ways can you invite those around you to join in advancing the gospel globally?

Further Study:

Passages relating to GLOBAL MISSION with SOVEREIGN LORDSHIP: Romans 16:25-27, I Peter 1:3-2:2, Romans 10:9-17

The Distinctives become a lens that illuminates everything that happens at Master's. There is an expectation that our students desire to grow as Christians. We are confident that when an individual develops in their understanding and commitment to the Distinctives they will yield a foundational biblical framework to live a distinctively Christian life during their college years and beyond.

Section 1.05 Online Degree Programs Distinctives

- Accredited by the Western Association of Schools and Colleges (WASC)
- Academic excellence integrated with Biblical truth
- Prepares adult learners for leadership roles at home, church, and the workplace
- Develops increased effectiveness in students' communication, interpersonal, analytical and leadership skills
- Lasting relationships among students and faculty
- Personalized service among students and staff

Section 1.06 Program Overview (How it works)

The Master's College Online allows conservative evangelical believers worldwide to experience the academic excellence and spiritual influence consistent with the college's on-campus programs. TMC Online offers both complete degree programs in selected academic fields as well as a variety of online courses that can be used to fulfill General Education (GE) and elective requirements at TMC, and for transfer to other colleges and universities. All online courses are taught from a distinctively biblical worldview, and provide the option for enrollment for-credit or in an audit-only basis.

Courses are offered in two 8-week sessions each semester during each of three semesters (Fall, Spring, & Summer) each academic year. As a consequence, TMC Online courses are eligible for federal and state financial aid for qualifying individuals. All major courses are offered every semester, allowing new students to begin the program during any semester. Students may take one or two courses each session depending on their personal schedule.

TMC Online courses contain a variety of proven online instructional approaches including brief video lectures, topical videos from the Internet or other resources, interactive exercises & lessons. In addition, students will engage each other and the instructor in a vibrant learning community through online discussion forums, chat and video conferencing sessions, and instant messaging. Student assessments will include online quizzes and exams, written papers, online speeches role-plays, and presentations, depending on the program.

TMC Online currently offers complete online degree programs in Christian Ministries and Organizational Management. Both of these degree programs are geared for older adults (generally 23 years or older) who have experience in a work environment. We are currently seeking WASC Senior College & University Commission (WSCUC) approval to offer a Bachelor of Arts in Biblical Studies and a Master of Business Administration online degree programs beginning in November 2015.

II. Academic Information

Section 2.01 Academic Counseling

(a) Role of Academic Counselor

The Academic Counselor will set up an appointment with the accepted student to discuss a current evaluation from the Registrar, student goals and objectives, set up a preliminary education plan and provide the student with a New Student Packet, containing all registration materials. These include student I.D. number, campus log-in information, tutorial for online registration and all relevant student services contact phone numbers (Financial Aid Counselor, Student Finance Services and Registrar's Office).

All academic advising will be conducted from the Santa Clarita main campus. The Academic Counselor will contact students via phone or email to schedule virtual meeting times. Students will have the ability to print required documents, and then fax or scan and email the signed documents.

(b) Admission Requirements

An individual must meet the following requirements to be admitted as an undergraduate, degree-seeking student to either the *Onsite Degree Completion or Online Degree Program*:

1. Have a clear profession of faith in Jesus Christ as his/her personal Savior.
2. Be a high school graduate or have a G.E.D. certificate.
3. Demonstrate college-level writing ability as part of the application completion process.
4. Submit official transcripts for all other colleges and universities attended.
5. Submit recommendations from two individuals:
 - a. One from a Christian leader
 - b. One from a (non-family) friend or colleague
6. Demonstrate the ability to successfully complete college-level academic work (see note below) through one of the following:
 - a. Have graduated with a HS cumulative GPA of at least 2.75.
 - b. Have earned at least 24 semester units of transferable college credit with a minimum GPA on all transfer college work of 2.5.
 - c. Have a composite SAT 1 (reading & math) score of 1000 or ACT score of 19.

NOTE:

All applicants must meet requirements 1 through 5 to be admitted to the Online Degree Completion program. Any individual seeking a bachelor's degree who does not satisfy requirement 6 may be admitted on a conditional status. However, he/she may only take general education and elective courses during the first three semesters of enrollment, must earn at least 24 semester units of credit, and must demonstrate ability to complete college-level academic work by earning a minimum cumulative TMC GPA of 2.75 in order to being taking major coursework.

(c) Prerequisites

1. Christian Ministries
 - English Composition
 - Spoken Communication
 - Critical Thinking & Problem Solving

2. Organizational Management:

- The following courses must be taken in the order listed here, prior to other major courses:
 - BIB306
 - MGT335
 - MGT336
 - MGT411
- One unit of Distinctives of Biblical Living must be taken after every third course in the major sequence: BIB101a, BIB101b, BIB101c, BIB101d

Students are assigned an OLP Academic Counselor who is available to assist you in developing an academic plan to complete all coursework needed for your Bachelor of Arts degree. The counselor is also available to respond to questions concerning aspects of the major and the various options for obtaining the credits needed to graduate from The Master's College.

(d) Education Plan

As you start your studies at OLP, you and your academic counselor will develop an Education Plan for your graduation. This plan will consider the units transferred to The Master's College, the units earned in the major (42 semester units for CM, 39 semester units for OM), any units required to meet the general education stipulations, and any electives that may be required in order to meet the total units needed for graduation.

(e) Transfer Units

Please note that there are some restrictions on the number of semester units that may be transferred to The Master's College:

- Up to 70 semester units will be accepted from a single community college, accredited four-year college or university.
- Up to 94 units will be accepted from more than one community college, accredited four-year colleges or universities
- No more than 94 total transfer units will be accepted.
- ***Twelve of your last 24 units completed must be taken through the OLP.***

Note: A minimum of 40 units must be completed at TMC to obtain TMC diploma.

The Master's College requires that each student have at least 52 units of prescribed general education credit and 122 total units to graduate from the college. After an Education Plan is drawn you and your academic counselor will continue to work out the timing of the courses necessary to meet all of the graduation requirements. Any questions or concerns regarding courses transferred or courses to be taken should be discussed promptly with your counselor.

(f) Graduation

1) Requirements for Graduation

You must meet the following basic requirements to graduate from The Master's College with a Bachelor's Degree:

- Complete all general education requirements
- Complete all major program requirements
- Complete 122 semester units of credit with a minimum grade point average of 2.0 in all work attempted at the college.
- Complete at least 12 of the final 24 semester units at the college.
- Pass the Math Diagnostic exam (MA 070) or sufficient course requirement.
- Pass Computer proficiency test or pass the course CS100
- Satisfy all financial obligations in accord with the official records of the business office
- All tuition and fees must be paid to receive a diploma or transcripts. (In good-standing).
- Complete the Senior Contract

Note: You will be unable to graduate with a failing grade for any course in the major but you may seek permission to retake the course at full cost.

