

WESTERN COVENANT UNIVERSITY

Catalog

2016-2017

GENERAL CATALOG
and
Announcement of Courses

2016-2017

(09/01/2013 - 08/31/2014)

Western Covenant University
680 Wilshire Place., Suite 310
Los Angeles, CA 90005

TEL: (323) 306-5445
FAX: (323)544-7667

NONDISCRIMINATION POLICY

Western Covenant University does not discriminate on the basis of race, color, creed, sex, national origin, age, physical disability, marital or veteran status, personal appearance, family responsibilities, political affiliation, source of income, sexual or affectional preference, the exercise of statutorily or constitutionally protected rights, or on the basis of the exercise of conduct consistent with the university's policy on academic freedom in the administration of any of its educational policies, programs, or activities, admissions policies and procedures, scholarship and loan programs or other university administered programs. The University ensures the rights of all individuals to equal employment opportunity and excludes from its employment policies any consideration not directly and substantively related to merit and performance. The nondiscrimination policy of the University is consistent with, implements the statutory intent of, and provides procedures for discrimination complaints under:

- Sections 503 and 504 of the Rehabilitation Act of 1973 and 34 CFR 104 et seq.(pertaining to handicap/disability);
- Title VI of the Civil Rights Act of 1964 and 34 CFR 100 et seq.(pertaining to race, color and national origin);
- Title VII of the Civil Rights Act of 1964 and 29 CFR 1601 et seq.(pertaining to discrimination in employment on the basis of race, color, religion, sex, and national origin);
- Title IX of the 1972 Education Amendments and 34 CFR 106 et seq. (pertaining to sex);
- The Age Discrimination in Employments Act of 1975; and
- The Americans with Disabilities Act of 1990.

In compliance with section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the University does not discriminate against any employees or applicants for employment because they are special disabled veterans or veterans of the Vietnam era, or because of their medical condition.

In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University subscribes to the fundamental importance of a multicultural and diverse workforce and student body and seeks to enhance the pluralism in its programs and in the makeup of its student body, faculty and staff by actively encouraging applications from members of all groups that are underrepresented in higher education.

Policy on Providing Students with WCU School Catalog

- Western Covenant University provides all prospective students with a free catalog which is available either electronically at WCU website, www.wcuniv.org, or in writing in the university's Office of Admissions and Records. The catalog is updated annually, and covers the period of September 1 of the current year to August 31 of the next year.

DISCLOSURE STATEMENT

- "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; mailing address – P.O. Box 980818, West Sacramento, CA 95798-0818; by E-mail: bppe@dca.ca.gov; Toll free telephone number: 1-(888) 370-7589; Fax: (916) 263-1897; Internet Web site address: www.bppe.ca.gov
- "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."
- "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling at 1-(888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov."

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

- "The transferability of credits you earn at Western Covenant University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your major program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Western Covenant University to determine if your credits or degree, diploma or certificate will transfer."
- Western Covenant University does not currently participate in federal and/or state financial aid programs, however, convenient tuition payment plans are available. In addition, the University has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

TABLE OF CONTENTS AND TOPICAL INDEX

| | |
|--|----|
| PERSPECTIVE | 7 |
| The University | 8 |
| The Campus Community | 8 |
| Educational Philosophy | 8 |
| Institutional Mission, Value and Statement of Value..... | 9 |
| Administrative Organization | 10 |
| Governance | 10 |
| ADMISSION PROCEDURE, STUDENTS' RIGHTS AND RESPONSIBILITIES AND ACADEMIC POLICIES | 11 |
| General Admission Procedure | 12 |
| Application Acknowledgement | 12 |
| Classification of Students | 12 |
| Registration Procedures | 13 |
| Re-application after Failure to Enroll | 13 |
| Student Loans and Deferred Payment Plans..... | 13 |
| Holding of Records | 13 |
| Cancellation, Withdrawal, and Refund Policy | 14 |
| Student Refunds In Case of University Closure | 14 |
| Western Covenant University's Program Offerings | 16 |
| Fees and Tuition Schedules | 17 |
| Estimated Cost of Attending Western Covenant University for the 2016 - 2017 Academic Year..... | 18 |
| Quarter Pro Rata Tuition Refund Formula | 18 |
| Student's Rights and Responsibilities | 19 |
| Freedom of Information for Students | 19 |
| Student-University Relationship | 19 |
| Student Rights | 19 |
| Student Responsibilities and Code of Conduct | 20 |
| Student Grievance and Due Process | 20 |
| Student Grievance Procedure | 20 |
| STUDENT SUPPORT SERVICES | 22 |
| Academic Counseling and Guidance | 22 |
| Student Records | 22 |
| Student Record Retention Policy..... | 23 |
| Facilities | 23 |
| Classrooms | 23 |
| Student Lounge | 23 |
| Library / Learning Resources..... | 23 |
| Health Care Services | 23 |
| Bookstore | 23 |
| Student Housing | 23 |
| Parking | 23 |
| Placement Services/ Other Student Service | 23 |
| GENERAL POLICIES | 24 |
| Catalog Accuracy Statement | 24 |
| Responsibility for Meeting Requirements | 24 |

| | |
|---|-----------|
| Statement on University Rights | 24 |
| Policy on Sexual Harassment | 24 |
| Policy on Sexual Assault | 25 |
| Policy on Prosecution for Theft and Bad Checks | 25 |
| ACADEMIC POLICIES, RULES AND REGULATIONS | 26 |
| Academic Freedom | 26 |
| Conflict of Interest | 26 |
| Academic Integrity | 26 |
| Attendance Requirements | 27 |
| Students Responsibility for Drop / Withdrawal | 27 |
| Course Information / Syllabi | 27 |
| Scheduling and Cancellation of Classes | 28 |
| Adding Classes | 28 |
| Dropping Courses — Withdrawal | 28 |
| Administrative Drop | 28 |
| Academic Credit — Unit of Credit | 28 |
| Grading System | 28 |
| Academic Records and Symbols | 29 |
| Plus/Minus Grading | 29 |
| Credit/No-Credit Grading Policy | 29 |
| Limitations of Students Election of Credit/No-Credit Evaluations | 29 |
| Conditions under Which Credit/No-Credit Evaluation May be Elected by Students | 30 |
| Report Delayed (Non-evaluative symbol) | 30 |
| Grade Point Average | 30 |
| Transfer of Credits from Other Institutions | 31 |
| Assessment of Prior Learning | 31 |
| Concurrent Course Scheduling | 31 |
| Credit by Examination | 31 |
| Substandard Work | 31 |
| Course Repetition Policy | 32 |
| Waiver of Substitution of a Course | 32 |
| Auditors | 32 |
| Standards of Academic Progress: Probation and Disqualification | 32 |
| Probation..... | 32 |
| Removal from Probation..... | 32 |
| Academic Disqualification and Reinstatement..... | 32 |
| Final Examination | 33 |
| Grade Assignment | 33 |
| Grade Change | 33 |
| Emergency Leave of Absence | 33 |
| Extended Leave of Absence | 33 |
| Retroactive Withdrawal | 34 |
| Change of Major | 34 |
| Curriculum Deviation | 34 |
| Election Requirements | 34 |
| Full-time Equivalent and Full-time Student | 34 |
| Name Change | 34 |
| Transcript Requests | 35 |
| Debts Owed to the College | 35 |
| Withdrawal from College | 35 |
| Dismissal from Class and /or the University | 35 |

| | |
|--|--------|
| COURSE NUMBERING SYSTEM | 36 |
| SCHOOL OF RELIGION, THEOLOGY AND MINISTERIAL STUDIES (THEOLOGY) | 38 |
| Doctrinal Statement | 39 |
| Mission of the School of Religion, Theology and Ministerial | 40 |
| MASTER OF ARTS IN RELIGION, THEOLOGICAL STUDIES, RELIGIOUS EDUCATION, AND CHRISTIAN COUNSELING PROGRAMS | 42 |
| Statement of Purpose | 42 |
| Specific purpose of the M.A. Degree Program | 42 |
| Admission Standards and Requirements | 42 |
| Undergraduate preparation for the M.A. Degree | 42 |
| General Admission Procedure | 43 |
| Academic Policies | 43 |
| Academic Calendar | 43 |
| Academic Advisors | 43 |
| Registration | 43 |
| Graduate Course Numbering System | 43 |
| Student Academic Load | 43 |
| Student Grades | 43 |
| Incomplete Work | 44 |
| Change of Class Schedule | 44 |
| Withdrawal from a M.A. Program | 44 |
| Leave of Absence from a M.A. Program | 44 |
| Readmission | 44 |
| Transfer Credit and Residency Requirement | 44 |
| Exit Options | 45 |
| Time Limit on Completion of the M.A. Degree | 45 |
| Course work Completion Benefits | 45 |
| Career Opportunities | 45 |
| Continuing Education and Theological Renewal | 46 |
| Component Areas of the M.A. Programs | 46 |
| Master of Arts in Religion | 46 |
| Master of Arts in Theological Studies | 46 |
| Master of Arts in Religious Education | 46 |
| Master of Arts in Christian Counseling | 46 |
| Program Requirements for M.A. Degrees | 47 |
| Language | 47 |
| The M.A. Committee and Students' Advisors | 47 |
| Master of Arts Major Requirements (Common-Core-Curriculum Course Requirements) | 47 |
| Master of Arts in Religion Restricted Electives | 47 |
| Master of Arts in Theological Studies Restricted Electives | 48 |
| Master of Arts in Religious Education Restricted Electives | 49 |
| Master of Arts in Christian Counseling Restricted Electives | 49 |
| Master of Arts Programs Graduation Requirements | 50 |
| Course Register | 51 |
| Course Descriptions | 54 |
| BOARD OF TRUSTEES, UNIVERSITY ADMINISTRATION | 62 |

A MESSAGE FROM THE PRESIDENT

Dear students who want to pursue truth and excellence:

There are many universities and colleges around the globe. However, Western Covenant University (WCU) was established to be a beacon of truth for this dark world.

So many religions and their leaders have come and gone like flood. The extreme selfishness and lost morality overflow the empty bowl of reality. And yet, here is the educational goal for the Western Covenant.

Only contending for the truth and discovering the visionaries who are willing to sacrifice will chase the shadow away and recover the society that has long lost moral value and truthfulness.

You the beloved prospective Western Covenant student:

Western Covenant University has great plan and educational ideology to suit your need for the righteous faith so that we may be the stepping stone to your promising time and eternity.

We have a vision based on the Word of God. “Your beginning will seem humble, so prosperous will your future be.” (Job 8:7)

If you are willing to set out to invest your valuable time, talent and treasure at the Western Covenant, we would share with you the partnership to be the bearers of the Light and Truth of the World.

May we challenge you with an invitation from God’s promise for better scholarship and more mature faith in the Lord?

David Oh

President

ACADEMIC CALENDAR 2016-2017

Some dates are subject to change. Refer to quarterly schedule of classes for recent changes related to holiday observances, registration deadlines, and commencement ceremonies. This is not to be construed as an employee work calendar. For purposes of degree evaluation, the academic year is defined as Fall, Winter, Spring and Summer quarters.

Applications and Admissions will be accepted for entry into programs until capacity is reached up to the beginning of the quarter.

FALL QUARTER, 2016

- New student orientation and registration for students who have not yet registered ----- Oct 3
- Beginning of quarter for faculty ----- Oct 3
- Instruction begins, first day of classes for all students ----- Oct 7
- Last day to add classes or register late ----- Sep 30
- Last day to drop classes without courses being recorded ----- Oct 25
- Continuing students schedule classes for Winter quarter, 2016 ----- Nov 1 – Nov 15
- Veterans Day – Academic Holiday ----- Nov 11
- Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Nov 18
- Thanksgiving – Academic Holiday ----- Nov 28 - 29
- Final examinations ----- Dec 16 - 20
- All grades due to Office of Admission & Records ----- Dec 27
- Christmas Break ----- Dec 23 – Jan 3

WINTER QUARTER, 2017

- New student orientation and registration for students who have not yet registered ----- Jan 3
- Beginning of quarter for faculty ----- Jan 3
- Instruction begins, first day of classes for all students ----- Jan 7
- Last day to add classes or register late ----- Jan 13
- Martin Luther King Day – Academic Holiday ----- Jan 20
- Last day to drop classes without courses being recorded ----- Jan 24
- Continuing students schedule classes for Spring quarter, 2017 ----- Feb 15 – 28
- Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Feb 17
- Final examinations ----- Mar 17 - 21
- All grades due to Office of Admission & Records ----- Mar 28

SPRING QUARTER, 2017

- New student orientation and registration for students who have not yet registered ----- Apr 3
 - Beginning of quarter for faculty ----- Apr 3
 - Instruction begins, first day of classes for all students ----- Apr 7
 - Last day to add classes or register late ----- Apr 14
 - Last day to drop classes without courses being recorded ----- Apr 25
 - Continuing students schedule classes for Summer quarter, 2017 ----- May 15 – 30
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- May 19
 - Memorial Day — Academic Holiday ----- May 26
 - Final examinations ----- Jun 16 - 20
 - All grades due to Office of Admission & Records ----- Jun 27
-

SUMMER QUARTER, 2017

- New student orientation and registration for students who have not yet registered ----- Jul 3
 - Beginning of quarter for faculty ----- Jul 3
 - Instruction begins, first day of classes for all students ----- Jul 7
 - Last day to add classes or register late ----- Jul 14
 - Last day to drop classes without courses being recorded ----- Jul 25
 - Continuing students schedule classes for Fall quarter, 2017 ----- Aug 15 - 29
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Aug 18
 - Labor Day — Academic Holiday ----- Sep 1
 - Final examinations ----- Sep 15 - 19
 - All grades due to Office of Admission & Records ----- Sep 26
-

FALL QUARTER, 2017

- New student orientation and registration for students who have not yet registered ----- Oct 2
 - Beginning of quarter for faculty ----- Oct 2
 - Instruction begins, first day of classes for all students ----- Oct 6
 - Last day to add classes or register late ----- Oct 13
 - Last day to drop classes without courses being recorded ----- Oct 24
 - Continuing students schedule classes for Winter quarter, 2017 ----- Oct 15 – 31
 - Withdrawal after this date permitted only by petition and for serious and compelling reasons
or an emergency clearly beyond student's control ----- Nov 17
 - Veterans Day – Academic Holiday ----- Nov 11
 - Thanksgiving – Academic Holiday ----- Nov 27 - 28
 - Final examinations ----- Dec 15 - 19
 - All grades due to Office of Admission & Records ----- Dec 26
 - Christmas Break ----- Dec 22 – Jan 2
-

This page is intentionally left blank.



PERSPECTIVE

The University

Western Covenant University was founded by Dr. David Oh as an academic institution of higher learning which focuses on the incorporation of Christian tenets into the didactic approaches to higher education. Through this approach students will be prepared to make meaningful contributions to their churches and society as active Christians or lay leaders.