2) Senior Contracts

Approximately 1-3 months prior to your anticipated graduation date, your Academic Counselor will develop a senior contract with you. The senior contract, a detailed plan outlining your time to graduation, will account for your transfer units as determined by the college registrar, the major program units and any general education and elective units (not already transferred) that are required by the college to meet the graduation unit requirements (those which you have already completed as well as what you have yet to complete). The senior contract will also indicate the academic routes to obtain any courses needed for graduation. The senior contract must be reviewed and approved by the college registrar.

3) Graduation Honors

You may be eligible for honors at graduation. This is recognition of academic excellence in coursework performed in the major as well as in other coursework performed at The Master's College. If you have a minimum of 60 semester units at the college and maintain a cumulative grade point average of 3.50 or better in coursework attempted, you are eligible for the following graduation honors:

Summa Cum Laude	3.85
Magna Cum Laude	3.65
Cum Laude	3.50

Should you have less than 60 semester units from TMC you may still be eligible for honors awarded by the Online Degree Completion Program. If you complete the major and maintain a cumulative grade point average of 3.50 or better you are eligible for the following honors:

Award of Excellence	3.80
Achievement Award	3.50

These awards are presented at the Degree Completion Program graduation reception.

4) Commencement

In order to participate in the commencement ceremony, you must have all coursework completed with only one exception. A Senior Contract must be completed and submitted to your OLP Academic Counselor. Your remaining classes must be taken before or during the Spring semester of the Commencement.

Section 2.02 Registration and Course Enrollment

(a) Registering for Classes

These instructions will outline the steps which you will need to follow to add and/or drop classes within the registration period for either Summer, Fall or Spring OLP term dates.

Please review the latest copy of your customized schedule to confirm your course schedule. In order to qualify for Financial Aid, you must register for all of the courses on your customized schedule for the current term. If you have any questions, as always, contact your Academic Counselor:

Elisa Adams
eadams@masters.edu
661-362-2690

Walter Aguilar
waguilar@masters.edu
661-362-2674

Jeff Newman
jnewman@masters.edu
661-362-2677

To Complete Pre-Registration:

1. From www.masters.edu, under the "Resources" tab at the top right of the screen, select Self-Service.
2. Login with your Self-Service user name and password.
3. Once you are signed in, you will see a list of options at the center of the page, under "Students". Select "Pre-Registration" to begin the pre-registration process.
4. In the options offered, select **Register for The Master's College as an Online Degree Student**
5. Complete the remaining steps in Pre-Registration

If you have not fulfilled your financial obligations, you will be required to clear the STOP on your account before proceeding to registration. Contact Jerry Ehlen in Student Finance immediately at jehlen@masters.edu or 661- 362-2214.

To Register for Classes:

1. Sign in to "Self-Service."
2. From the list of options on the Self-Service home screen, below "Students", select "Find Courses."
3. In the "Section Search," under "Period" you'll select either **Summer, Fall or Spring**. For the "Session", select **Online Degree Programs**. Then hit search.
4. Using your current Customized Schedule, find all of your courses for the current OLP Semester. Select "Add" to add classes to your shopping cart.
5. Once you have added all of your courses, click "proceed to registration", confirm all classes and click "Next" to finish registering.
6. Congratulations! You have completed registration.

Reminders:

You can view a copy of your unofficial transcript in Self-Service by selecting the Grades tab, then Unofficial Transcript.

Once again please be reminded that the TMC faculty and staff will continue to utilize your mail.masters.edu email address for **ALL** communication. Please check this inbox regularly or set up email forwarding.

(b) Late Registration

Registration for courses will begin 6 weeks prior to the start of each semester term. Students will receive an email to remind them that the registration period is open. Each registration period is open for 4 weeks. If a student registers after the 4 week time period, tuition fees are raised \$25 per unit for each course.

See example below:

Open Registration dates:	September 4 th to October 12 th	
Tuition fees:	Major Courses	\$450/ Unit
	General Education	\$250/ Unit
LATE Registration Dates:	October 13 th to October 18 th	
LATE Tuition Fees:	Major Courses	\$475/ Unit
	General Education	\$275/ Unit
Registration Closed:	October 19 th	

Please note: Financial Aid calculates your aid based on the normal registration fees. If you register late, your financial aid will not cover the late registration fees, so you, the student, will have to pay the extra dollars out of pocket.

(c) Add/Drop Policies

Students can add and drop courses within the open Registration Period before courses begin. After the first day of class, students must submit a *Petition to Add or Drop a Class* form. If you are considering adjusting your schedule by adding or dropping, contact the TMC Online office at tmconline@masters.edu.

1) Credit Enrollments

Online Courses dropped before the first week of the class has ended (before the second Monday) will receive a 100% refund. Courses dropped during the second week (before the third Monday) will receive a 75% refund. Courses dropped during the third week (before the fourth Monday) will receive a 50% refund. Courses dropped after the third week are not eligible to receive a refund.

Students can withdraw from a course without a grade being recorded until the end of the sixth week, after which a grade will be awarded based on work submitted up to that point.

Students can add and drop courses within the open Registration Period before courses begin. After the first day of class, students must submit a Petition to Add or Drop a Class form. If you are considering adjusting your schedule by adding or dropping, contact the TMC Online office at tmconline@masters.edu.

2) Audit Enrollments

Audit students who withdraw from classes before course materials have been received are eligible for a full tuition refund. There are no tuition refunds for Audit Enrollments after they have received either access to their course home page or a DVD lecture set

You will need to contact your academic counselor to enroll you in the course at a later date.

You will be charged full tuition to retake the GES/DS course(s)

III. Online Learning Procedures & Policies

Section 3.01 Online Learning Environment – Formats and Schedules

All major courses are taught in an online format during two 8-week blocks over three semesters each year. This schedule enables students to qualify for federal financial aid.

Students taking one course per block are able to complete the major coursework in 28 months. By taking more than one course per block, the program can be completed in as little as 14 months.

General Education and elective courses can be taken prior to, concurrent with, or subsequent to completion of the major coursework.

TMC Online courses contain a variety of proven online instructional approaches including brief video lectures, topical videos from the Internet or other resources, interactive exercises & lessons. In addition, students will engage each other and the instructor through online discussion forums, chat and video conferencing sessions, and instant messaging. Student assessments will include online quizzes and exams, written papers, online speeches, role-plays, and presentations, depending on the program.

Section 3.02 Instructors/Instruction

Our faculty and their commitment to Scripture in every academic discipline is what truly sets TMC apart from other colleges. Following shortly after, discipleship in living the Christian life is a defining mark which is completely unique to TMC, even in comparison to Christian schools. *In our online program, we are working to offer our students the academic excellence and spiritual influence consistent with our on-campus programs, and finding innovative ways to accomplish this!*

Section 3.03 Textbooks

(a) TMC Bookstore

The Master's College Book Store is a local bookstore serving the students, faculty and staff of The Master's College. Their primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. They also provide many other items to support your academic career and school spirit. Please browse our website or stop by our store anytime.

Contact Support

Contact the TMC Bookstore with questions or concerns via email at: syu@masters.edu or by calling the customer service department at: (661) 259-3540.

STORE HOURS

Monday to Thursday: 9am to 6pm

Friday: 9am to 5pm

Closed: Saturday and Sunday

(b) Textbook Purchase

The Master's College students trust The Master's College Book Store for new and used textbooks. At The Master's College Book Store you'll get the exact textbooks selected by your instructors at the most competitive prices guaranteed. Visit [The Master's College Online Bookstore](#) to buy or rent your textbooks online.

(c) Bookstore Policies

1) Bookstore Refund Policy

- Sales receipt is required to obtain a full refund.
- Refunds are given only for the first two weeks of class.
- New books must be unmarked and in original condition.
- *Management reserves the right and has the responsibility to refuse any refund.

2) Textbook Buyback Policy

- The Bookstore will buy textbooks back on a daily basis.
- Books must be in reusable condition.
- *Management reserves the right and has the responsibility to refuse any buy back.
- 50% of the purchase price will be given if the textbook has been readopted in the ensuing term.
- Wholesale service is available for textbooks no longer required. Wholesale price is determined by supply and demand of the wholesalers needs.
- Copyright materials (campus packets) cannot be brought back due to the copyright laws.

Section 3.04 Attendance/Participation

(a) Attendance Policy

Attendance in TMC Online Courses is determined by a mix of recorded activity in the LMS (i.e. viewing lectures, participating in exercises or exams) and participation in weekly assignments (i.e. discussions, reading reports, group chats or conferences). Non-participation by the students during the first week of the course, as measured by zero minutes on the LMS and no submission of first week assignments, can result in removal from the course with no credit. If a student misses three or more weeks of an eight-week online course, the student will be removed from the course with a grade of F. Students may perform make-up work solely at the instructor's discretion.

(b) Inactive Student Policy

Success in Online Learning requires that students log on to their course home page frequently and consistently, otherwise they can quickly fall behind. Student participation involves time spent on their course home page, completing assignments in the scheduled timeframe, and contacting the professor with any questions either through the class forum or email. A student is considered inactive if 7 days have elapsed since their last course home page access, assignment submission, or contact made with the instructor. Instructors will track student participation and follow the steps below for a student who

becomes inactive at any point during the course. We strongly suggest saving and organizing all emails dealing with inactive students and documenting your communication efforts.

- After 7 days of non-participation, the student will be contacted by the instructor. The DC-OLP staff should be included in this email correspondence by CC or BCC. The instructor will notify our department if the student remains inactive.
 - If the student is responsive and chooses to drop the course at this time, a 50% refund is available.
 - If the student is non-responsive, the student will be administratively dropped from the course to prevent incurring tuition cost and failing the course. The student will be notified via email, of this action.
- After 14 days of non-participation, the student will be contacted by the DC-OLP department with an email outlining the consequences for inactivity. If a student chooses to drop the course at this time, there is no refund available and the grade awarded will be a “W” for Withdrawn.
- Students have until the 6th week of the course to Withdraw without a final grade being awarded. After the 6th week has ended, the student will receive a final grade based on the total assignments completed.

(c) Late work policy

Late assignments (essays, papers, power point assignments etc.) will be subject to a 20% deduction on the first day an assignment is late and 10% each day thereafter unless prior arrangements are made with the instructor. If you know you will be offline the day an assignment is due, please make sure to post it early. Anytime you feel that you might be falling behind in the course, it is best to contact the instructor before you fall behind to discuss your situation. If you have an assignment completed by the deadline but are unable upload it through Canvas for technical reasons, send the assignment file to the instructor as an attachment via email to demonstrate that it was completed on time.

Exams (both proctored and non-proctored) that are not completed by the due date are closed and not available for students to complete. Students will thus receive a ‘0’ on the exam. If you are unable to take the exam by the due date, please contact the instructor prior to the close date to discuss options.

Assignments, exam, quiz and test due dates are outlined in the Course Schedule section of the syllabus. Due dates are usually Sunday evenings at 11:59 PM Pacific Standard Time (PST).

Discussion due dates for postings vary; the specific days are outlined in the Discussion Grading Rubric located within the syllabus section of the course. There are no extensions granted for late discussion postings regardless of circumstances.

In some instances there may be extensions granted for late recording of completed reading required for a given week, but this does not apply to the discussion/reflection aspect of the posting.

(d) Make-up provisions

It is at the instructor’s discretion to make provision for make-up work. All requests should be requested directly with the instructor.

Section 3.05 Grading

(a) Grading Policies

Professors keep record of all student grades for course assignments, participation, quizzes, exams and extra credit as assigned. Check the Gradebook in Canvas for your grades. Note the following:

Quiz and exam grades scored by Canvas in some instances need to be adjusted by the professor to account for essay and/or short answer responses or in some rare instances discrepancies within the test itself.

- This also applies to Extra credit or additional assignments [as assigned].
- The instructor might also adjust grades within the Canvas grade book calculated inaccurately.

The official grade is recorded with the course instructor throughout the course. As a result, students will find their final and official grade for the course in Self-Service ([click here](#)) which is the same grade students will see on their transcript at course completion. This grade may be different from the grade which appears in Canvas for the reasons outlined above. If you have any questions, please do not hesitate to contact your professor.

Section 3.06 Café Reports

Students are asked to complete an evaluation of each course, instructor, facility, and equipment. Course evaluations (Café Reports) are available online the last two weeks of class through midnight of the last class. (Procedure is covered on Orientation night; however, if you have any questions, please contact your counselor.) Please take the time to be thoughtful, careful, and discerning. Every evaluation is carefully read by the Director, Major Professor, Administrator, and Instructor. Decisions and actions are often affected by your evaluations and copies are kept in our network system.

Section 3.07 Audit Students

The Master's College Online department extends enrollment of online courses to students not wishing to pursue course credit, but rather are interested in personal enrichment. Such applicants are classified as 'audit' students.

Audit students enrolled in a course are able to access the course home page through the Learning Management platform, Canvas, for the duration of the course session. The course home page provides access to all course learning materials including video lectures, lecture notes, related handouts, the course syllabus, and other course resources.

1) Participation and Grading

Audit students can and are encouraged to participate in discussion forums, but are under no obligation to do so. Given that audit students do not receive grades, students are not required nor permitted to submit assignments or course work to the instructor for review or grading.

2) Copyright Policy at it applies to Audit Students

Audit students are also required to adhere to The Master's College Copyright policy which states that course materials and resources are for personal educational use only. Reproduction and/or distribution of course materials are restricted. Please refer to the copyright information section of the course e-book for further details.

Section 3.08 Address & Telephone Number Changes

- Log on to your Self-Service Account
- Click My Profile
- Under my profile
 - To change your active home or billing address, select “Addresses” and use the “Manage Addresses” feature.
 - To change your phone number, select “Phone Numbers”

IV. Academic Policies

Section 4.01 Academic Terms and Definitions

(a) Credit/No Credit

A grade of credit is given for some courses that require the completion of work as part of the program but do not lend themselves to the assignment of a letter grade. The grade of no-credit indicates that the required work was not completed satisfactorily. You may not graduate with a grade of no-credit for any course in the major. To retake the course to change the no-credit to credit will require completion of the student petition form to retake the course and payment in full. (See Transfer of Classes)

(b) Standards of Conduct

If admitted to The Master's College, I hereby seek earnestly the will of God for my life, to conform sincerely to the standards of conduct of the college both on and off campus, to assist the school in maintaining the spirit and letter of its guidelines for its students, and to cultivate in my own attitude and behavior of godly example.