As a Christian focused instruction that seeks to integrate faith and learning through innovative teaching, creative scholarship and the practical experience of devotion, WCU is a place for intellectual and spiritual growth two processes that often intertwine in unexpected ways and can never and should never be disentangled. Both course work and devotion contribute to these interconnected processes which involve increasing knowledge of the scriptures and traditions of the church; of the disciplines of Theology, ethics, homiletics and church music; and of the methods and concerns appropriate to pastoral Theology and Christian education all these, if pursued rightly, will affect the whole person in relation to God and society. The practice of prayer, participation in public worship, the hearing and preaching of sermons, and the cultivation of spirituality and piety in the more personal sense of these terms have an effect not only on our inner disposition and sense of connection with God, but also with our intellectual understanding of God, and the world. It is the business of a Christian education to help the student integrate these elements.

WCU is committed to serve God and society by equipping historic and emerging faith communities for a changing world. We affirm our mission to educate men and women for ministry and other forms of religious leadership and to be a center and resource for Christian thought in an interfaith and pluralistic context. We affirm our ecumenical and Christian heritage and commitment as an open and affirming community that honors diversity and presses toward racial, gender, and economic justice. We seek to embody these values and disciplines in our programs and our common life.

At WCU you'll enter a unique intersection of faith and learning communities. This is a place to ask questions, test new ideas, and practice ways of ministering; to make discoveries about yourself as a person of faith and about your own spirituality in relation to other traditions. When you leave, you'll be uniquely equipped to help historic and emerging faith communities claim a vital role in the world.

To meet the needs of its students, the University is organized into an educational delivery system based on the democratic process in which the student is the prime concern. In the quest for academic quality, the University has a commitment to increase and strengthen the quality of teaching in the classroom through trying varied teaching models, careful evaluation and feedback.

The Campus Community

WCU is located in Los Angeles at 680 Wilshire Place, Suite 310, Los Angeles, CA 90005. The University is just minutes from Universal Studios, Museums, Convention Center, professional baseball, and innumerable entertainment, artistic, theatrical, and recreational opportunities.

The campus community's faith mission is based on the Sermon on the Mount, "Seek first the Kingdom of God, and the way of right living, and everything else will be given in abundance." We inspire our students to *choose to bless the world*. The choice to bless the world can take you into solitude to search for the sources of power and grace, native wisdom, healing and liberation. More, the choice will draw you into community, the endeavor shared, the heritage passed on, the companionship of struggle, the importance of keeping faith, the life of ritual and praise, the comfort of human friendship, the company of earth, its chorus of life welcoming you.

Educational Philosophy

The quality of the educational experience at Western Covenant University is fostered by the close human and intellectual relationships between students and

faculty and by the open exchange of ideas. The University is committed to creating a learning community in which people from diverse backgrounds and cultures are valued for the breath of their perspectives and are encouraged in their intellectual pursuits.

The university's instructional programs are designed to challenge students not only to acquire knowledge but also to develop the skills of critical analysis, careful reasoning, creativity and self-expression. Equally important, students learn to understand and evaluate the sources and methods from which knowledge derives. Thereby, they come to appreciate the contingency of all knowledge and to realize that education is a life-long process.

Western Covenant University's special character emerges from its relatively small size, and its commitment to effective teaching, high standards of scholarship, ongoing professional development; and to its policy of promoting diversity in the faculty, staff, administration, and student population.

Institutional Mission, Value and Statement of Faith

The Institutional Mission

Western Covenant University's institutional mission is to serve the Church and community by providing high-quality educational programs.

Institutional Value

The primary value for Western Covenant University is Christlikeness. The challenge to follow Christ compels us to pursue a personal and professional lifestyle of Commitment, Leadership, Service, Stewardship, Innovation and Diversity.

Western Covenant University will prepare each student to become a world changer. We will accomplish this by drawing students into an integrated experience of intellectual challenge, spiritual growth and leadership development. Thus we will call students to Christian character, expect academic excellence, equip students

for success in their vocations, mentor them for leadership and prepare them for service.

Statement of Faith

- Bible to be the inspired and only infallible and authoritative Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule over the nations.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of God.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

Academic Focus

The academic focus of the university's curricula is based on the following principles:

- **Student-Centered Education:** Curricula are designed to enhance the student's ability to learn.
- **Collaborative Learning:** Curricula are designed to encourage collaboration among students, among faculty, and between faculty and students.
- **Active Learning:** Curricula are designed so that students can take an active part in the learning process by ongoing interaction with faculty and other students.
- **Bridging Theory and Practice:** Curricula are designed to teach students how to apply what they

learn to real-world professional situations in the fields of Religion, Theology, Ministry, Religious Education and Christian Counseling.

ADMINISTRATIVE ORGANIZATION

The university's M.A. programs are organized into a School of Religion, Theology and Ministerial Studies. The School is administered by a dean who also teaches. In addition to teaching, the faculty has a major responsibility for activities directly related to instruction, such as curriculum development, faculty recruitment, student advisement, and representation of faculty perspectives and interests on school and university-wide committees.

GOVERNANCE

Western Covenant University is a private, non-profit, non-sectarian, coeducational university organized as a corporation under the laws of the state of California, subject to any limitations contained in the general nonprofit corporation laws of the State. The University operates in compliance with the California Education Code, under the authority and regulation of the Bureau for Private Postsecondary Education. The University is governed by an appointed Board of Trustees.

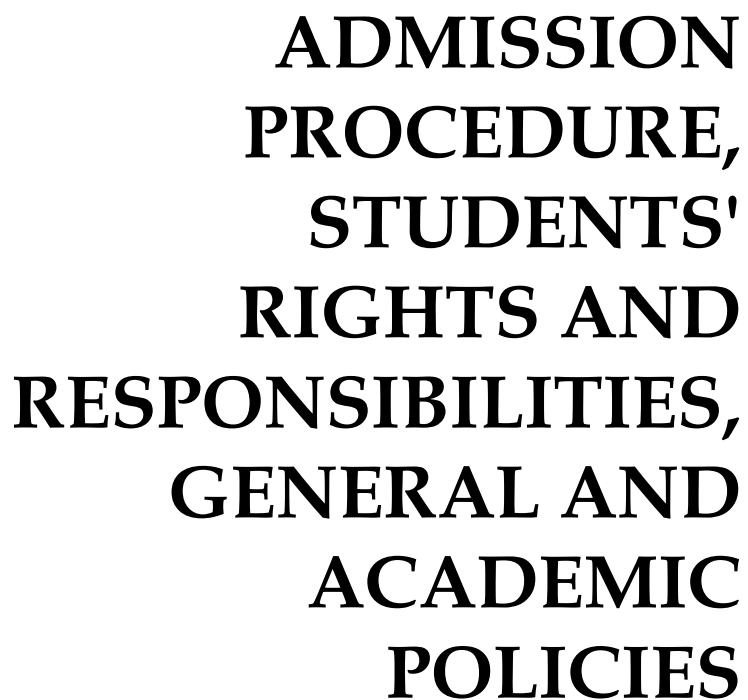
The President, under the general direction of the Board of Trustees, is the chief executive officer of the University; and under policies established by the Trustees has leadership and functional responsibilities for mission accomplishment, policy development, academic affairs, fiscal management, institutional planning and development and public relations.

The Board of Regents represents the ultimate and inclusive authority within the University. Their authority is derived from the university's bylaws. The Board of Trustees is the primary policy-making body of the University. Within this context **A policy is a general rule or principle, or a statement of intent, or direction, that provides guidance to administrators in reaching decisions with respect to the particular matters entrusted to their care.**

All policies of the University must be approved by the

Board before they become official policies. The Board has promulgated bylaws delineating the policy-making process for policy issues that require Board approval. In certain areas where the Board does not wish to exercise its discretion, because of the routine nature of the matters, the Board delegates its policy-making authority to the President. In some instances there are statutory requirements of formal action on certain issues due to provisions written into the university's original bylaws. These constraints limit the delegation authority of the Board of Trustees on certain policy issues and responsibilities.





**ADMISSION
PROCEDURE,
STUDENTS'
RIGHTS AND
RESPONSIBILITIES,
GENERAL AND
ACADEMIC
POLICIES**

ADMISSION PROCEDURE, STUDENTS' RIGHTS AND RESPONSIBILITIES AND ACADEMIC POLICIES — DEGREE PROGRAMS

GENERAL ADMISSION PROCEDURE

Western Covenant University is an institution that strives to bring to its campus students who are committed to personal and intellectual growth. The University welcomes applications from students who will contribute to, as well as benefit from, the university experience; who are creative, motivated, self-disciplined and committed to Christian learning.

APPLICATION ACKNOWLEDGMENT

Student applicants may expect to receive acknowledgment of their applications within three weeks of filing an application.

Western Covenant University advises prospective students that they must supply complete and accurate information on the application for admission and on all other university forms. Further, applicants must submit authentic and **official transcripts of all previous academic work attempted as well as all records of military and vocational training**. Transcripts will be evaluated and credit will be given, as appropriate, in accordance with the university's transfer credit and assessment of prior training policy. Failure to file complete, accurate and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion.

A transcript is official if: (a) it is sent directly from the school of origin to the Office of Admissions and Records at Western Covenant University, (b) bears the official seal of the school of origin and the Custodian of Record's signature and (c) is approved after being reviewed by Western Covenant University's Office of Admissions and Records.

The responsibility for assuring that official transcripts reach the Office of Admissions and Records rests with the applicant. All transcripts submitted to Western Covenant University become the property of the University. The Office of Admissions and Records will not provide copies.

Unofficial transcripts will be accepted for preliminary evaluation; however, official transcripts must be on file before official admission to a degree or certificate program will be granted to qualified applicants.

Foreign Education Credential Review and Evaluation

In considering the acceptance of education and training obtained from an educational institution outside the United States, the University requires that all international education transcripts/documents must be submitted to a credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES), Inc. (at the applicant's expense) to verify authenticity and to assist in the approximation of credit received to comparable levels of educational achievement in the U.S. International students may also submit a Foreign Education Review Application (FERA) directly to the American Association of Collegiate Registrars and Admission Officers (AACRAO), along with all educational documents, in order to receive an evaluation of their foreign credentials. AACRAO applications may be downloaded from their website. AACRAO typically completes its credential review within eight weeks after receipt of the student's application, official transcript(s) and diploma(s), if any.

Language Proficiency Requirement

Non-native speakers of English applying for entrance to a Western Covenant University program taught "only" in English must provide proof of a TOEFL (Test of English as a Foreign Language) test score of 500 or higher on the PBT and a score of 60 on the iBT. WCU, currently, does not offer ESL (English as a Second Language) program.

Classification of Students

Each student applicant will be placed in one of the following enrollment categories:

Regular Standing — Students who meet all of the admission requirements to the University and for a particular program, i.e., have no deficiencies and there are no reservations, are admitted to Western Covenant University and are granted the status of **Regular Standing** in their selected program. Only students who have Regular Standing may officially become a candidate for the master's degree.

Provisional Standing — If a student meets the entrance requirements of the University and the requirement for admission to a particular program, but has only unofficial transcripts on file because official transcripts are not immediately available, he/she may be admitted to the program as a **Provisional Standing** student to provide time for receipt of official transcripts. If the Office of Admissions and Records does not receive the documentation within one (1) quarter, the student will be prohibited from undertaking further coursework until official documents are received. When the Office of Admissions and Records receives the official records, the student will be eligible to be reclassified as a Regular Standing student. Coursework completed satisfactorily while on Provisional Standing counts towards graduation, if it meets a program's requirements.

Special Standing (Non-Matriculated) — Students who satisfy the entry requirements for a particular program and the course prerequisites for a particular course, who do not plan to earn a degree but want to officially take selected courses, may be granted **Special Standing** status in the program. Such students must successfully petition the course's instructor and have his/her approval prior to registration in a course. All such petitions will be considered on a space available basis.

Auditor — Students who wish to attend classes for personal enrichment and not for academic credit may be granted Auditors' status. Auditors are not obligated to actively participate in coursework or course activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Students who wish to audit a course must first gain the instructor's approval. An abbreviated admission process is available for auditors, who are admitted to courses on a space available basis.

REGISTRATION PROCEDURES

Registration is the process whereby students sign up for specific classes and pay all assessed fees.

Registration instructions for students are included in the **Class Schedule** issued prior to the beginning of each quarter. Upon registration, the student's social security number becomes the student's identification number. International

students and U.S. students who do not wish to use their social security number as their identification number will be issued special student identification numbers.

Credit for a course is given only when a student is properly registered in the University and successfully completes the course. An individual is not properly registered until all registration forms required by the Office of Admissions and Records have been filed and all fees have been paid. A student who does not register during the official registration period will be assessed a Late Registration Fee.

Reapplication after Failure to Enroll

Applicants who fail to register for the quarter for which they have been accepted will have their admission eligibility put on a hold status; any transcripts on file at that time will be held for two years. These transcripts may be used for admission during that period. However, if the student undertakes additional coursework at another institution during this interval, the student must have official transcripts of this coursework forwarded to Western Covenant University's Office of Admissions and Records to complete the student's record of all coursework undertaken prior to admission to Western Covenant University. However, such coursework will only be transferable for credit if it meets Western Covenant University's and the program's policy on the transferability of units.

Student Loans and Deferred Payment Plans

Tuition and fees payments are due and payable by the first day of the quarter. Western Covenant University does not currently participate in federal and/or state financial aid programs, nor does the University provide loans to students to pay for the cost of an educational program. Loans obtained from outside sources are not under the purview of the university's responsibility and/or authority. However, if a student obtains a loan from a private source, e.g., bank, credit union, loan company, the student has the personal responsibility to repay the full amount of the loan plus any interest that has accrued, less the amount of any refund.

Holding of Records

Student records may be placed on a hold status because of financial or other obligations to the University. While the student's records are on hold, registration may not be allowed nor will transcripts of credits be released. Records will be held until the obligation is cleared to the satisfaction

of the office instituting the hold.

Cancellation, Withdrawal, and Refund Policy

The University has and maintains a refund policy for the unused portion of tuition, fees and other charges in the event a student does not register for the period of attendance or withdraws or is discontinued there from at any time prior to completion of the course(s) in which the student enrolled, or otherwise fails to complete the period of enrollment.

In compliance with the California Education Code, **the refund policy for students who have completed 60 percent or less of the course of instruction is pro rata.** The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form.

A refund of 100% of institutional charges, without penalty or obligation, shall be made of the amount paid, less a \$100.00 application fee for US resident students and a \$200.00 application fee for international students, who meet the following criteria:

- 1) Those whose class or classes were canceled by the University;
- 2) Those who were not officially added by the instructor from a waiting list, and
- 3) A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To qualify for a refund, students must notify the University of their withdrawal or cancellation of classes and request a refund in writing, directed to the university's Director, Office of Admissions and Records, who after processing the paperwork, forwards it the university's Business Office. Refunds are paid within 30 days of filing the withdrawal form.