If admitted, I will regularly attend a Bible-teaching, evangelical church. Furthermore, I agree to become familiar with the complete content of the Student Handbook and to abide by all appropriate policies and expectations.

I agree to abstain from anything specifically prohibited by the Bible, such as sexual immorality or cohabitating with an unmarried partner of the opposite sex. I agree to exercise discernment regarding use of radio, television, and the printed page, including a total avoidance of pornographic programming, films and literature. I also agree to abstain from such practices as gambling, the use of beverages for intoxication, tobacco, the misuse of prescription drugs, and the use of illegal drugs.

I also agree not to cheat or plagiarize in any way on any academic assignments or requirements. I agree to treat college properties and facilities with respect. I accept that it is my responsibility to be a good steward of the resources God has provided the college, including the dining center, library, classrooms, and dormitories.

I agree to treat all others in the college community with respect, especially professors in the classroom and staff members. I will readily participate in class discussions, but agree not to disrupt instruction or do anything that will make it difficult for professors to lead classes.

I agree to submit willingly to biblical instruction in keeping with The Master's College doctrinal statement and, while I may participate in open discussions with professors and other students about biblical teaching, I will never seek to lead other students to believe or practice anything contrary to the doctrinal statement of the college.

I agree to fulfill my financial commitment to the college as agreed to during the registration process.

Finally, I understand that a violation of these standards could be grounds for dismissal from the college based upon my willful behavior.

(a) Academic Dishonesty

It is the responsibility of the faculty member to pursue suspected incidents of academic dishonesty occurring within his/her courses. If a student is found to be guilty of cheating, plagiarism or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the Vice President for Academic Affairs. The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion depending on the severity of the incident. Any subsequent documented offense of academic dishonesty by that student (regardless of whether it occurs in the same or any other course taken by the student at the college) will result in automatic failure of the course and expulsion of the student from the college for a minimum of one academic year.

Higher education in a college or university community is based upon certain shared values concerning the nature of learning and the pursuit of knowledge. One of the most basic assumptions is the respect for intellectual property and right of recognition for such. Recent research studies concerning breeches in academic integrity have signaled alarming shifts in student perceptions of the appropriateness of such activities. These include such practices as cheating, plagiarism, abuse of technology, deceptive academic practices, falsification of scientific or research data, and unapproved collaborative research. Such practices can be conscious and deliberate violations of academic integrity on the part of the student or unconscious participation in questionable academic activities that are rendered unethical by most faculty.

Research regarding students and academic integrity within the context of the Christian liberal arts college is needed. In the absence of such, literature, cultural pervasiveness, theological realities (notably, total depravity), and professorial experience suggest that academic dishonesty does occur within our academic communities. Biblical mandates against theft (including intellectual property) (Ex. 20:15), against falsification of measurements (including statistical and scientific measurement) (Lev. 19:36; Prov. 20:10,23; Micah 6:11), against deceptive academic practices (both intentional and unintentional) (Prov. 19:5) are seldom applied to academic contexts. As believers, it should be assumed that we live by higher standards than the world we live in – including the academic world (Mt. 5:16; Eph. 4:1; 2 Pet. 1:10). It is therefore most grievous that violations of academic integrity happen in a context such as ours.

1) Exam and Quiz Policies

When you take a Midterm Exam and/or Final Exam you are responsible to follow the guidelines of the Closed Note Academic Dishonesty Policy:

a) Open Note Academic Dishonesty Policy

Class notes are acceptable, but no outside resources.

b) Closed Note Academic Dishonesty Policy

Closed note means you may not access any outside materials, websites, books, or other outside resources, (including using electronic devices such as cell phones, e-tablets, etc.) while taking an exam.

The following rule applies to both open and closed book/note exams: upon completion, you are not permitted to discuss or record the exam questions or exam content with any individual(s). If these

guidelines are not followed, you will be in violation of Masters College 'Academic Dishonesty Policy' which will result in the exam graded as a 0%. Any subsequent documented offense of academic dishonesty (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion from the College for a minimum of one academic year.

(b) Policy Guidelines

In an attempt to clarify the problem and offer consequence for participation in such activities, the following materials are offered as both a warning and as a guideline to avoid unconscious participation in questionable practices that might precipitate charges of academic dishonesty or unethical academic behavior from the college faculty. Students must recognize that faculty view breeches in academic integrity as a very serious violation and will respond in kind. Students should be advised that any questions regarding appropriateness of an activity should be cleared in advance with the instructor. Students should also be advised that non-detection or non-comment does not implicitly or tacitly imply approval of the preceding activities. Never assume what is accepted in one class is acceptable in all classes.

(c) Definitions

Plagiarize – Transitive senses: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Intransitive senses: to commit literary theft: present as new and original an idea or product derived from an existing source. (SOURCE: Merriam-Webster Dictionary Online)

Cheat – Transitive senses 1) to deprive of something valuable by the use of deceit or fraud; 2) to influence or lead by deceit, trick, or artifice, 3) to elude or thwart by or as if by outwitting. Intransitive senses a: to practice fraud or trickery b: to violate rules dishonestly (as at cards or on an examination). (SOURCE: Merriam-Webster Dictionary Online)

“A cadet will not lie, cheat, steal, or tolerate those who do.”
-The Honor Code at West Point.

(d) Violations of Academic Integrity

1) “Clear” Violations of Academic Integrity

The following scenarios are universally recognized as conscious breeches of academic integrity. Faculty will generally approach such cases with severe academic penalties. It is assumed by most faculty that such violations are active and high-handed violations of academic values.

Violation	Common Consequences or Sanction
Copying answers directly from another student	F for the course
Copying answers with another student’s assistance	F for the course (both parties)
Copying answers from an answer key or previously administered exam	F for the course
“Cribbing” answers in any form to be accessed during examination	F for the course

Possession or usage of materials during examination without approval	F for the course
Possession or usage of exam prior to test administration	F for the course (and suspension)
Creation or usage of an unauthorized test bank or exam archive	F for the course (and expulsion)
Removal of exam from classroom without approval	F for the course (and suspension)
Usage of a proxy (substitute person) during exam	F for the course (and expulsion)
Altering answers on a returned exam for re-submission	F for the course (and suspension)
Unauthorized access to faculty files (electronic and/or paper)	F for the course; expulsion; legal action
Unauthorized consensual proctoring or discussion of exam content	F for the course (both parties)
Usage of purchased or pre-existing term paper or assignment	F for the course (and suspension)
Usage of assignment created by someone other than the student	F for the course (both parties)
Falsification of reading report	F for the course
Falsification of attendance report	F for the course
Falsification of scientific data	F for the course
Asserting professional error with intent to deceive	F for the course (and expulsion)
Changing of grade by accessing computer databases	F for the course; expulsion; legal action

2) “Questionable” Violations of Academic Integrity

Questionable practices often place the student and professor at odds over the particular case and potential ramifications. The issues outline below may result in varying levels of faculty response from mild to harsh depending on the individual professor. Students should be advised that the following practices are deemed unacceptable by virtually all faculty and will result in confrontation with the student over potential charges of academic dishonesty. In such cases, appeal is unlikely and the professor’s decision will be final.