In calculating the refund the University will: (1) deduct the registration fee (the maximum non-refundable registration fee is \$10.00) from the total tuition charge; (2) divide this figure by the number of hours of the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purpose of calculating the refund due is derived by multiplying the total hours

attended by the hourly charge for instruction calculated in (3), plus the amount of the registration fee specified in (1); and (5) the refund shall be any amount in excess of the figure derived from (4) that was paid by the student to Western Covenant University. **A sample calculation is on page 18.**

Student Refunds In Case of University Closure

California law requires that upon enrollment a fee be assessed in relation to the cost of tuition. These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California

resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

WESTERN COVENANT UNIVERSITY'S PROGRAM OFFERINGS

DEGREES BY SCHOOL

SCHOOL OF RELIGION, THEOLOGY AND MINISTERIAL STUDIES:

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

Fees Schedule

All fees listed here are subject
to change and are **non-refundable**.

| | |
|---|-----------|
| 1. Application Fee | \$ 00.00 |
| 2. Charge for Course Credit by Special Examination | \$ 250.00 |
| 3. Charge for Returned Checks | \$ 25.00 |
| 4. Student Identification Card (optional)..... | \$ 10.00 |
| 5. Graduation & Commencement Fee (Master's and Doctoral Program) | \$ 200.00 |
| 7. Late Tuition Payment Fee | \$ 0.00 |
| 8. Registration Fee | \$ 20.00 |
| 9. Late Registration Fee | \$ 0.00 |
| 10. Processing Fees (for clearance of a hold on a student's record) | \$ 25.00 |
| 11. Transcript of Records — per copy (first copy free) | \$.00 |

Tuition Schedule

| | |
|--|------------------------|
| 1. Master's Degree Tuition Charge (per quarter) | \$ 1 2 0.00 |
| 2. Audit Tuition for Master's Students Enrolled in 12 or more units of course work | One Course Free |
| 5. General Audit | \$ 100.00/course |
| 6. Western Covenant University Alumni — Audit Tuition, All Courses | \$ 75.00/course |

Estimated Cost of Attending Western Covenant University for the 2016 - 2017 Academic Year

For a full-time Master's degree objective student: Estimated expenses are updated annually for inflation. Consult Fee Schedule for applicable fees. Calculate actual tuition from the Tuition Schedule and the number of units of course work taken.

| | | |
|--|-----|----------|
| Tuition | \$ | |
| Books and Supplies | \$ | |
| Other Fees | \$ | 0 |
| Total | \$1 | |
| | | |
| Estimated Total Charges for the Entire Program | | \$13,600 |

QUARTER PRO RATA TUITION REFUND FORMULA

(Sample Calculation)

Tuition Refund = Quarter Tuition Paid × $\frac{\text{No. of hours of instruction remaining in quarter}}{\text{Total quarter hours of instruction in quarter}}$

Example: For a course Load of three (3) courses, 4 hrs./course/wk., meeting for 10 wks./quarter, dropped at the end of the 5th class (each class completed 20 hours of classes)

$$\text{Tuition Refund} = \frac{[(12)(\$120, \text{m.00})] \times 60}{120} = \$ 720.00$$

where 12 = course load in hours
 \$120.00 = tuition/unit
 120 = total course hours : each course meets
 10hrs/quarter

Since the course load is 3 courses, all of which were dropped at the end of the 5th class meeting, this corresponds to 60hrs of classes attended. The hours of classes remaining in the quarter is 60.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Freedom of Information for Students

Students shall have the right to reasonable access to university policies, procedures, rules, regulations and standards which affect their right to enroll, remain enrolled, or withdraw from any course or program of study.

The *University Catalog* and the *Schedule of Classes* shall be the principal means by which information concerning academic programs and policies shall be transmitted to students. While the University has the responsibility of providing students with clear, accurate and timely information on matters that affect their rights, it is the student's responsibility to act appropriately on such information. Lack of knowledge of information which has been made accessible to students shall not relieve a student of this responsibility.

Student-University Relationship

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such a community is purely voluntary; students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits. While enrolled, students are subject to the university's authority which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Student Rights

All members of the university faculty and staff are responsible for helping students to make progress toward their degree objective.

In accordance with the university's adopted educational mission and philosophy — ***"To create a climate that fosters learning and elicits the best performance from***

each individual" — student rights are stipulated as follows:

Primary to students' rights is access to an environment free of interference in the learning process. Students' rights enumerated herein are accorded when such rights are within the domain and control of Western Covenant University.

1. Students shall have the right to an impartial and objective evaluation of their academic performance and to receive in writing at the beginning of each course information outlining the method of evaluating student progress toward and achievement of course goals and objectives, including the method by which the final grade is determined.
2. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
3. Students shall be free from the imposition of disciplinary sanctions without proper regard for due process.
4. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course for which they are enrolled.
5. Students shall be encouraged to participate in the formation of policies affecting them.
6. Students shall have the right to petition to organize interest groups pursuant to university policies.
7. Students shall have the right to join student associations approved pursuant to university policies.
8. Students shall have the right to invite and hear speakers in accordance with current university policy.
9. Students shall have the right to develop student publications in accordance with standards established by current university policies and procedures.
10. Students shall have the right to exercise freedom of expression and inquiry consistent with university policies and in conformity with federal, state and local laws.

Student Responsibilities and Code of Conduct

Students are responsible for reading and adhering to the policies, procedures, rules and regulations as outlined in catalogs, handbooks, schedules and other official university publications.

Students are responsible for defining and making progress toward their educational goals. Students are subject to the same federal, state, and local laws as non-students, as well as to the authority of Western Covenant University. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on university-owned or controlled property or at university-sponsored activities.

1. Academic cheating or plagiarism — to take and pass off as one's own the ideas or work of another.
2. The physical or verbal disruption of instructional activity, administrative procedures, public service functions, authorized curricular or co-curricular activities; or the prevention of authorized guests from carrying out the purpose for which they are on campus.
3. Use, possession, or distribution of alcoholic beverages, except as permitted by law.
4. Alteration or misuse of university documents, including acts of forgery and furnishing false information.
5. Acts of threat or damage to, or theft of, property belonging to or located on/in university-controlled property or facilities.
6. Violation of university policies concerning the registration of student organization and the use of campus/university facilities.
7. Disorderly, lewd, indecent or obscene conduct; or the expression or habitual use of profanity or vulgarity. Any such expression either verbal or in written form which is obscene, libelous or slanderous according to current legal standards; or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the University.
8. Assault, and/or battery upon a student, upon university premises or while under the authority of university personnel; or abuse of university personnel, assault or battery upon university personnel; or any threat of force or violence directed toward university personnel, at any time or place, provided such conduct is related to university activity or university attendance.
9. Participation in hazing constitutes a misdemeanor pursuant to the California Education Code which imposes additional penalties as well upon any participating person, corporation or association.
10. Possession of or assault with weapons, explosives, dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
11. Participating in activities which are in violation of state or federal laws, the city of Los Angeles, ordinances while on university premises or at university supervised activities.
12. Failure to comply with directions of staff members of the University who are acting within the scope of their employment; continued and willful disobedience or open and persistent defiance of the authority of university personnel, providing such conduct is related to university activities or university attendance.
13. Smoking on university premises including, but not limited to, university facilities used as classrooms, libraries, elevators, meeting rooms, restrooms, or service lines; plus designated posted nonsmoking areas as well as university vehicles used for transporting students, except as permitted by applicable ordinances, laws, and university policies.
14. Use, possession, or distribution of narcotics, hallucinogenic drugs or any controlled substances, except as provided by Law, constitutes a violation of California Health and Safety Code section 11350 or Business and Professions Code Section 4230. Controlled substances include, but are not limited to, marijuana, cocaine, heroin, peyote, opiates, opium and opium derivatives, mescaline, hallucinogenic substances, stimulants and depressants.

Student Grievance and Due Process

The student is encouraged to pursue academic studies and other university sponsored activities that will promote

intellectual growth and personal development. In pursuing these ends, the student should be free of unfair and improper action by any member of the academic community.

A grievance may be initiated when a student believes there has been an unjust action or denial of rights as stipulated in university policies, in the California Education Code and the California Code of Regulations. Such action may be instituted by the student against — another student, a faculty member, an administrator, or other university staff.

Students may initiate a grievance for any of the following reasons:

1. Prejudicial or capricious action in the evaluation of the student's academic performance.
2. Intimidation, assault, battery, or harassment (including sexual harassment).
3. Arbitrary action or imposition of sanctions by a university representative without proper regard to procedural due process as specified in university guidelines for due process.

When a student believes an injustice has occurred, he or she may seek redress through established policies and procedures.

Western Covenant University encourages students, faculty, and staff members to informally resolve differences. If an issue cannot be resolved informally, a formal grievance may be filed. Complaints under this policy may be brought for alleged discrimination based on, but not limited to, race, creed, color, national origin, gender, marital or parental status, physical or mental disability, Vietnam-era veteran status, or age. It is also appropriate to use this policy to file complaints about grades, academic procedures, student behavior, and other campus concerns except sexual harassment.

Procedural due process is the method established to resolve faculty, staff, and student conduct issues in a clear, fair and orderly manner. These procedures apply to actions which interfere with or exert a harmful affect upon the functions of the University. Due process is intended to achieve an equitable solution that will resolve the issue with due regard for the rights of the accused, the protection of the student body and the interest of the University. Any action taken by a student under a due process procedure shall preclude any further action.

Student Grievance Procedure

The student should first discuss the perceived offense, orally or in writing, with the individual(s) most directly responsible to attempt to resolve the matter. If no resolution

results, the student should then consult with the senior administrator in his/her discipline or work area — program director, department chairperson or dean. If the administrator is the party against whom the grievance is directed, the student must take the grievance to that administrator's superior. Every effort should be made to resolve the issues at an informal level before proceeding to the status of a formal grievance.

If the informal efforts of resolution are not successful, the student should set forth in writing the substance of the alleged offense, the grounds on which the student is basing the complaint and the efforts taken to date to resolve the matter. It is at this point that the complaint becomes a formal grievance. The written grievance should be submitted to the school dean (SD), department chairperson (DC), program director (PD) or other administrator (OA) in a timely fashion, *i.e.*, normally within thirty days of the end of the academic term in which the alleged offense occurred or should have reasonably been discovered.

The SD, DC, PD, or OA shall promptly initiate an investigation and prepare a report, normally within thirty days of receipt of the written grievance. In undertaking the investigation, a written response to the issues raised in the grievance may be requested from individuals believed to have information relevant to the matter, including faculty, staff, and students. Both parties to the grievance will be given an opportunity to comment in writing on the responses. Review of a grievance normally shall be limited to the following considerations:

- 1) Were the proper facts and criteria brought to bear on the decision, or, conversely, were improper or extraneous criteria brought to bear on the decision?
- 2) Were there any procedural irregularities that substantially affected the outcome?
- 3) Given proper facts, criteria and procedure, was the decision a reasonable one?

Upon completion of the investigation, the SD, DC, PD, or OA shall issue a written findings and a proposed disposition to the student and to the party against whom the grievance is directed. This decision shall become final and shall be implemented, unless there is an appeal.

If the student or the party against whom the grievance was lodged disagrees with the recommendations of the SD, DC, PD, or OA either on substantive or procedural grounds, he/she may appeal in writing to the Vice President of the University. The appeal to the Vice President must indicate why he/she believes the grievance result to be wrong. Any

appeal to the Vice President must be received within thirty days from the SD's, DC's, PD's or OA's decision. The Vice President may agree or decline to entertain further appeal. Should the Vice President decide that there are grounds for a further appeal, either on substantive or procedural grounds, the student may appeal in writing to the President. The President's decision, made in 30 days, is final. Details of the grievance will become part of the student's permanent file. Students may contact BPPE for more information at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. www.bppve.ca.gov

STUDENT SUPPORT SERVICES

The university's student services are designed to assist students attain their educational and career goals. Students are strongly encouraged to take full advantage of the opportunity to receive assistance and service throughout their educational experience at Western Covenant University.

Academic Counseling and Guidance

The university's academic counseling services assist students in reaching their educational goals by:

- providing orientation for a successful academic experience at Western Covenant University;
- helping to clarify career and academic goals, and
- assisting with course selection and program planning.

Student Records

Student records are confidential and are maintained and released in accordance with applicable law.

The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (commonly referred to as the **Buckley Amendment**), generally prohibits the release of information about students and former students without their consent to parents, spouses, military, law enforcement, prospective employers, federal investigators, or other parties. This Act also assures the student of the right of access to, challenge of, and review of educational records. Educational records are defined as — those records, files, documents and other materials which:

1. contain information directly related to a student, and
2. are maintained by the University or by a person acting for the University.

The university's Office of Admissions and Records is the university's records custodian and is responsible for the maintenance of student records. Persons having access to the records indicated above are those persons who have a legitimate educational need. The Office of Admissions and Records will also release information when subpoenaed. The Buckley Amendment assures students' right to privacy and confidentiality and is instituted to protect each student.

If a student believes that his/her record contains inaccurate information, this matter should be brought to the attention of the Director of Admissions and Records. If the problem cannot be informally resolved, the student should follow the official procedure (a copy of which is available in the Office of Admissions and Records) for a resolution of the problem.

Student records normally include documents filed for admission to the University, grade reports, permanent records of academic work completed, transcripts received from schools and other universities and colleges attended, test scores, counseling information, correspondence and petitions related to the student. These documents will normally include, but not be limited to, the name, address, telephone, birth date, residence classification, sex, past and current enrollment, academic and attendance status, educational benefits, ethnic background, high school graduation, university major and the identification number of a student.

Information which cannot be classified as student records is:

1. Information provided by the student's parents in connection with financial aid;
2. Confidential letters of recommendation on file prior to January 1, 1975;
3. Information maintained by a university official or employee which remains in his/her sole possession;
4. Information about the student maintained by a physician, psychiatrist, psychologist or other professional acting in his/her professional capacity for the University, and
5. Information about the student maintained by the University in the normal course of business pertaining to the student's employment, if he/she is employed by the University.

Student Record Retention Policy

| Record | Retention Period |
|---|---------------------|
| Students' applications for admission | Five yrs. |
| High school transcripts | Five yrs. |
| Transcripts from prior colleges/universities attended | Permanent (50 yrs.) |
| Registration forms | Five yrs. |
| Add/drop forms | Five yrs. |
| WCU transcripts | Permanently |
| Application for graduation | Five yrs. |
| Change of grade form | Five yrs. |
| Grade report forms | Five yrs. |
| | |

Facilities

The Western Covenant University campus is located at 680 Wilshire Place, Suite 310, Los Angeles, CA 90005, third floor; near downtown Los Angeles. The university is close to the Harbor (110), San Diego (405), and Santa Monica (10), Los Angeles (5) freeways, for easy access to the sites and surrounds of Los Angeles. The university's facilities including classrooms, offices, student lounge, and library are housed on the third floor in a modern four-story building.

Classrooms

Classrooms are spacious and air-conditioned. The general classroom equipments including desks, chairs, board, and projectors and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

Student Lounge

There is a student lounge which has tables and chairs for eating, studying, and relaxing. The lounge is equipped with a refrigerator, microwave oven, water dispenser, vending machines, and coffee maker for students to use in preparing meals or snacks. Students are encouraged to use the student lounge for visiting, relaxing or studying in an atmosphere where conversation and discussion are encouraged.

Library/Learning Resources

The Western Covenant University library houses a representative collection of books, periodicals and journals in the disciplines relevant to the university's course offerings and programs.

With the growth of the University, the library's collections are continually being updated and expanded to meet the needs of new programs and curricula.

The University library is open between the hours of 9:00 A.M. and 5:00 P.M., Monday — Friday. The library is closed on Saturday and Sundays.

Health Care Services

The University does not provide full-service, on-campus health-care services. However, the University provides assistance to students in acquiring health insurance.

Bookstore

Western Covenant University does not operate a bookstore. However, textbooks, reference materials and some general supplies are available through the university's library that is open during regular library hours.

Student Housing

Western Covenant University is a nonresidential university, i.e., the University does not provide on or off-campus student housing. There is abundant local housing in the vicinity of the University, and there are numerous private housing agencies that can assist students in finding housing. Area and local newspapers, and special free publications also provide extensive information about available housing in the area.

Parking

On-site parking is available for students for free for the first 30 minutes. After the 30 minute grace period, \$1 is charged for every 30 minutes thereafter. Street parking is highly encouraged.

Placement Services/Other Student Services

Western Covenant University does not provide job placement services for its students. However, the University provides other personalized student services to assist students in reaching their educational goals. Students should contact their advisor for assistance or direction to services for their personal needs.

GENERAL POLICIES

Catalog Accuracy Statement

Western Covenant University's catalog describes the policies, procedures, rules and regulations by which the University operates the programs and services that it offers. The University endeavors to present this information to the public clearly and accurately. Every effort has been made to assure that the information presented is correct and up-to-date. The University assumes no responsibility for program changes or publication errors beyond its control.

Responsibility for Meeting Requirements

Each student must assume responsibility for compliance with the information set forth in this catalog, for satisfying prerequisites and/or corequisites for any course the student plans to take and for selecting the courses which will allow the student to attain his or her educational objectives.

The University does not assume responsibility for misinterpretation by students of policies, procedures rules or regulations presented in this catalog.

Statement of University Rights

This catalog is published to aid the student in making decisions leading to the accomplishment of academic goals. The policies, procedures, rules and regulations stated herein are for information only and in no way constitute an irrevocable contract between the student and Western Covenant University.

Nothing in this catalog shall be construed, operate as, or have the effect of an abridgment or limitation of any rights, powers or privileges of the Board of Trustees or the President of Western Covenant University.

While every effort has been made to ensure the accuracy and timeliness of information in this catalog, changes in laws, rules and policies that occur from

time-to-time may alter information contained in this publication. Further, the General Catalog is a generic publication; it is not intended or possible to be inclusive of all the information which pertain to the student and the University.

The University reserves the right to make program changes and rules revisions; to set and amend tuition, services and material charges; to make changes in which quarter courses are offered, teaching assignments, degree requirements, student services, and administrative staff at its sole discretion without limitation or prior notice, subject to applicable law.

There are established procedures for making changes — procedures which protect the university's integrity and the individual student's interest and welfare. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the advantage of the student and can be accommodated within the span of years normally required for graduation. The student should consult the appropriate office, administrative unit, the published schedule of classes or other appropriate university publications for current information.

The University further reserves the right to refuse admission to any applicant at the discretion of the Director of Admissions and Records and to disqualify, discontinue or exclude any student at the discretion of the President, the Vice President or the Director of Admissions and Records.

Policy on Sexual Harassment

Sexual harassment is a violation of a person's privacy and dignity. It creates a hostile and intimidating work or learning environment, and it is illegal.

It is university policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from sexual harassment. Western Covenant University prohibits sexual harassment of its employees and students in any form.

Sexually harassing conduct, whether physical or verbal, committed by supervisors, non-supervisory personnel or faculty members, is prohibited. This includes repeated offensive sexual flirtation, advances, propositions, continued or repeated abuse of a sexual nature, sexually-oriented humor, graphic-verbal comments about an individual's body or clothing, sexually-degrading words to describe an individual, the display in the workplace or learning environment of sexually-degrading objects or pictures and any undesired physical contact. Overwhelmingly, the victims of sexual harassment are women; however, men are also victims of sexual harassment by women, and same sex harassment occurs.

For students, sexual harassment occurs when it is indicated, explicitly or implicitly, that sexual interactions will have an effect on grades, performance evaluations, letters of recommendation, customary referrals or references. A sexual harassment experience can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress and inhibit the attainment of career goals.

For employees, no supervisor shall threaten or insinuate, either explicitly or implicitly, that any employee's submission to or rejection of sexual activities will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Students, faculty or staff of Western Covenant University who believe that they have been subjected to any form of sexual harassment should promptly contact the Office of the Vice President regarding complaint resolution or grievance procedures.

Policy on Sexual Assault

The term sexual assault includes, but is not limited to, rape, acquaintance rape, sexual battery, forced sodomy, forced-oral copulation, rape by a foreign object, or threat of sexual assault.

Students, faculty and staff who are victims of a sexual assault committed upon the grounds of the University, or upon off-campus grounds or facilities maintained by affiliated student organizations, are required by law to be advised of specified-remedial information which should include any treatment which may be available.

Rape is the most prevalent, serious-violent crime committed on college campuses. Rape, including acquaintance rape, or any other form of sexual assault, will not be tolerated by Western Covenant University. Where there is evidence that campus-related sexual assault has been committed, severe campus disciplinary action will be initiated. Such campus disciplinary action may include, after due process, the possibility of dismissal, suspension or disenrollment. Additionally, where the victim initiates criminal action, the perpetrator is subject to criminal penalties which may include fines and imprisonment.

Policy on Prosecution for Theft and Bad Checks

It is the policy of Western Covenant University to prosecute individuals for theft, such as shoplifting, and the issuance of worthless documents, such as bad checks, whenever it occurs on campus. All persons committing such acts are subject to prosecution by civil authorities under the **California Penal Code**. Such measures include the utilization of **Section 1719 of the California Civil Code (AB 1226)** which permits the recipient of a bad check to recover the amount owing upon such check plus three times its face value up to a limit of \$500 in a court of competent jurisdiction.



ACADEMIC POLICIES, RULES AND REGULATIONS

Western Covenant University has specific policies that address the interdependent issues of academic freedom, conflict of interest and academic integrity.

Academic Freedom

A university is a community of learners bonded together by the search for knowledge; the pursuit of personal, social, cultural, physical, and intellectual development and the desire for the liberating effects of an advanced education.

Education depends upon the free expression and exchange of ideas in the search for truth. Academic freedom is the freedom to express any view, popular or unpopular, and to defend that point of view in open exchange.

In the fullest sense, academic freedom demands a community in which mutual tolerance and understanding flourish. It depends upon freedom of speech, freedom of the press, freedom to assemble, freedom of conscience and opinion, the right of privacy and the right to fair hearings. The nature of the university's community demands these freedoms and obligates its members to maintain them in practice and to observe the responsibilities that go along with these freedoms in all phases of their university activities and experience.

Conflict of Interest

Each member of the university community is responsible for acting in an ethical and professional manner. This responsibility includes avoiding conflict of interest, conducting instruction in an ethical manner and protecting the rights of all individuals. All members of the university community — including members of the university's faculty, administration, student body and staff should conduct themselves with the greatest professional objectivity.

Academic Integrity

Academic integrity is of central importance in the university community and involves committed allegiance to the values, the principles and the code of behavior held to be central in

that community. The core of a university's integrity is scholastic honesty. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Western Covenant University degree.

All forms of academic dishonesty at Western Covenant University are a violation of university policy and will be considered a serious offense. Academic dishonesty includes, but is not limited to:

For faculty: Plagiarism and Falsifying University Documents

Plagiarism is a faculty member intentionally or knowingly presenting words, ideas or the work of others as one's own work.

Falsifying any university document — includes falsifying signatures on university forms, documents or papers; forging another person's signature or the modification of university documents which are presented as originals.

Breaches of academic integrity are handled by the program director, department chairperson, school dean or the vice president. It is the responsibility of all faculty and staff to be informed as to what constitutes academic dishonesty and to follow the policy.

For Students:

Plagiarism is intentionally or knowingly presenting words, ideas or the work of others as one's own work. Plagiarism includes copying homework, copying lab reports, copying computer programs, using a work or portion of a work written or created by another but not crediting the source, using one's own work completed in a previous class for credit in another class without permission, paraphrasing another's work without giving credit and borrowing or using ideas without giving credit.

Cheating during exams — includes unauthorized crib sheets, copying from another, looking at another student's exam, opening books when not authorized, obtaining advance copies of exams, using unapproved or compromising computer technology to share exam information or an exam given by or on computers and having an exam re-graded after making changes. Exam cheating includes exams given during classes, final exams

and standardized tests.

Use of unauthorized study aids — includes utilization of other's computer programs or solutions, copying a copyrighted computer program without permission, using old lab reports, having others perform one's share of lab work and using any material prohibited by the instructor.

Falsifying any university document — includes falsifying signatures on university forms, such as add/drop and withdrawal forms, forging another student's signature and falsifying prerequisite requirements.

It is the responsibility of all students to be informed of what constitutes academic dishonesty and to follow the policy. A student who is aware of another student's academic dishonesty is encouraged to report the instance to the instructor of the class, the test administrator, or the school dean, department chairperson, program director or other appropriate supervisor or administrator so that appropriate disciplinary action may be taken.

Attendance Requirements

Instructors are obligated at the beginning of each quarter or course session to announce to their students their policy regarding excessive absence(s). When unexcused absences exceed the number of hours that the class meets in one week, or the instructor judges a student's absences to be so excessive as to make it impossible for the student to complete the course successfully, the instructor must drop the student from the class.

Attendance Policies

1. **Absence** — Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the class instructor, program director, department chairperson or school dean, as is appropriate. All other absences will be considered unexcused.
2. **Tardiness** — Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.
3. **Cutting Classes** — Cutting of classes will be

considered as unexcused absences.

4. **Make-Up Work** — Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

This class attendance policy is predicated on the belief that enrollment in the University assumes maturity, seriousness of purpose and self-discipline. Each student is expected to attend the classes for which he/she is registered, to arrive on time and to stay the full class period. The University recognizes that absences may occur as a result of circumstances beyond a student's control, as well as from a student's failure to accept the responsibility for attending class regularly.

Student Responsibility for Drop/Withdrawal

It is the student's responsibility to officially drop any class which should not be in his or her program. This is true even if the student has never attended the class.

Prerequisites and Corequisites

A prerequisite is a completed course, or other measure of academic preparation, a student is required to meet to demonstrate current readiness for enrollment in a particular course or program. The University requires students to complete prerequisite courses with a grade of "C," "CR," or higher prior to registering in the course requiring the prerequisite. A corequisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.

It is the student's responsibility to determine whether or not he/she has met a prerequisite requirement or is able to take a corequisite to be eligible to take a course so that he/she can make class schedule adjustments when necessary to qualify to take a particular course.

Courses which have prerequisites and/or corequisites are clearly identified in the catalog.

Course Information/Syllabi

During the first week of classes the instructor will distribute to class members printed information about the course. This course information will include at least the following items:

1. The instructor's grading policy;
2. Required texts and other materials;
3. A general outline of subject material to be covered in the course;
4. The availability of the instructor outside of class;
5. Prerequisite(s) and/or corequisite(s) for the course;
6. Course goals, objectives and requirements;
7. Attendance requirements;
8. Policy on due dates and make-up work, and
9. Schedule of examinations.

Scheduling and Cancellation of Classes

Western Covenant University operates on the quarter system. The university's academic year is divided into four 11-week quarters, which include 10 weeks of instruction and one week of final examinations. The University publishes a schedule of classes prior to the beginning of each quarter. A schedule is given to students when they register or file an application for admission in the Office of Admissions and Records.

The University reserves the right to cancel classes if student enrollment is insufficient or for other compelling and justifiable reasons. However, every effort will be made to cancel any such classes well in advance of their start date. **Students in canceled classes receive refunds in accordance with the university's refund policy and the California Education Code.**

Adding Courses

Students may add courses only during the **official add period**. The student must submit a completed change of program form to the Office of Admissions and Records. Class additions are subject to space and class-size limits.

Dropping Courses — Withdrawal

Students desiring to officially withdraw from a class must submit a Change of Program Card to the Office of Admissions and Records. A withdrawal initiated either by a student or an instructor after the official date to drop a course without penalty will be recorded on the student's

permanent record as a **W** grade. Students should be aware that a grade of **W** will be used in the determination of progress alert or disqualification status.

Administrative Drop

Enrollment may be administratively canceled and the student dropped from class for the following reasons:

1. Invalid enrollment;
2. failure to attend the first class meeting or exceeding the limits of the university's class non-attendance policy, and
3. failure to present an updated student program from the Office of Admissions and Records.

Academic Credit — Unit of Credit

Academic credit at Western Covenant University is measured in units of credit. Units of credit are assigned to courses on the basis of the national standard student workload, **the Carnegie unit**, which is 30 hours/quarter unit of credit.

Specifically, a quarter unit of credit represents:

- One hour per week of lecture or recitation led by the instructor for 10 weeks and two hours of outside preparation by the student per week for 10 weeks, which is 30 hours per unit of credit (10 hours lecture plus 20 hours of preparation).
- For a 4 unit course, this is equivalent to 40 hrs. of instruction/recitation and 80 hrs. of preparation or 120 hrs. per 4 units of quarter credit.

To convert quarter units to semester units, multiply by 0.667.
To convert semester units to quarter units, multiply by 1.500.

Grading System

Grades are earned for each course that a student is officially enrolled in, and are recorded on the student's permanent record at the end of each quarter. A copy of the permanent record is the transcript. Academic achievement is reported in terms of grade point average (GPA).