Violation	Common Consequence or Sanction
Continued writing after conclusion of exam	Warning; F for the assignment.
Collaborative research on paper or assignment (1)	F for the assignment (all parties)
Multiple submission of the same assignment or paper without approval	F for the assignment (course)
Technological manipulation of electronic text without citation (copy-paste)	F for the assignment (course)
Usage of a source without documentation or citation credit (2)	F for the assignment (course)
Artificial additions and inflation of bibliographic source material	F for the assignment (course)
Use of Cliff’s Notes or similar study aids to circumvent assignment	F for the assignment (course)
Electronic manipulation of format (margins, font, spacing, justification)	F for the assignment
Embellishment of personal circumstance to gain academic advantage	F for the assignment
Deliberate alteration of time/date on late assignments	F for the assignment
Exaggerated computer problems or technical problems due to procrastination	F for the assignment

3) A Final Observation . . .

“Bread obtained by falsehood is sweet to a man, but afterward his mouth will be filled with gravel.”
- Proverbs 20:17

1. Collaboration on research is one of the single most problematic areas of academic integrity. Common themes and resources intrinsic to collaborative research will result in charges of plagiarism by most faculty, especially in the case of a common topic research project. Students should never collaborate on a research project unless specifically instructed to do so by the faculty member. Of all areas, this particular charge is on the rise in many universities. Faculty are

notably sensitive to unauthorized student collaboration as a means of stream-lining or minimizing research. International students must be particularly careful if they come from cultures where group effort is prized over individualism. **Never collaborate on any assignment without the expressed approval of the professor. Students should assume that all assignments are intended to be independent work produced by the individual student unless clearly stated otherwise.**

2. It is the responsibility of the student to document every statement, theory, quote, and idea that is used in the course of their assignment. Any assertion or argument must be attributed. Furthermore, the bibliography should include both materials referenced in the assignment and consulted information that shaped the assignment (whether cited or not). In general, all college assignments should be heavily documented. Faculty assume that any statement or assertion emerges from a research context, and therefore must be from a source other than the student. Failure to attribute credit will result in severe academic penalties.
3. It is the responsibility of every faculty member to uphold the academic standards and integrity of the college. As a violation of that integrity, student plagiarism or cheating of any kind cannot be tolerated. The penalties for academic dishonesty are as follow:
 - 1st offense: Course Failure “F” – Transcript reflects F(x) coded Academic Dishonesty
 - 2nd offense: Course Failure and expulsion from The Master's College

Section 4.03 Academic Standing

The Online Degree Program desires that you do well in all of your coursework. The faculty and staff are concerned about every student and pray regularly for your continued/growing wisdom, strength and perseverance. You should expect unforeseen circumstances to arise that cause pressure on your course attendance, study time, assignment preparation and even your ability to continue in the program. Most of those “thorns” or stressors can be countered with prayer and perseverance along with help and encouragement from your OLP professor, counselor, and classmates.

We prefer you email/post course materials/assignments directly to your professor.

Section 4.04 Academic Probation, Suspension, Disqualification

Students entering on academic probation are limited to 12 units per semester. They must maintain a minimum cumulative GPA of 2.00 at the end of the semester to be removed from probation. Any student whose cumulative GPA falls below 2.00 will be placed on academic probation for one semester. If their cumulative GPA remains below 2.00 at the end of that semester, they will be subject to academic disqualification. A student subject to academic disqualification may appeal by submitting a letter to the Vice President for Academic Affairs stating why he/she should not be disqualified. The student’s request will then be reviewed by the Academic Affairs Council for final decision.

The procedure for readmission of an academically disqualified student includes: (1) a minimum of one semester of academic suspension, (2) attendance at another accredited institution and achievement of a 2.50 cumulative GPA on a minimum of twelve semester units of transferable coursework with no course

grade lower than a “C”, and (3) review of the student’s application for readmission by the admissions committee. If the student’s readmission is approved, the student will be placed on academic probation and will be required to meet regularly with the academic counselor during the semester. The student will have that semester to achieve a 2.00 cumulative GPA to be removed from academic probation and continue their enrollment at the college.

Section 4.05 Academic Dismissal

A student may be dismissed from TMC/OLP for conduct unbecoming and/or academic disqualification. If dismissed, the student may reapply and re-register when he/she evidences greater commitment and capability to meet the academic and moral standards at OLP.

Section 4.06 Grievance Policy

(a) Appeal Procedures

The Online Degree Program strives to provide a quality educational experience for all of the students enrolled. If, however, a question or concern arises, you should follow the procedure below: Discuss the matter with the person (faculty, staff, etc.) who works closest to the area of concern. Contact the Director of the OLP if further assistance is needed or write a petition using the OLP Student Petition form, or simply send an email with the particulars.

(b) Personal Issues/Concerns

In an effort to maximize instructional time while at the same time wanting to be sensitive and gracious towards those undergoing marital, health, family, church, vocational issues, etc., students are encouraged to discuss personal issues affecting their education with the professor and other students outside of class time, unless brought up as a prayer matter at the appropriate time. If the matter pertains to academics, speak with your professor first, then the major professor and the Director. Your academic counselor is also available to guide you.

Section 4.07 Copyright Policy

Please note that the copyrights for the course materials provided in this course, including the course videos, are owned by their creators. You are licensed to use these materials for your education, and for taking this course. All other rights are restricted—if you wish to reproduce any of these materials, please contact us.

V. Tuition and Financial Aid

Section 5.01 Cost of Attendance

Major curriculum, per unit	\$450
Online general education, per unit	\$250
Payment Plan Fee	\$85
CLEP exam	\$95
iSkills exam	\$40
Application fee, one-time	\$35
Graduation fee, one-time	\$100
Audit fee, per unit	\$35
Audit fee, per 3-unit course	\$105

Section 5.02 Student Accounts

The Student Accounts Office is responsible for processing student account charges, collecting payments, processing refunds, distributing monthly itemized statements, and providing customer service to the students and families of The Master's College and The Master's Seminary.

Their goal is to provide excellent service in a way that imitates The Master, while ensuring that student account transactions are accurately processed and properly recorded.

They are located in Vider Hall, on the main campus of The Master's College.

Contact Information

Phone: 661-362-2212

Fax: 661-362-2711

Email: accountinfo@masters.edu

Mailing Address: The Master's College and Seminary
Student Accounts
21726 Placerita Canyon Rd, Box #36
Santa Clarita, CA 91321

Section 5.03 Billing

(a) Billing Information

1) Student Accounts Online Payments

Payments for student accounts may be made in person, over the phone, or through our website at www.masters.edu/payments.

2) Statement Printing

Statement billing periods cover from the 21st of a month through the 20th of the following month. Account statements will be prepared by the 25th of each month and uploaded to the student's Self-Service page. Bills may be accessed by going to www.masters.edu/selfservice and selecting the "Online Billing Statements" link at the bottom of the menu.