Academic Records and Symbols

Western Covenant University's grading system is as follows:

THE WESTERN COVENANT UNIVERSITY GRADING SYSTEM

| <i>Symbol</i> | <i>Definition</i> | <i>Grading</i> |
|---------------|---------------------------|----------------|
| | | <i>Points</i> |
| A | Outstanding | 4.00 |
| A- | Superior | 3.67 |
| B+ | Good | 3.33 |
| B | Average | 3.00 |
| B- | Satisfactory | 2.67 |
| C+ | Fair | 2.33 |
| C | Minimally Passing | 2.00 |
| C- | Not passing | 1.67 |
| D+ | Poor | 1.33 |
| D | Very Poor | 1.00 |
| D- | Unacceptable | 0.67 |
| F | Failing | 0.00 |
| W | Official Withdrawal | -- |
| | No effect on GPA | -- |
| UW | Unofficial Withdrawal | 0.00 |
| IC | Incomplete | -- |
| IP | In Progress | -- |
| AU | Audit | -- |
| CR | Credit | -- |
| NC | No Credit | -- |
| RD | Report Delayed | -- |
| P | Pass/Complete (MSOM only) | -- |

Plus/Minus Grading

A plus/minus grading system is utilized at Western Covenant University. Plus/minus grading is not mandatory but is utilized at the discretion of the instructor. The grades A+, F+, and F- are not issued. Faculty members use all grades from A to F to distinguish among levels of academic accomplishment. **The required grade for graduate level achievement is B and for undergraduate level achievement, a C.** The Grade Point is the numerical value assigned to each letter grade.

Credit/No Credit Grading Policy

It is university policy that a student in good standing may elect to be graded on a **Credit/No Credit** basis in certain courses. The units earned in courses graded **Credit** are counted in satisfaction of program requirements, but are disregarded in determining a student's GPA. A **No Credit** grade does not satisfy program requirements; however, it is a no penalty grade.

For certificate, associate and bachelor's degree objective students, a grade of **Credit (CR)** is awarded for work equivalent to all grades which earn 2.0 or more grade points ("C" or better). **No Credit** is awarded for all grades that earn less than 2.0 grade points (C- to F). For graduate students, master's and doctoral degree objective students, a grade of **Credit (CR)** is awarded for work equivalent to all grades which earn 3.0 or more grade points (A to B). **No Credit** is awarded for work equivalent to all grades which earn less than 3.0 grade points (B- to F).

The units earned in courses graded **Credit/No Credit** are counted in satisfaction of program requirements, but will be disregarded in determining a student's GPA. **No Credit is a no penalty grade.**

Limitations on Student Election of Credit/No Credit Evaluations

1. Certain courses, at the discretion of the instructor and/or the program, department or school, may not be taken on a CR/NC basis. These courses are designated in the quarterly schedule of classes.
2. No more than 16 units of a student's coursework for an Associate Degree may be taken on a CR/NC basis. Bachelor's degree objective students may take 30 units of coursework on a CR/NC basis. The limit for the Master's degrees in Divinity and Oriental Medicine is 20 units. Courses in the Doctor of Ministry program may not be taken on a CR/NC basis except for specifically designated courses, e.g., doctoral research and doctoral dissertation.
3. The maximum number of units that may be taken CR/NC in certificate programs is determined by the department chairperson or the program director.

Conditions under which Credit/No Credit Evaluation May be Elected by Students

1. Students who wish to be graded on a Credit/No Credit basis must submit a petition to the Office of Admissions and Records by the deadline date listed in the appropriate class schedule. **No exceptions to the deadline will be made.**
2. An evaluation on a Credit/No Credit basis may not be changed later to a letter grade, nor may the reverse occur. **No exceptions to this policy will be made.**

Incomplete Grade

A symbol of I, incomplete, may be assigned by an instructor when a student has been unable to complete academic work due to an unforeseeable emergency, or for other justifiable reasons by the end of a term. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor, or when the time limit for completion of the work has passed. An I must be made up no later than the last week of the quarter following the end of the term in which it was assigned. In the event of unusual and verifiable circumstances beyond the student's control, a petition may be filed in the Office of Admissions and Records for extension of the time limit.

Withdrawal

An official withdrawal from classes may be requested by the student or initiated on his or her behalf by the instructor. The following conditions apply to official withdrawal:

1. For regular classes, no record of the class will be entered on the student's permanent record if the official withdrawal is made on or before the last day to drop a class without it being recorded — the date given in the university's Academic Calendar and Schedule of Classes.
2. If the withdrawal is made after the deadline for withdrawing without a **W** and prior to the deadline for a withdrawal without the automatic assignment of an academic grade as listed in the academic calendar for that session, a **W** will be recorded on the student's permanent record.

3. A student attending a session after the deadline for withdrawal will not be eligible to receive a **W**. **The instructor** must then assign an academic grade or an administrative symbol. Exceptions to this policy will be made only upon verification of extreme circumstances beyond the control of the student. Petitions requesting exceptions must be filed in the Admissions and Records Office.
4. Withdrawal, **W**, symbols will be used in the calculation of lack of progress probation and disqualification status.

Report Delayed (RD) Non-evaluative Symbol

The **RD** symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the instructor. It is a temporary notation to be replaced by a permanent symbol as soon as possible. **RD shall not be used in calculating grade point averages.**

| Non-Evaluative Symbols are: | |
|-----------------------------|----------------|
| <u>Symbol</u> | <u>Meaning</u> |
| I | Incomplete |
| W | Withdrawal |
| RD | Report Delayed |

Grade Point Average (GPA)

Academic achievement is reported in terms of grade point average. GPA is computed by dividing total units attempted into total grade points earned. Decisions about probation and disqualification, scholarship, eligibility for graduation and transfer are all influenced or even determined by the student's GPA; hence, students should pay constant attention to their grade point standing.

CR, NC, W, I, and RD grades are not used in computation of the grade point average, but W, NC and I are used for purposes of progress alert and disqualification status.

The term **current grade point average** refers to the GPA earned in the last quarter of enrollment. The term **cumulative grade point average (CGPA)**, on the other

hand, refers to the average of the total grade points accumulated divided by the total of credits attempted at Western Covenant University. The CGPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

While courses may be transferred from other institutions, CGPAs are determined only on the basis of courses completed at Western Covenant University.

Transfer of Credits from Other Institutions

Western Covenant University has not entered into any articulation or transfer agreements with any other college or university, however, the University may accept for transfer credit coursework earned at previously attended colleges and universities (See p.44 for more details), if the course and course grade meets the transfer requirements of the program to which it is being transferred. Coursework from international institutions will require thorough documentation evidencing equivalency to the standards set by the U.S. Department of Education for accredited institutions.

Assessment of Prior Learning

Credits may be earned through prior learning assessment using either or a combination of the following assessment techniques:

1. Credit by examination through the use of standardized tests and/or;
2. Assignment of credit for military and corporate training based on recommendations established by the American Council on Education and the Guide to the Evaluation of Educational Experiences in the Armed Forces.

Specifically, credit by examination can be earned through successful testing and the recommended college credit equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONSI (N.Y. State Department of Education Program on Non-

collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANTES (Defense Activity for Non-Traditional Education Support) tests.

Students are advised that some state licensing agencies and some institutions may not accept prior learning assessment credits that have been awarded by a non-regionally accredited institution.

WCU will maintain a written record of previous education and training of veterans and eligible persons that will clearly indicate that credit has been granted, if appropriate, with the student and Veterans Administration notified accordingly.

Concurrent Course Scheduling

No student is permitted to enroll in two or more courses that overlap in time in any given academic quarter without official written approval from the courses' instructors and the Office of Admissions and Records. Forms are available in the Office of Admissions and Records.

Credit by Examination

In certain cases a student may obtain credit by challenge examination for graded courses at Western Covenant University. Credit by Examination is restricted to courses listed in the catalog. Students should contact the Office of Admissions and Records for specific information on Credit by Examination.

Substandard Work and Course Repetition Policy

- a. Undergraduate — associate and baccalaureate students — may repeat any course in which a less than "C" grade is received. No course in which a "C" or better grade has been earned may be repeated.
- b. Graduate, master's and doctoral, students may repeat any course in which a B- or less or NC final grade was received.

A course may be repeated only once under these policies. Upon completion of a repeated course, the original grade will be removed from the cumulative totals on the student's permanent record in such a manner that the integrity of the student's academic history is maintained. Only the last grade will be included in determining CGPA and academic standing,

and only those units will be counted toward graduation.

Waiver or Substitution of a Course

A student may request permission to waive or substitute a course for one that is required to complete graduation requirements. Petitions for waiver of requirements in the major must be approved by the office of the appropriate academic program administrator — program director, department chairperson or school dean. Petitions are available in the Office of Admissions and Records.

Auditors

Students who wish to attend a class for personal enrichment, and not for academic credit, may be granted auditors' status. Auditors attend class with no obligation to actively participate in a course's activities. However, an Auditor must qualify as a Regular Standing student to audit courses in a degree program, as well as meet any course prerequisite or corequisite requirements. Only courses in which the instructor approves auditors may be audited. An abbreviated admission process is necessary to receive this status, and audit fees are required for each class in which a student enrolls.

Standards of Academic Progress

Probation and disqualification policies are based on the philosophy that the University has an obligation to assist students who, due to unsatisfactory academic performance, may experience difficulty in realizing their potential.

Probation

Academic Probation

Any bachelor or associate degree objective student whose CGPA falls below 2.0 and any graduate student (M.S.O.M., M.Div., D.Min.) whose scholarship falls below a CGPA of 3.0 in courses receiving letter grades for work attempted at Western Covenant University shall be placed on academic probation.

- a. A student on probation is required to meet with his/her academic advisor to review their academic progress.
- b. A student on probation may be assigned a restricted program of studies.

- c. Any bachelor or associate degree student who is on academic probation whose grade point average for coursework undertaken in the quarter just completed is 2.0 or better, but whose overall or cumulative grade point average for all coursework attempted is still less than 2.0 shall remain on academic probation. Any **graduate students** whose GPA is 3.0 or better for coursework just completed but whose cumulative GPA, CGPA, is still less than 3.0 shall remain on probation.

Removal from Probation

Any student placed on academic probation shall be removed from probation when the cumulative grade point average at Western Covenant University has improved to 2.0 for bachelor and associate degree students and 3.0 for graduate students.

Academic Disqualification and Reinstatement

A student may stay on academic probation no more than two quarters. Any bachelor or associate degree student currently on academic probation whose grade point average for coursework undertaken in **the quarter just completed** is less than 2.0 and any graduate student whose GPA is less than 3.0 shall be academically disqualified and the VA and other appropriate agencies will be promptly notified.

Any student who is academically disqualified may not attend the University during the succeeding quarter. Re-enrollment or re-admission will be approved only after evidence is shown to the appropriate university official's satisfaction — program director, department chairperson, school dean or director of admissions and records — that the conditions that caused the interruption for unsatisfactory progress have been rectified. A re-applying student must meet all the university's and the program's entrance requirements in effect at the time of re-applying. Should a student, undergraduate or graduate, wish to re-apply for admission to the same program they were disqualified from previously, it will be the decision of the appropriate administrator as to whether or not to re-admit the student to the program, and, if so, what the student's status or standing in the program will be.

Reinstatement

Any student who believes he/she has been unjustifiably disqualified may file a petition with the Office of Admissions and Records requesting that such disqualification be reconsidered.

Final Examination

Final examinations are required and will be given at the scheduled times. A student may make up a final at any time when, in the judgment of the instructor, conditions warrant such an exception. **In the event that an examination is scheduled at a time that is in violation of a student's religious creed, the student will be allowed to make up the examination without penalty.**

Grade Assignment

Final grades will be available at the end of each quarter. The instructor of the course shall determine the grade given to each student except in the case of a mistake, fraud, incompetency or a grade issued in bad faith.

Grade Change

Only the instructor who teaches a class has the authority to issue grades to students enrolled in that class or to change grades that have already been issued. **A student who wishes to request a grade change may take the following steps:**

1. Contact the instructor. If there was a mistake in reporting the grade, the instructor will institute a grade change through the Office of Admissions and Records.
2. If the request for a grade change is denied by the instructor, the student may ask for a review of the grade by the school dean, department chairperson, or program director.
3. Any change of a grade after it has been submitted to the Office of Admissions and Records must be done within **one year following the end of the term in which the grade was assigned.** No grade will be changed after the one year period without supporting evidence of extenuating circumstances and approval of the Director of Admissions and Records and the appropriate administrator – program director, department chairperson or

school dean.

Emergency Leave of Absence

If an extreme emergency makes it impossible for a student to attend classes for a short period of time, the student may petition the instructor for a Leave of Absence (LA). Petitions for leaves of absences are obtained from the Office of Admissions and Records. Absences incurred while on a LA are not counted toward excessive absence. Approval is at the discretion of the instructor and may be for periods not to exceed five class days. Instructors will be asked to give make-up assignments for all work missed during the LA.

Under no circumstances will emergency leaves be granted at the end of the quarter when finals would be missed or course requirements not fulfilled.

Extended Leave of Absence (Planned Educational Leave)

When a student finds it necessary to interrupt progress toward a degree for a reason that is related to his or her educational objective and that is acceptable to the appropriate university authorities, the student may be granted an Extended Leave of Absence (ELA).

Only students in good standing are eligible for an ELA. An ELA will be granted when the student has filed an approved petition with the Office of Admissions and Records. The leave petition, which must be approved by the appropriate academic administrator, shall specify the reasons for the leave and the duration of the leave.

A student granted an ELA has a commitment from the University to be reinstated in good standing. The reason(s) for requesting a leave must be stated clearly and completely. Reasons students may petition for an ELA are, but are not limited to, the following:

- a. **professional or academic opportunities** — such as travel or study abroad, employment related to educational goals in the student's major field of study, or participation in field study or research projects;
- b. **medical reasons** — including pregnancy, major surgery, or other health-related circumstances, and
- c. **financial reasons** — such as the necessity to work for a specified period in order to resume study with

adequate resources.

Approval will depend upon the significance of the leave in furthering the student's educational objective. It is the student's responsibility to demonstrate that there is a significant relationship between the ELA and progress toward their educational objective.

Leaves may be granted for a maximum of two years or eight consecutive quarters. A request for an ELA must be filed prior to the period of absence. Retroactive leave requests will not be approved.

Failure to return from an ELA, as specified in the approved petition, will be considered as a withdrawal from the University. Under such circumstances, re-enrollment will require a full application for readmission under the same circumstances as any new or returning applicant, including enrollment in the curriculum in effect at the time of re-enrollment.

Retroactive Withdrawal

A student who discontinues attendance and participation in **all** coursework in which he/she is officially enrolled for a particular academic quarter without a formal filing of a **Petition for Withdrawal from the University** will administratively receive the grade of **F** in all coursework officially enrolled in for that quarter. A student may petition to have these grades retroactively changed to the administrative grade of **W**, if he/she can demonstrate and document that there were serious and compelling reasons for the unofficial withdrawal from the University during the quarter in question.

A student who wishes to apply for retroactive withdrawal must do so within one calendar year of the last day of the quarter in which he/she unofficially withdrew from the University. A student does not have to be enrolled at the University at the time the application for retroactive withdrawal is submitted. Petitions are available from the Office of Admissions and Records.