3) Posting of Financial Aid to Accounts

Financial aid is applied to accounts as directed by the Office of Financial Aid. Should a student become ineligible for financial aid that has been previously credited to the account, the amount previously credited will be charged back to the account. If the Office of Financial Aid has not received all necessary paperwork, they may withhold applying some or all financial aid to the account. Pending financial aid does not alleviate the responsibility for making payments. Students with pending aid should contact the Office of Financial Aid to resolve any issues prior to the payment due date. Otherwise, the statement balance should be paid by the due date to avoid a late payment fine. Any outside scholarships and loans will be credited to accounts when funds are received. Monthly payments will be adjusted after they are applied.

4) Late Payment Fine

A \$25 late payment fine may be applied if the payment amount due is not received within five (5) business days of the due date.

5) Delinquent Accounts and Special Payment Arrangements

If a student does not pay the required monthly minimum payment, he/she will receive a notification reminding them of the delinquent payment and his/her student account will be placed on "Stop" by Student Accounts. The stop is a tool used both to track delinquent student accounts and to prevent students from registering for additional classes or making schedule changes.

Special arrangements may be made if a student is unable to pay according to the prescribed schedule or terms. Such arrangements must be requested in writing to the Student Accounts Office and will not be considered valid unless approved by the Director of Student Accounts.

(b) Payment in Full

DCP and TMC Online Students are billed according to the following schedule.

Term	Bill Date	Due Date
Fall	November 20th	December 10th
Spring	March 20th	April 10th
Summer	July 20th	August 10th

These dates represent the first billing for the term. Registration or billing changes made after these dates will be reflected in subsequent monthly statements and due the 10th of the month following the change.

(c) Payment Plan

DC-OLP student may choose to utilize a payment plan for an additional fee. The payment plan will divide their semester balance over 4 months, recalculated each billing period (see Billing Information for general calculation description). The due dates for these payments are as follows:

Term	Bill Date	Due Dates
Fall	November 20th	December, January, February, and March 10th
Spring	March 20th	April, May, June, and July 10th
Summer	July 20th	August, September, October, and November 10th

Section 5.04 Financial Aid Department

Please refer to the TMC Academic Catalog and/or [TMC Financial Aid website](#) for complete details pertaining to Financial Aid <http://www.masters.edu/financial-aid/onlinedcp>.

(a) Financial Aid Refund Policy

For a detailed description of the Financial Aid Refund Policy process, please refer to the TMC Academic Catalog.

VI. Academic and Support Services

Section 6.01 Office of the Registrar

The Registrar's Office is committed to serving the students' academic needs in numerous ways.

- Registration for Classes
- Adding Classes
- Dropping Classes
- Monitor Degree Requirements
- Grades
- Transcript Requests
- Official Grades
- Evaluation of Transfer Classes
- Verification of Enrollment
- Senior Contracts
- Graduation Ceremony Details
- Graduation Requirements

Contact Information

Phone: 661-362-2813 or 800-568-6248 x2813

Fax: 661-362-2722 (private & secure)

Email: Registrar@masters.edu

(For your safety, please phone in your SSN and the payment information.)

Mailing Address: The Master's College
21726 Placerita Canyon Rd, Box #42
Santa Clarita, CA 91321

Office Hours

Monday – Friday, 8:30-5:00pm (PST)

(a) Release of Transcripts

Academic transcripts are maintained for every student ever in attendance at The Master's College, The Master's Institute, The Master's Seminary, Los Angeles Baptist College, and Los Angeles Baptist Theological Seminary. An official transcript will not be released if the student is indebted to the College or the Seminary.

To order a transcript, please email, fax or mail the following form(s):

- [Official Transcript Request Form](#)
- [Unofficial Transcript Request Form](#)
- [Copy of Diploma Request Form](#)

(b) Disclosure of Student Records

1) Directory Information

Certain information designated as "Directory Information" may be disclosed without the consent or knowledge of the student unless the student has notified The Master's College in advance that such information is not to be released. "Directory Information" at The Master's College is defined as:

- Name
- Address
- Telephone listing
- E-mail Address
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Dates of attendance at the college
- Degrees and honors received
- Enrollment status (undergraduate or graduate, full-time or part-time)
- Year in school
- Photographs
- The most recent educational agency or institution attended

The purpose of establishing this definition of Directory Information is to notify the student of the types of personally identifiable information included with this definition of "Directory Information" and to allow the student to prevent the disclosure of this information should he or she wish to do so.

The student may request that his or her information remain confidential by checking the "No" option under the "Contact Information" section of the Student Registration Form.

2) Implications of Specifying Confidentiality to Student Records

Students requesting that their records remain confidential should be aware that no information will be given out to anyone, including immediate family members and potential employers, regarding any information about the student. Students with confidentiality are not able to obtain information concerning their own records unless they inquire in person or by writing a request which includes their signature.

Students who have requested that their information remain confidential and who withdraw or graduate from the college should be aware that their information will remain confidential and will not be released without the signature and expressed consent of that student.

3) Exceptions

The college does not permit access to, or the release of, personally identifiable information or educational records, to any individual without the written consent of the student, with the following exceptions:

- To administrators, faculty, or staff of the college, having legitimate educational concerns.
- To medical personnel when the health of the student or others would be endangered by the withholding of information.

- To financial aid personnel in connection with an application for such aid.
- To the parents of dependent children.
- To the governmental officials designated by law, or in compliance with a judicial order.

(c) Notification of Rights under FERPA

The Family Education Rights and Privacy Act (FERPA; also known as the "Buckley Amendment") and provisions of the California Education Code set out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office at the [United States Department of Education](#) concerning alleged failures by The Master's College to comply with provisions of FERPA.

In accordance with the regulations of FERPA, as amended, The Master's College has adopted policies and procedures concerning the implementation of FERPA on campus. Copies of the policy are available in the Office of the registrar. The Department of Education offers a copy of the [FERPA regulations online](#).

Section 6.02 Powell Library at TMC

More Information about Powell Library's online learning services can be found at:
<http://www.masters.edu/campuslinks/library.aspx>

Search Tools offered through [Powell Library](#):

- Find eBooks
- Find Articles
- Find Journals
- Find databases
- Citation formatting
- Research helps
- Contact a librarian

Section 6.03 Americans with Disabilities Act of 1990

The Master's College is committed to practicing principles of equal opportunity and to provide educational programs and/or activities for all students based upon sovereign biblical principles. We are also committed to comply with provisions of various state and federal regulations, among them the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, regarding discrimination against individuals with disabilities.

To comply with these regulations we provide a variety of services to individuals with disabilities through the Office of Disability Services. Persons having questions about obtaining available services at TMC should contact Diana Castanzo at (661) 362-2269, or email her at dcastanzo@masters.edu.