Change of Major

Students have the opportunity, upon determining that they

are pursuing a course of study in which they are no longer interested, to change to another major. In such cases, students should consult their advisers for assistance in making the change.

Transfer from one major to another does not in any way change the student's scholastic standing, nor does it constitute a break in continuous enrollment. However, students who change major are subject to the core and support requirements in effect at the time of the change of major.

Curriculum Deviation

Although the University has specified a program of courses for each major, under certain conditions a student may be permitted to deviate from the established curriculum. Information regarding a request to deviate from the curriculum may be obtained from the student's academic advisor.

Election of Regulations

Students remaining in continuous attendance may elect to meet the degree requirements in effect either: (1) at the time they take their first course as a Regular Status student in a degree program, or (2) at the time they graduate. Substitutions for discontinued courses may be authorized or required by the program offering the degree.

Full-Time Equivalent and Full-Time Student

Enrollment in Western Covenant University is measured in full-time equivalent (FTE) students. One FTE is the equivalent of 15 units of student course credit. One FTE could represent one student carrying 15 course-units, three students each carrying five course-units, or any other student/course combination the sum of which equals 15 course-units. The university's FTE enrollment is the total course-units taken by all students divided by 15. FTE is not related to full-time student status. A full-time student is not necessarily a full-time equivalent student.

Name Change

Any change of the student's name should be immediately reported to the Office of Admissions and Records. Students reporting name changes during a quarter are advised also to notify their instructors in order to maintain proper recognition

and identification.

Transcript Requests

Each student who has an academic record on file at Western Covenant University is entitled to one transcript of record without charge. Additional copies may be obtained at ten dollars (\$10.00) per copy, payable in advance.

Due to requirements of the *Family Educational Rights and Privacy Act of 1974*, any requests for transcripts must be submitted in writing and include the student's signature and student number. A transcript will be issued after the student has settled all financial obligations to the University.

Debts Owed to the College

Grades, transcripts, diplomas, and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with a written notice that he/she has failed to pay a financial obligation incurred at the University. Any item(s) withheld shall be released when the student satisfactorily meets the financial obligation. If a student believes that he/she does not owe all or part of an unpaid obligation, the student should contact the university's Business Office. The Business Office, or other campus office to which the student may be referred by the Business Office, will review the information, including information the student may wish to present, and will advise the student of its conclusions concerning the debt.

Withdrawal from College

A student has the right to cancel the **Enrollment Agreement** at anytime and obtain a refund of charges paid (except for the application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refunds after this date will be based on a pro rata basis. (See Student Eligibility for Tuition Refunds and Schedule of Refunds)

A petition for withdrawal from the University may be obtained from the Office of Admissions and Records. It is the responsibility of the student to secure the required signatures, to be cleared of all obligations and to file the withdrawal form with the Office of Admissions and Records. When this has been accomplished, the student will be

eligible for withdrawal. Any refunds due to the student will be made by the university's Business Office in compliance with the students Enrollment Agreement and the university's Refund Policy.

In the event of a verified medical condition which necessitates complete withdrawal from college, the student will be given approval for a medical withdrawal.

Dismissal from Class and/or the University

Excessive absences, disruptive behavior, or deliberate falsification of information are bases for dismissal from class and/or from the University for a period to be determined by the instructor, the program administrator, director of admissions and records and the vice president.

WESTERN COVENANT UNIVERSITY'S COURSE NUMBERING SYSTEM

**COURSES ARE GROUPED INTO NUMBER SERIES INDICATING THE LEVEL AT
WHICH THEY ARE PRESENTED**

00-99 LEVEL COURSES

PREPARATORY/REMEDIATION COURSES

These courses, numbered 00-99, are preparatory/remedial courses and are not applicable to degree programs or certificates within degree programs.

100-299 LEVEL COURSES

LOWER DIVISION COURSES: APPLICABLE TO ASSOCIATE AND BACHELOR DEGREES

These courses are designed primarily for freshmen and sophomores, but may be taken by others. They provide breadth of understanding and the foundation for more specialized work in upper division and more advanced courses. Such courses are usually general, introductory, basic, beginning or survey in nature.

300-399 LEVEL COURSES

UPPER DIVISION, INTERMEDIATE COURSES: APPLICABLE TO BACHELOR DEGREES

These courses are designed for sophomores and above, although in some circumstances freshmen may qualify to enroll. 300-399 level courses generally assume prior knowledge or experience in the subject, are more advanced than lower-division courses and frequently have prerequisites.

400-499 LEVEL COURSES

UPPER DIVISION, ADVANCED COURSES: APPLICABLE TO BACHELOR DEGREES

These courses are designed for juniors and seniors, although advanced sophomores may qualify in some cases. Freshmen rarely qualify to take these courses. 400-499 courses assume a greater degree of complexity than intermediate level courses, require a high degree of disciplinary sophistication or a high degree of specificity in content and assume considerable prerequisite knowledge and experience.

500-599 LEVEL COURSES

DUAL LEVEL COURSES: APPLICABLE TO BACHELOR AND MASTER DEGREES

Dual level courses are open to qualified seniors for advanced upper division credit or to graduate students as graduate credit, as specified by the requirements of each program.

600-799 LEVEL COURSES

GRADUATE LEVEL COURSES: APPLICABLE TO MASTER'S and DOCTORAL DEGREES

Open only to post-baccalaureate and graduate students pursuing a master's or doctoral degree objective. Graduate courses require an identification and investigation of a theory or principle; the application of theory to new ideas, problems and materials; extensive use of bibliographic and other resource materials with emphasis on primary sources of data and competence in the scholarly presentation of independent study research.

800-899 LEVEL COURSES: APPLICABLE TO DOCTORAL DEGREES

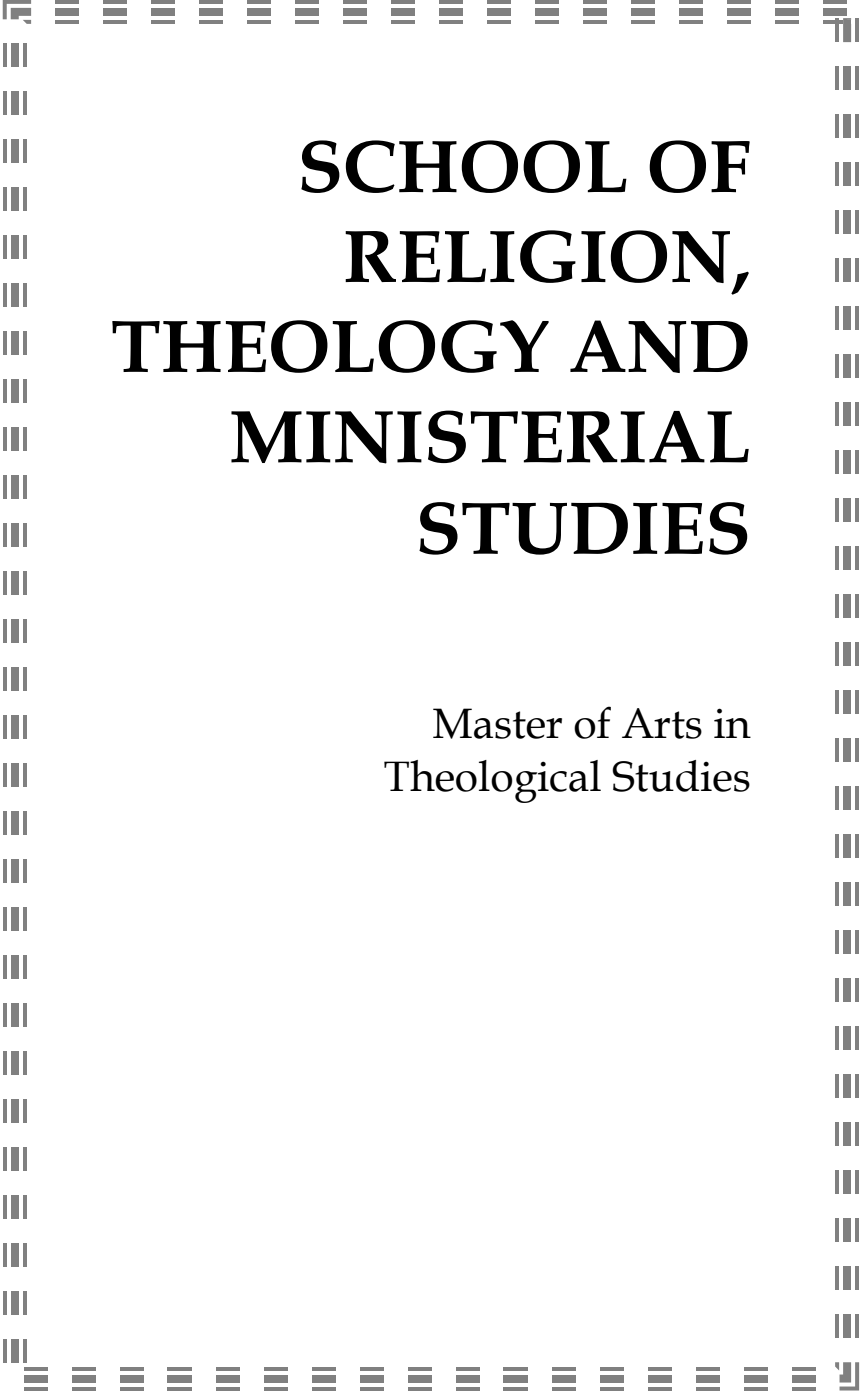
Open only to graduate students pursuing study at the doctoral level. Graduate study at the doctoral level demands, on the part of the student, a capacity for creative thinking, critical analysis and a degree of research interest and ability beyond that required at the Master's Degree level. Doctoral study/research is designed to prepare scholars who will advance knowledge of the discipline through specialized expertise and independent research that extends the theoretical foundation, provides the basis for further research that may lead to new theories and/or may provide the basis for a more thorough understanding of the subject, problem or phenomena under study.

900-999 LEVEL COURSES: NON-CREDIT COURSES

Courses numbered at the 900 – 999 level are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential and licensure programs. They are also designed to meet professional) continuing education requirements and the needs of professional and vocational groups seeking career improvement and advancement objectives. Credit for these courses does not apply to degrees. However, in exceptional cases and with the approval of the appropriate school dean or department chairperson, you may apply these courses towards a degree program for which such courses are deemed acceptable. Determination of the acceptability of these courses for degree credit will depend primarily upon course content and approach. You should not consider registering in these courses for degree purposes without first consulting with an adviser.

Some courses within this numbering level are designed to provide opportunities to pursue cultural, intellectual, and social interests. These courses include specialized workshops, seminars, and institutes.

-
- *Courses transferred to Western Covenant University for which credit is sought are evaluated and given credit, where appropriate, on the basis of the course numbering criteria given here.*
 - *Community college courses do not qualify for upper division credit. Only lower division credit will be given to all transfer courses from community colleges, with the exception of community colleges that now offer selected Bachelor degrees.*
 - *While most accredited institutions and BPPE approved institutions adhere closely to this standardized course numbering system, some institutions' course numbering system may not. In such cases, WCU will review their courses so as to ascertain the appropriate class level to determine the number of units to be awarded.*



**SCHOOL OF
RELIGION,
THEOLOGY AND
MINISTERIAL
STUDIES**

Master of Arts in
Theological Studies

DOCTRINAL STATEMENT

SCHOOL OF THEOLOGY

The School of Religion, Theology and Ministerial Studies is dedicated to the integration of faith and learning, and endeavors to promote a balanced commitment to God's revelation and to academic excellence in the pursuit of knowledge.

The School invites the members of its community to a life lived in response to the claims of the Kingdom of God, in which the transcendent realities of the gospel are brought to bear on the real life challenges which they will face as citizens of the twenty-first century.

We Believe

...the Bible to be the inspired and only infallible and authoritative Word of God.

...that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule over the nations.

...that the only means of being cleansed from sin is through repentance and faith in the precious blood of God.

...that regeneration by the Holy Spirit is absolutely essential for personal salvation.

...that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

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

...in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

SCHOOL OF THEOLOGY

The School of Theology is faithful to the intellectual tradition and apostolic priority of the Christian Church—reverent and critical service of the faith that does justice. Doctrinally the School stands for the fundamentals of the faith as taught in Holy Scriptures and handed down by the Church.

The School's pledge is to serve the entire church of Jesus Christ in its various expressions—whether congregational, denominational or multi-denominational and to reflect the ecumenical vision embroidered in the structure and substance of the Church.

The School offers a theological and ministerial education that is grounded in Scripture and the heritage of faith; yet is also an education in touch with the issues affecting contemporary ministry and the lives of people in today's world.

Academically, the School seeks to maintain an atmosphere that encourages students in their responsible exercise of academic freedom. Believing that intense study and rigorous thought should be an act of spiritual devotion, the School seeks to become a community of scholar-servants in their work and devotion to God.

Because zeal without knowledge or knowledge without godly zeal can only injure the Church, the School seeks to develop in its students a balanced combination of solid learning and Christ-like piety by educating them to approach theological and practical ministry issues with cultural sensitivity and discernment.

The call to ministry is a call to freedom and fullness of being. For those who seek to respond to this call in whatever form it may take, and with whatever communion or community, the Western Covenant University School of THEOLOGY encourages self-directed learning. In doing this we seek to honor love of learning as a gift and to offer a program that gives room for the workings of the spirit.

Religion is a significant dimension of human existence. Throughout history, it has had a formative effect on human development, culture, and consciousness. Human beings yearn to know the ultimate meaning of things: of life, of the world, of their own nature and destiny. For much of human history, people have sought to discover the meaning of things through religion.

Courses in the School of THEOLOGY address the critical issues relating to the subject of religion, Theology, Christian counseling and education, ministry and ministerial administration in their many facets: historical, cultural,

literary, aesthetic, sociological, experiential and philosophical. Students who undertake religious, theological and ministerial studies learn both to appreciate the importance of religion, Theology and the ministry to human thought, action, and creativity and to judge their character and historical impact in cultural context. Moreover, they discover how the critical study of religion and the work of the ministry leads to increased understanding of the relationship among the various fields of knowledge that constitute the humanities and social sciences.

MISSION

The School of THEOLOGY's educational philosophy encompasses the principle that the spiritual development of every student is a matter of prime importance in religious, theological and ministerial education. Under the authority of Scripture, the School seeks to fulfill its commitment to prepare leaders for service in the Church, the ministry and ministerial administration for all Christian denominations.

Paul described the Church as the Body of Christ, with many members having different functions, but working organically together.

Recognizing that ministry can take many forms, the school's programs of study are structured to respond to the gifts, background, needs, interests and calling of each student. The school aspires to develop church leaders who will be able to address the complex issues confronting the church's ministry and witness.

The identification of human gifts and the dedication of those gifts to the service of the greater good is the essence of ministry. To discover ministry is an embodiment of grace. While the school's mission is to promote the essentials of Christianity and to prepare people holistically for service in the Church in its many forms, it is also committed to freedom in the formulation of nonessentials. There is an appreciation of the reality that there will always be differences in our understandings, spiritual maturity and conclusion and that these differences should not be used as a test of fellowship.

The School of Theology is also committed to providing field education that integrates conceptual aspects of religion and ministry with the practice of religion and ministry in local churches, hospitals, mission opportunities, inner-city (urban) ministries, and other para-church organizations. The goals for field education include spiritual formation,

mentoring relationships, theological reflection, and specific training in religious education, Christian counseling, theological studies, the ministry and ministerial administration. The programs in the School are based on the premise that religion and ministry involves authenticity, the real presence of gifted human beings. One who ministers embraces the capacity to be responsible, grounded and self-authoring. One who ministers carries within a reverence for life and is responsible to life all around.

There are many forms of religion and ministry that take place in a context beyond the immediate sphere of a congregation. And there are religious vocations that are not oriented towards the art of life together, but call for solitude. A sincere exploration of the nature of one's calling is welcomed as part of the educational process. Clarity of purpose and firm commitment will also find a home in the School of THEOLOGY.

The School of Theology is specifically committed to:

- Partnership and mutuality between men and women in church and society as witness of Christian love and justice.
 - Sensitivity to and programs designed for urban ministry, Christian education and Christian counseling.
 - Inculturation of the faith within diverse communities in a pluralistic world.
 - Critical fidelity to the Church in Christian tradition.
 - Providing exposure to the contributions of the Church as it strives to be a continuing resource in the struggle to increase the measure of justice, righteousness and compassion.
 - Furthering the incorporation of urban communities into the life and work of theological education.
 - Serving as a focal point for sound theological scholarship for the Church and for understanding, training and support in response to the need in the Church and community for trained ministerial and community leadership.
- Preparation of ministers and others for service in the Church.
 - Theological, spiritual and personal renewal of those already engaged in active ministry.
-

MASTER OF ARTS IN THEOLOGICAL STUDIES

The School of Theology offers Master of Arts in Theological Studies

STATEMENT OF PURPOSE

The M.A. programs are dedicated to the integration of religion, faith and learning and consequently endeavor to promote a balanced commitment to God's revelation and to academic excellence in the pursuit of knowledge.

The Schools programs are academic /professional programs designed to prepare men and women for a variety of purposes both within and outside the church. The programs provide academic study and training for participants to reflect theologically on the role of religion, Christian life, and the church in contemporary society, and to develop the skills for effective ministry within local churches, mission agencies and para-church ministries.

Specific Purpose of the M.A. Degree Program

- To study scriptures, students are offered an opportunity to develop competence in the interpretation of biblical texts;
- To gain exegetical skills in understanding the content of Scriptures through its form, context, structure and vocabulary;
- To be able to identify the basic issues involved in exposition of Scripture including the cultural and historical background of the texts;
- To provided a chance to explore and enrich one's assumptions about religion, theological and ethical issues inherent in religion, life and work;
- To provide an academic structure for personal, sustained inquiry into a broad area of issues from

religiosity to Christian education;

- To provide students with a high level of competence in a specific area of study, thus preparing them for service in the Church, the community or for further study at the doctoral level;
- To reflect theologically and ethically — students are offered an opportunity to study the complexities of ministry and to develop insight through theological studies and related social science disciplines;
- To enhance greater professional skills and competence of persons who are preparing for ministry and for persons already in ministry;
- To equip laity for ministry within the local church or para-church settings; and
- To acquire application skills in using Scripture in a variety of areas in the life of the Church: polity, apologetics, homiletics, Christian ethics, doctrine and church mission.

ADMISSION STANDARDS AND REQUIREMENTS

Responsibility for admission decisions is vested in the Graduate Admissions Committee (GAC). All applicants seeking admission into a M.A. program must first meet the general admissions standard of and be admitted into the University. In addition to the general requirements for admission to the University, applicants for M.A. degree programs must also meet the following requirements.

Undergraduate preparation for the M.A. Degree

- Completion of a bachelor's degree from a college or university accredited by an accrediting agency recognized by the U.S. Secretary of Education, from an institution approved by the Bureau for Private Postsecondary Education or from a national or international institution that meets these standards.
- A cumulative grade point average of 2.5 or higher (on a four-point scale) in all baccalaureate work.

Based on individual merit, at the discretion of the GAC, an applicant whose grade point average is below 2.5 may be admitted into the program on a provisional status — requiring the applicant to complete the first 12 credit hours of graduate level courses with grades of “B” or above before receiving further consideration for regular standing in a M.A. degree program.

General Admission Procedure

Application forms for M.A. programs are obtained from the university’s Office of Admissions and Records and returned to the office after completion. The following materials are required before a decision on admission can be made by the GAC:

1. Official transcripts of all academic work taken since graduation from high school. A final official transcript indicating that the bachelor’s degree has been granted should be submitted. If the bachelor’s degree has not been granted at the time that the student applies for admission into a M.A. degree program, then the student — upon reception of the bachelor’s degree — should immediately make arrangements to have an official transcript sent to WCU indicating that the bachelor’s degree has been granted.
2. Application Form: an application is valid for one year.
3. Payment of the application fee — \$100.00 (nonrefundable).

ACADEMIC POLICIES

Academic Calendar

The timelines of M.A. programs are given in the academic calendar in the front of the catalog.

Academic Advisors

The Office of the School Dean will assign a faculty member to serve as the academic advisor to counsel students concerning the details of their program. Students will receive notification of the name of their academic advisor prior to their initial registration in the program. Because only those courses approved by each student’s advisor may be used toward the master’s degree, students must arrange for an interview (in person or by phone) with their academic advisor in advance of the announced registration dates.

Registration

Registration dates are specified in the calendar in front of this catalog. Students may register for a course or courses after the cut-off date given, but for no more than the number of credits equal to the number of full weeks remaining in the quarter (including the week of final examinations), and then only with the permission of the Office of the School Dean, the student’s academic advisor, and the instructors involved.

Students will receive credit only for those courses for which they are formally registered. No registration is complete until tuition has been paid or a satisfactory payment arrangement has been made with the Business Office. A late registration fee will be charged students who register late. Students may not receive credit for concurrent enrollment at any other institution without prior approval by the Office of the School Dean.

The University reserves the right to cancel any scheduled **500-level** course in which enrollment is less than eight and any scheduled **600 or 700-level** course in which the enrollment is **less than six**.

Graduate Course Numbering System

See catalog section on Course Numbering System for specific details.

Limitation on the Number of 500-level Courses Applicable to the M.A. Degree.

Excluding the M.A. degree’s Common-Core-Curriculum Courses — no more than seven 500-level courses may be applied toward completion of requirements for the M.A. degree.

Student Academic Load

A full-time academic load in a M.A. program is twelve (12) credit hours or more per quarter. Exceptional students may enroll for up to 16 credit hours upon the approval of their academic advisor. Students may not enroll for more than 16 credit hours in a regular quarter without the recommendation of their academic advisor and the approval of the Office of the School Dean.

Student Grades

In order to graduate, students must achieve a minimum

grade point average of B (3.0 on a 4.0 scale). Students are expected to gauge the course load for each quarter so that they will achieve at least a B grade in each course attempted. Any grade below B is considered below minimal performance in a M.A. program and indicates that improvement is required if students expect to complete the degree. If a student receives a second grade which is below B, he/she will be required to meet with their academic advisor and the School Dean or the designee to determine whether or not the student should continue as a degree student in the M.A. program. If a student receives a third grade which is below B, he/she may be dismissed from the program at the discretion of the School Dean. No more than two (2) course grades of less than B may count toward the master's degree. Grades below C cannot be used for credit towards the M.A. degree except by repeating the course and receiving a satisfactory grade.

A grade point is a numerical value assigned to a letter grade. Each credit of a grade of A is assigned four (4) grade points. Each credit of a grade of B is assigned three (3) grade points, et cetera. Thus, for example, a four (4) credit hour courses with a grade of B is assigned a total of twelve (12) grade points. A grade point average (GPA) is determined by dividing the total number of grade points by the number of credits (units) attempted for which grade points are assigned. Grade point averages are determined on the basis of courses completed at Western Covenant University. The cumulative GPA is calculated and entered on the transcript of the student's academic record at the end of each full quarter.

Incomplete Work

Incomplete work must be made up by no later than the last week of the quarter following the one in which the incomplete was granted. If this is not done, a tentative grade, which the instructor assigns along with the Incomplete, automatically becomes effective and is placed on the permanent record of the student. An instructor is under no obligation to assign an incomplete grade or to administer a make-up examination. Exceptions or extensions to this policy are made only with the approval of the Office of the School Dean.

Change of Class Schedule

Consult the appropriate section of the University catalog on the policy for adding or dropping courses.

Withdrawal from the M.A. program

Students who find it necessary to withdraw from a M.A.

program during a regular academic term must officially withdraw from all classes. Students must procure an Add/Drop form from the Office of Admissions and Records, complete the form, including the required signature(s), and return the completed form to the Office of Admissions and Records. Students who do not officially withdraw from classes will automatically be given a grade of F (failure) by the professor(s). Failure to withdraw officially, therefore, may lead to future problems in transferring credits to other graduate institutions or when applying for readmission. Students who follow the proper procedures in withdrawing, due to justifiable personal circumstances, will be classified as having withdrawn in good standing. The tuition refund policy will be observed in cases of official withdrawal from a M.A. program.

Leave of Absence from a M.A. Program

M.A. students who find it necessary to interrupt the regular sequence of Fall-Winter-Spring quarter enrollment are expected to file notice of a leave of absence to ensure continuity of their program. Forms for this purpose are available in the Office Admissions and Records. **Time spent on a leave of absence is not exclusive of the six-year (6) time limit for completion of the M.A. degree.**

Readmission

M.A. students who have been absent from a M.A. program for six or more consecutive quarters and do not have a current Leave of Absence form on file, must submit an Application for Readmission with the Office of Admissions and Records. Student must meet any new graduation requirements which have come into effect at the time of their readmission. Students must also submit transcripts of any work taken at other institutions while absent from Western Covenant University.

Transfer Credit and Residency Requirement

Title 5, California Code of Regulations, 71770 (b)(2) stipulates that **no more than 20% graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward a master's degree.** WUC accepts transfer credits only from the institutions of higher learning approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting

association recognized by the U.S. Department of Education.

All other course work for the master's degree must be completed at the institution where the degree is granted.

Each request for a transfer of credits must be received by the Office of Admissions and Records no later than the commencement of classes for new students and by the last quarter of their program for current students who have taken one or more courses at another institution, while working toward their M.A. at WCU that they want transferred to WCU.

Exit Options

There are four M.A. options by which students may complete their master's degree: **the Thesis or Project Option and the Integrative Seminar or Field Education Option.**

The Thesis Option or the Project Option — Students will take the initiative in selecting a topic. Once an interest has developed, they should consult with their academic advisor for assistance and initial supervision. The academic advisor will give an evaluation regarding the merit of the topic. The prospectus should then be developed under the guidance of the thesis or the project committee chair who is selected by the student. Upon completion of the prospectus, students should submit one copy with the signed committee signature sheet to the Office of the School Dean.

Students taking either the Thesis Option or the Project Option should register for EO717 and RM710, Project Option and Research Methodology or EO718 and RM710, Thesis Option and Research Methodology in their second from the last academic term before the anticipated date of graduation, and should register for either EO717, Project Option, or EO718, Thesis Option, in the last academic term(quarter) before their anticipated date of graduation.

If more than one registration for the thesis or the project is necessary, and all other requirements for the degree are satisfied, students must register in EO796: Continuous Registration: Master's Study in each succeeding quarter until the thesis or the project is completed. Registration in and payment of fees for this course protects student's thesis/project topic, gives library privileges, and provides for access to faculty members for consultation. The fee for each registration in EO796: Continuous Registration, Master's Study is equivalent to one (1) credit hour (one unit) of tuition.

Students will be required to give a satisfactory oral defense of their thesis or project. Students should arrange for their

defense date with the Office of the School Dean and the student's committee chair. The original final copy of the thesis or project must be submitted to the Office of the School Dean for binding. A binding fee is required. A double binding fee and a total of two copies of the thesis or project is required if a personal bound copy is desired.

Integrative Seminar — The Integrative Seminar is a classroom experience designed to help students reflect theologically on their academic experience by integrating what they have learned in graduate course work by a teaching experience of four (4) weeks in an internship.

Field Education — Students may petition to exit the program by completing a field education requirement. If students choose a field education experience, they must select a mentor and place of service or ministry to be approved by the Faculty Supervisor in Field Education.

Time Limits on Completion of the M.A. Degree

All work for a M.A. degree must be completed within six (6) years from the date of commencing the program unless an extension is granted.

If students find it necessary to petition for an extension of time in order to complete the degree requirements, they must secure the approval of the Office of the School Dean. The petition will then be submitted to the Graduate Studies Program Committee for final action. Extensions will be granted for a period of one year. Under certain extenuating circumstances two extensions may be granted allowing a maximum of eight (8) years to complete all course work for the M.A. degree.

Course Work Completion Benefit

Students who have completed all required course work toward the M.A. degree (excluding exit option) may audit any course, on a space available basis, in the School of Theology free. The School Dean's Office must be informed of the student's intent to use this benefit. The form is available in the School Dean's Office. (This is a non-credit bearing activity)

CAREER OPPORTUNITIES

Graduates with a M.A. degree may assume positions in local churches as pastors, directors of Christian education, and youth pastors; in Christian schools as teachers and administrators; and in para-church organizations as leaders and staff in the United States and in foreign missions. Since graduates of the program are furnished with Biblical, historical, and systematic resources for effective service in Christian ministry and administration, they are qualified to effectively participate in world evangelism.

A graduate of these programs will be prepared for more specialized graduate study and will be given the conceptual and technical resources for effective service in Christian ministry.

CONTINUING EDUCATION AND THEOLOGICAL RENEWAL

The school's degree and non-degree programs are open to men and women of all Christian traditions both clergy and laypeople. Excellent opportunities are available for persons who wish to broaden their theological/biblical and/or to sharpen their ministerial/pastoral skills through the school's Continuing Education program, religious conferences, workshops and retreats. Through the flexible structure of its Continuing Education and Pastoral Renewal program the School reads the sign of the times in a changing global context to proclaim the Gospel of Christ effectively and so promote God's work of justice and peace.

COMPONENT AREAS OF THE M.A. PROGRAMS

WCU's M.A. degrees are academic/professional degrees designed to prepare men and women for careers in their chosen discipline, for further study at the Ph.D. or doctoral level or for Christian service in a multiplicity of occupations. This is accomplished by integrating the academic and utilitarian aspects of the discipline in an expanded curriculum that is more comprehensive than the typical M.A. program. The WCU M.A. degree consists of 62 units of required course work. The university's educational philosophy is that all degree programs should prepare students academically and professional so that the move from school to work or further study is a continuum.