Because regulations do not permit the College to inquire about existing or perceived disabilities, we invite individuals to identify a qualified disability and specifically request reasonable accommodations to assist them in meeting the requirements and expectations of one or more of their courses

Section 6.04 IT Services/Computer Information

1) It Service Desk:

Monday through Friday 8:00 am – 5:00 pm – 661.362.2876 – servicesdesk@masters.com or helpdesk@masters.edu

2) Technology Requirements

A basic level of computer proficiency is required for successful completion of an online course. Students should be comfortable working with the Internet, e-mail and a word processor.

a) Email

All official TMC communications will be communicated through Canvas or sent to your TMC email address. Students must be comfortable and familiar with utilizing email accounts to send and receive documentation, communicate with the school and classmates.

b) Internet

Students must have a working Internet connection and an Internet browser installed on their computer. The latest versions of Microsoft Internet Explorer, Firefox (Mozilla) and Chrome (Google) browsers are acceptable. We recommend utilizing Firefox and Chrome; these two run more efficiently, have fewer hang-ups and higher security. Students should be comfortable navigating the Internet for research since much of their work involves research, reading and analysis, all conducted over the internet.

c) Word Processor and pdf Files

Most of our online courses require students to submit papers electronically. For this reason, all papers must be submitted in Microsoft Word format or, as required by the instructor or Canvas, the Learning Management Software, in PDF format. After grading, the papers will be returned electronically in the same file format, often with annotations added by the instructor. Your Word processor needs to be capable of reading /writing the Microsoft Office 2010 version or newer. Likewise, Adobe Acrobat Reader or any software that can save as an Acrobat PDF file format is a necessity.

Computer Requirements

In order to get the most out of the online learning experience, we recommend the following computer requirements. Any computer made within the last two years should meet all requirements.

Broadband Internet connection, DSL or cable. Speeds of 2.4 mbps should be minimum

Printer

CD ROM*

Sound card and speakers/headphones for audio playback*

*Only required for some courses.

Modems and/or Internet Connections

You must have your own Internet service provider or have access to the Internet through a public hot spot, your local public library or other means. All of your coursework will be done online. You do, however, have the option of printing out the lesson material to reduce the amount of time spent online. Nevertheless, you will need to study and utilize online references, utilize Word/Excel or other

applications on an ongoing basis, so it is highly recommended that your home have network access and you are able to use that at any given time.

Screen Size of at least 800 x 600 pixels

You should have your screen resolution set at 800 x 600 pixels or higher. Viewing our Web pages at 640 x 480 pixels (a common setting) will probably be a frustrating experience.

3) TMC Email Account

Login Instructions:

To access your TMC email you will need to navigate to outlook.office365.com or from the [TMC website](#), click on Resources and select Email

Please note that in order to log in for the first time you will need your originally assigned password. If you do not have your original password, or have any questions, please call the TMC Helpdesk at 661-362-2876.

User ID:

UserName@mail.masters.edu

UserName=Your current username for IQ.Web, email, and the TMC network

Password:

Your password will be the same as your originally assigned Self-Service password. NOTE: Changing your Self-Service password will not change your Office 356 password.

See IT Operation website for more:

<http://www.masters.edu/campuslinks/computerservices/studentcompinfo/outlook>

VII. Academic Programs

Section 7.01 General Education Studies Core

General Education (GE) courses are intended to introduce undergraduates to the richness and diversity of the various academic disciplines. Elective courses give students the opportunity to take courses in other areas that interest them.

For the most current General Education information visit the Online Education website:

<http://www.masters.edu/academics/online/onlinecourses/courses>

(a) Alternative Learning Pathways

GE and elective courses can be completed through TMC Online, transferred in from another accredited college or university, and/or via Advanced Placement or CLEP (subject to TMC transfer credit policies).

(b) Course Descriptions

B221 Essentials of Christian Thought (3)

The Master's College is an institution dedicated to Christian thought. This course is designed for the first year student to have the proper framework to think biblically via exploration of inerrancy, hermeneutics, and worldview. The student will begin to form a conviction about the nature of God's Word, how it should be interpreted, and that every part of life and existence must be informed by truth. This sets up the importance of the education at The Master's College in its entire curriculum, both general education and major courses, and helps every student understand how Christian thought builds the church and makes an eternal impact.

B101 Old Testament Survey I (3)

An introduction to the entire Old Testament employing thematic and exegetical methods. Literary structure, historical background, and parallel passages are also utilized to discover the unique and priceless lessons of each book. This survey covers Genesis through I & II Samuel. This course is 8 weeks long.

B102 Old Testament Survey II (3)

An introduction to the entire Old Testament, employing both thematic and exegetical methods. Literary structure, historical background, and parallel passages are also utilized to discover the unique and priceless lessons of each book. This survey covers Kings through Malachi. This course is 8 weeks long.

B201 New Testament Survey I (3)

New Testament I is an introduction to the books of the New Testament from the Gospels through to Acts, with special emphasis on the life, teachings, and redemptive work of Christ, the founding and growth of the church, and the teachings of the epistles and Revelation. On the basis of the biblical text, through dynamic video lectures and parallel readings, the events and messages of the New Testament are portrayed against their historical and cultural settings. This course is taught by one of our exceptional professors who strives to make this class spiritually meaningful for each individual

online student. New Testament I is a three credit undergraduate course condensed into an eight week session. There are no prerequisites for this course.

B202 New Testament Survey II (3)

New Testament II is an introduction to the books of the New Testament from Epistles through to Revelation, with special emphasis on the life, teachings, and redemptive work of Christ, the founding and growth of the church, and the teachings of the epistles and Revelation. On the basis of the biblical text, parallel readings, projects, and lectures, the events and messages of the New Testament will be portrayed against their historical and cultural setting. This course is taught by one of our exceptional professors who strives to make this class spiritually meaningful for each individual online student. New Testament II is a three credit undergraduate course condensed into an eight week session. There are no prerequisites for this course.

BIB101a-d Distinctives of Biblical Living I-IV

The education at The Master's College is committed to helping all students develop a comprehensive biblical worldview and to grow in their biblical thinking and living. We have imbedded strategic opportunities for our students to develop spiritually within our traditional undergraduate experience and desire to give similar opportunity within our online degrees. Throughout our students' online program they will take four one-unit courses entitled Distinctives of Biblical Living (I-IV). These courses are designed to help students comprehend, reflect, and apply through their own spiritual development according to four main biblical principles. These principles are Divine Authority, Heart Transformation, Sanctifying Relationships, and Gospel Witness. Each course is designed to promote these biblical principles of spiritual growth through practical expressions in the students' lives that complement their online educational experience. We recognize that no formal program can create genuine spiritual growth, but we are confident these courses give every student the opportunity to biblically develop lives that give glory to our Master.

BTH321 Christian Theology I (3)

An analysis of the great doctrines of Scripture. The significant issues of each great theme are discussed, taking care to demonstrate that the Scriptures are the only true source of theology. The student is expected to learn to examine all previous doctrinal conceptions in the light of the Word of God. The fall semester will cover Theology proper, Bibliology, Christology, Pneumatology, and Angelology. This course is 8 weeks long.

BTH322 Christian Theology II (3)

An analysis of the great doctrines of Scripture. The significant issues of each great theme are discussed, and the student is expected to take at least a preliminary position in his own choice of the options involved. The second course will cover the doctrines of Man, Sin, Redemption, the Church, and the Last Things. This course is 8 weeks long.

E110 English Composition (3)

E110 is designed to help students become stronger writers-especially in the field of academics. Eight weeks are spent building a foundation that will serve students well in future classes and in the rest of life. The course focuses on two things: Structure and style. By style, we mean all the ingredients that will help students craft cleaner, crisper, and more engaging sentences and paragraphs. These basic skills play a vital role in success as a writer in all professions and areas of academia.

E231 American Literature I (3)

A survey of the writings of famous American authors, this course emphasizes those who help students to understand the American heritage and the influences combining to shape American literature. First semester: 1607-1860, Puritans through Whitman and Dickinson. Second semester: 1860-1960, Twain through contemporary writers. (Fulfills Literature Survey requirement).

E211 English Literature I (3)

This course is designed to present a broad overview of the literature of Britain from the early Middle Ages through the Renaissance to the edge of the Enlightenment, or from approximately 700 to 1700 AD. Massive changes in language, religion, politics, art forms -- the whole of culture and society -- make this era of history both fascinating and difficult. However, early Britain is largely the root source of our American culture, particularly in its Protestant and evangelical expression: much of what you are today has been deeply influenced by the texts you will be reading for this course. This course is 8 weeks long.

E221 World Literature I (3)

This online course provides a chronological and geo-politico-religious survey of the major literary works that contributed to shaping world history. Students will examine selective literary works from three major regions from the antiquity to the present: 1) the Greco-Roman world and Europe, 2) the Middle Eastern world and India, and 3) the Far East (China and Japan). Prerecorded video lectures will be the primary source of lecture content. Assessment will be made up of a combination of the following: discussion forums, exam, quizzes and several written assignments.

General Literature Elective (3)

Several courses will satisfy this requirement.

C100 Spoken Communication (3)

Study and practice of the organization and delivery of prepared material in the conversational style of extemporaneous speaking.

MU190 Intro to Music and Art (3)

This comprehensive course surveys the history of music and art in Western civilization from the Middle Ages to the present from a biblical perspective. The student will be introduced to the main styles and forms of the day, the primary artists and composers for each major stylistic period by way of video lectures, 'virtual' field trips, discussions, and an excellent text book which features an interactive component. The course also includes a segment on hymnology and analyzes Worship music of past and present. Introduction to Music and Art is a three credit undergraduate course condensed into an eight week session. There are no prerequisites for this course.

P311 Intro to Philosophy (3)

This course is a survey of the field of philosophy and its vocabulary, aims, purposes as well as the great systems of speculative thought and the leading thinkers. Students will be introduced to historic and contemporary philosophers and examine their influence on science, the arts, and Western thought and ideals. In this online learning format, students are exposed to an enriching online environment with an opportunity to learn through a variety of mediums: video lectures, interactive quizzes, literature, and forums where classmates interact and discuss topics related to the course. By the end of the course the student will have developed a deeper understanding of contemporary issues in Western culture from a Biblical perspective. This class is 8 weeks long.

H211 Intro to World History I (3)

World History I is a broad survey of the Ancient, Medieval, & Early Modern world, from Creation to 1600 A.D. This integrative course taught from a distinctly biblical worldview, introduces online students to the political, economic, social, and cultural history of pre-industrial societies in both Western and non-Western civilizations. The course is taught using engaging lecture videos featuring a distinguished History professor from The Master's College, interactive online discussions and a selection of carefully chosen history text books and literature.

H212 Intro to World History II (3)

World History II is a broad survey integrating important geographical, intellectual, cultural, social, political, and economic developments within the world's major civilizations from 1648 to the present. This integrative course taught from a distinctly biblical worldview, introduces online students to the significant world events occurring after 1650 up to the current day that have shaped our societies and cultures.

H230 Essentials of U.S. History (3)

A broad survey integrating significant political, economic, geographical, social, and cultural developments in the United States from colonial times to the present.

POL220 Intro to U.S. Government (3)

A survey of American institutions and processes. Included are such topics as the Constitution, federalism, Congress, the presidency, judiciary, and civil rights. This course is 8 weeks long.

ECN200 Intro to Economics & Society (3)

An introduction to macroeconomic principles and terminology. The primary focus is on the aggregate U.S. economy and the policy decisions that state and federal lawmakers face. Topics include: review of the economic problem, measuring GNP, money and banking, interest rates, monetary and fiscal policy, inflation, and graphs.

LS150 Essentials of Biology(3)

A general survey of major concepts in biological science including: ecology, diversity of life, history of life, molecular and cell biology, genetics, human biology, animal biology, botany, and contemporary issues in bioethics.

Science Lab (1)**MA240 Critical Thinking & Problem Solving (3)**

This course empowers students to use the tools of math to understand the 'what,' the 'why,' and the 'wherefore' of the universe around them. This course focuses on facilitating quantitative reasoning ability, thinking logically and critically, and how to provide accurate information to supply a basis for analysis of new information and the making of wise decisions. This class is 8 weeks long.

Section 7.02 Degrees Offered

(a) Bachelor of Arts in Christian Ministries

This program provides individuals with a comprehensive biblical philosophy of ministry through a systematic examination of all aspects of what God is doing in the world through His church. The goal of the major is to prepare believers with a greater comprehension of how every ministry can most effectively be utilized within the local church to the glory of God. In addition, it seeks to equip graduates with a breadth of practical skills that will enhance their ministry and participation within and beyond the local church.

CM Major Requirements (42 Units)

<i>Course Number & Title*</i>	<i>Units</i>	<i>Course Number & Title*</i>	<i>Units</i>
BIB310 Foundations of Biblical Study	3	BIB390 Principles of Effective Teaching	3
B340 Biblical Interpretation	3	BIB400 Church Administration	3
BIB340 Theology of the Church	3	BIB410 Corporate Worship	3
BIB349 Dynamics of Grace	3	BC300 Introduction to Biblical Counseling	3
BIB355 Worldview, Apologetics, Evangelism	3	BIB430 Principles of Discipleship	3
BIB375 Church History	3	BIB460 Missions	3
BIB380 Christian Education	3	BIB470 Contemporary Issues in Church Ministry	3

(b) Bachelor of Arts in Organizational Management

This program has been designed to help students develop effective leadership and management skills in the business arena from a distinctly biblical perspective. The curriculum is organized to provide a greater understanding of the management field, the communication tools necessary for success, and the biblical framework for a Christian in the workplace.

OM Major Requirements (39 Units)

<i>Course Number & Title*</i>	<i>Units</i>	<i>Course Number & Title*</i>	<i>Units</i>
BIB306 Christian Worldview/ Ethics	3	MGT430 Technology & Organizational Decision Making	3
MGT335 Organizational Communications - Fundamentals	3	MGT345 Business Law	3
MGT336 Organizational Communications - Advanced	3	BIB453 Biblical Ethics in a World of Business	3
MGT411 Organizational Management	3	MGT425 Strategic Marketing	3
MGT409 Leadership Principles & Strategic Management	3	MGT435 Financial & Managerial Accounting	3
ECN210 Microeconomics	3	MGT461 Capstone- Management Project	3
MGT413 Human Resource Management	3		

**Every third course, one unit of Distinctives of Biblical Living is required.