The M.A. programs provide participants opportunities to develop competencies by selecting courses from four major areas of study:

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

The M.A.T.S. program fosters development of theological understanding as part of educational, professional, and spiritual growth. The M.A.T.S. is an academic/professional degree designed to give balanced exposure to the theological disciplines, while allowing students to focus on area of interest. It is desirable for persons not seeking ordination but wishing to work in a church setting, and for those already ordained but needing further academic work in theological studies. It is also appropriate for those who wish to enhance their understanding of theological perspectives and religious practices for their own growth or to relate to another professional field.

The program allows for concentration in a field of study, for example, lay persons who work in church settings in non-ordained or volunteer positions may use the program to develop their understanding of the church by concentrating in a field such as biblical studies, history of religion, Theology, or the history and theory of worship and homiletics. International students may create an interdisciplinary emphasis in Asian theological studies, spirituality, missiology, or pastoral counseling.

PROGRAM REQUIREMENTS

The M.A. programs require a minimum of 96 credit hours/units, and are normally completed in two years of full-time study; you may, however, take up to six (6) years of part-time study. Students must maintain a minimum grade-point average of 2.0 to stay in the program.

The M.A. programs consist of a focus of study of five (5) Common-Core-Curriculum Courses, 20 credit hours/units, that are required of all M.A. programs. Each program then requires 42 credit hours beyond the core courses that consists of restricted electives for each M.A. program and an exit option of one of the following: (a) the Integrative Seminar, (b) the Field Education Course, (c) the Thesis Option and (d) the Project Option. With each Exit Option students must take a Research Methodology course for a total of six (6) credit hours/units for each Exit Option. The remaining 34 credit hours/units can be chosen from non-restricted electives, such as Christian counseling, education, and computer courses.

Language

Each M.A. program student must complete at least 4 credits of language study as determined in consultation with his/her M.A. Committee. The student may propose either Greek or Hebrew. While four (4) credits are required, students are encouraged to take additional language credits, leading to greater proficiency in cultural exchange and research.

Master of Arts Major Requirements: 96 units

The M.A. Committee and Students' Advisors

When a student is admitted to a M.A. degree program, the School Dean selects a M.A. Committee composed of three (3) School of Theology faculty members to direct the student's progress through the degree program and to administer and evaluate his/her exit option, including the M.A. thesis option, if the student selects this exit option. Additional Theology faculty may join the M.A. Committee as deemed appropriate and desirable by the student and his/her committee members.

Common-Core-Curriculum Courses for all M.A. Degrees: 20 units (Required Courses)

Students who have previously completed some of the required courses in the Common-Core-Curriculum may select courses from their major's restricted electives to satisfy the M.A. degree unit requirement.

| | |
|---------|----------------------------------|
| BST 540 | Old Testament Interpretation (4) |
| BST 560 | New Testament Theology (4) |
| CE 600 | Christian Ethics (4) |
| HS 580 | History of Christianity I (4) |
| TP 580 | Systematic Theology (4) |

Master of Art in Theological Studies Program

Restricted Electives: 42 units

I. Theology and Philosophy

Two(2) courses, 8 units from:

| | |
|--------|---|
| TP 530 | Modern and Contemporary Christian Thought (4) |
| TP 612 | Biblical Theology (4) |
| TP 642 | Process Theology (4) |
| TP 655 | Philosophical Theology (4) |
| TP 660 | Study in Asian Religious and Philosophical Thoughts (4) |
| TP 670 | The Cultural Context of Theology and Ministry (4) |
| TP 710 | Special Study: Systematic Theology and Philosophy (4) |

II. Historical Studies Electives

Two(2) Courses, 8 units from:

| | |
|------------|--|
| HS 561 | History and Pastoral Care |
| (4) HS 581 | History of Christianity II (4) |
| HS 610 | History of The Reformation (4) |
| HS 637 | Luther and The Lutheran Reformation (4) |
| HS 640 | American Church History and Theology |
| (4) HS 647 | Korean Church History (4) |
| HS 670 | Concepts and Methods of Religious Thought |
| (4) HS 710 | Special Study: History of Christianity (4) |

III. New Testament.

Two (2) Courses, 8 units from:

| | |
|---------|---|
| BST 543 | New Testament Background (4) |
| BST 558 | New Testament Ethics (4) |
| BST 585 | Exegesis of the New Testament (4) |
| BST 608 | The Church in the New Testament (4) |
| BST 620 | Eschatology and the New Testament (4) |
| BST 710 | Special Study: Old and/or New Testament (4) |

IV. Religious Education**Two courses, 8 units****from:**

- RE 604 Formative Figures in Religious Education
 (4) RE 615 The Bible and Religious Education (4)
 RE 630 Multicultural Religious Education (4)
 RE 640 Religious Education and Faith Development (4)
 RE 705 Contemporary Theories of Religious Education
 (4)
 RE 710 Special Study: Religious Education (4)
 RE 720 Seminar: Problems and Issues in
 Religious Education(4)

V. Biblical Languages**Electives One(1) Course, 4****units from:**

- BST 410 Greek I (4)
 BST 412 Greek II (4)
 BST 414 Hebrew I (4)
 BST 416 Hebrew II (4)

VI. Students must select and complete one of the options listed in 1-4 below: (All courses are graded on a Credit/No Credit basis)

1. RM 710, Research Methodology(2) and EO 715 Field Education (4), Total: 6.0 units
2. RM 710, Research Methodology(2) and EO 717, Project Option (4), Total: 6.0 units
3. RM 710, Research Methodology(2) and EO 718, Thesis Option(4), Total: 6.0 units
4. EO796: Continuous Registration Master's project/thesis (1) [fee equivalent to one (1) unit of tuition. Credit hours do not count toward Master's degree requirements.] Students who have taken EO 717 or 718 but have not completed their master's thesis/project must sign up for EO 796 to maintain their student status and graduate privileges.

MASTER OF ARTS PROGRAMS**GRADUATION REQUIREMENTS****A candidate for the Master of Arts Degree shall have:**

1. Successfully completed an approved M.A. program with a minimum cumulative grade point average of 3.0 or better, while having received no more than two (2) letter grades of less than a B or two grades of B-, C+, or C.
2. Successfully completed either the integrative seminar, field education, thesis/or project option;
3. Filed all the necessary graduation forms in accordance with the timetable provided by the School of Religion, Theology and Ministerial Studies.
4. Successfully completed all degree requirements within the maximum time limit allowed six (6) years, or within an officially approved time extension;
5. Settled all financial obligations to the University.

Credit Hour Requirements

The M.A.degree requires a minimum of 96 credit hours of graduate course work (500, 600, 700 level course work). Students may receive a maximum of six (6) credit hours for completion of EO 715, Field Education and RM 710; EO 716, Integrative Seminar and RM 710; EO 717, Project Option and RM 710 and EO 718, Thesis Option and RM 710.

COURSE REGISTER

| BIBLICAL STUDIES, OLD TESTAMENT, NEW TESTAMENT | | Units |
|---|---|-------|
| BST 410 | GREEK I | 4 |
| BST 412 | GREEK II | 4 |
| BST 414 | HEBREW I | 4 |
| BST 416 | HEBREW II | 4 |
| BST 505 | BASIC ASPECTS OF THE HEBREW BIBLE | 4 |
| BST 507 | BASIC ASPECTS OF THE STUDY OF THE NEW TESTAMENT | 4 |
| BST 508 | BASIC ASPECTS OF THE STUDY OF THE OLD TESTAMENT | 4 |
| BST 523 | OLD TESTAMENT BACKGROUNDS | 4 |
| BST 530 | MORAL ISSUES IN THE OLD TESTAMENT | 4 |
| BST 533 | OLD TESTAMENT ETHICS | 4 |
| BST 537 | OLD TESTAMENT IN GLOBAL PERSPECTIVE | 4 |
| BST 540 | OLD TESTAMENT INTERPRETATION | 4 |
| BST 543 | NEW TESTAMENT BACKGROUND | 4 |
| BST 558 | NEW TESTAMENT ETHICS | 4 |
| BST 560 | NEW TESTAMENT THEOLOGY | 4 |
| BST 585 | EXEGESIS OF THE NEW TESTAMENT | 4 |
| BST 608 | THE CHURCH IN THE NEW TESTAMENT | 4 |
| BST 620 | ECHATOLOGY AND NEW TESTAMENT | 4 |
| BST 640 | ACTS, CANONICAL AND APROCRYPHAL | 4 |
| BST 710 | SPECIAL STUDY: OLD AND/OR NEW TESTAMENT | 4 |
| CHRISTIAN COUNSELING | | |
| CC 505 | FUNDAMENTALS OF RELIGIOUS COUNSELING | 4 |
| CC 510 | COUNSELING TECHNIQUES | 4 |
| CC 540 | MARRIAGE AND FAMILY COUNSELING | 4 |
| CC 542 | COUNSELING TROUBLED YOUTH | 4 |
| CC 552 | ETHICS AND COUNSELING | 4 |
| CC 560 | CHRISTIAN GROUP COUNSELING | 4 |
| CC 570 | CONFLICT MANAGEMENT | 4 |
| CC 585 | CRISIS COUNSELING | 4 |
| CC 623 | DEVELOPMENTAL PSYCHOLOGY | 4 |
| CC 625 | CHRISTIAN COUNSELING: SUBSTANCE ABUSE | 4 |
| CC 630 | CAREER COUNSELING | 4 |
| CC 635 | CARE AND COUNSELING OF THE AGED | 4 |

| | | |
|--------|---|---|
| CC 657 | ADVANCED PASTORAL COUNSELING | 4 |
| CC 712 | CHRISTIAN COUNSELING PRACTICUM I (2)..... | 2 |
| CC 713 | CHRISTIAN COUNSELING PRACTICUM II | 2 |

CHRISTIAN ETHICS

| | | |
|--------|---|---|
| CE 600 | CHRISTIAN ETHICS | 4 |
| CE 635 | METHODS OF ETHICAL ANALYSIS | 4 |
| CE 640 | WITTGENSTEINIAN ETHICS | 4 |
| CE 650 | ADVANCED CHRISTIAN ETHICS | 4 |
| CE 655 | RELIGIOUS ETHICS IN A SECULAR WORLD | 4 |
| CE 667 | FORMATIVE FIGURES IN CHRISTIAN ETHICS | 4 |
| CE 669 | PROTESTANT ETHICS | 4 |
| CE 675 | CONTEMPORARY THEOLOGICAL ETHICS | 4 |
| CE 677 | CONTEMPORARY ETHICAL ISSUES | 4 |
| CE 680 | THEORIES OF JUSTICE | 4 |
| CE 710 | SPECIAL STUDY : CHRISTIAN ETHICS | 4 |

EXIT OPTIONS

| | | |
|--------|---|---|
| EO 715 | FIELD EDUCATION | 4 |
| EO 716 | INTEGRATIVE SEMINAR | 4 |
| EO 717 | MASTER'S PROJECT OPTION | 4 |
| EO 718 | MASTER'S THESIS OPTION | 4 |
| EO 796 | CONTINUOUS REGISTRATION : MASTER'S PROJECT/THESIS | 4 |

HISTORICAL STUDIES

| | | |
|--------|---|---|
| HS 561 | HISTORY AND PASTORAL CARE | 4 |
| HS 580 | HISTORY OF CHRISTIANITY I | 4 |
| HS 581 | HISTORY OF CHRISTIANITY II | 4 |
| HS 610 | HISTORY OF THE REFORMATION | 4 |
| HS 635 | ANABAPTIS REFORMATION | 4 |
| HS 637 | LUTHER AND THE LUTHERN REFORMATION | 4 |
| HS 640 | AMERICAN CHURCH HISTORY AND THEOLOGY | 4 |
| HS 647 | KOREAN CHURCH HISTORY | 4 |
| HS 650 | HISTORY OF THEOLOGY AND REVIVALS | 4 |
| HS 670 | CONCEPTS AND METHODS IN U.S. RELIGIOUS HISTORY..... | 4 |
| HS 710 | SPECIAL STUDY: HISTORY OF CHRISTIANITY | 4 |

RELIGIOUS EDUCATION

| | | |
|--------|--|---|
| RE 510 | THE EDUCATIONAL MINISTRY OF THE CHURCH | 4 |
| RE 520 | CURRICULUM AND METHODS FOR EDUCATIONAL MINISTERIES | 4 |
| RE 530 | TEACHING: PRINCIPLES AND PRACTICE | 4 |
| RE 540 | YOUTH MINISTERIES | 4 |
| RE 550 | RELIGIOUS EDUCATION: CHILDREN | 4 |
| RE 604 | FORMATIVE FIGURE IN RELIGIOUS EDUCATION | 4 |
| RE 615 | THE BIBLE AND RELIGIOUS EDUCATION | 4 |
| RE 630 | MULTICULTURAL RELIGIOUS EDUCATION | 4 |
| RE 640 | RELIGIOUS EDUCATION AND FAITH DEVELOPMENT | 4 |
| RE 705 | CONTEMPORARY THEORIES OF RELIGIOUS EDUCATION | 4 |
| RE 710 | SPECIAL STUDY: RELIGIOUS EDUCATION | 4 |
| RE 715 | PRACTICUM/INTERNSHIP: LEADERSHIP AND CHRISTIAN EDUCATION | 4 |
| RE 720 | SEMINAR: PROBLEMS AND ISSUES IN RELIGIOUS EDUCATION | 4 |

RESEARCH METHODOLOGY

| | | |
|--------|----------------------------|---|
| RM 710 | RESEARCH METHODOLOGY | 4 |
|--------|----------------------------|---|

THEOLOGY AND PHILOSOPHY

| | | |
|--------|---|---|
| TP 505 | BACKGROUNDS OF CONTEMPORARY THEOLOGY | 4 |
| TP 506 | MAJOR CHRISTIAN DOCTRINES | 4 |
| TP 508 | HISTORY OF WESTERN THOUGHT..... | 4 |
| TP 530 | MODERN AND CONTEMPORARY CHRISTIAN THOUGHT | 4 |
| TP 580 | SYSTEMATIC PHILOSOPHY | 4 |
| TP 612 | BIBLICAL THEOLOGY | 4 |
| TP 642 | PROCESS THEOLOGY | 4 |
| TP 655 | PHILOSOPHICAL THEOLOGY | 4 |
| TP 660 | STUDY IN ASIAN RELIGIOUS AND PHILOSOPHICAL THOUGHTS | 4 |
| TP 670 | THE CULTURAL CONTEXT OF THEOLOGY AND MINISTRY | 4 |
| TP 710 | SPECIAL STUDY: THEOLOGY AND PHILOSOPHY | 4 |

COURSE DESCRIPTIONS

BIBLICAL, OLD TESTAMENT, NEW TESTAMENT

BST 410 GREEK I (4)

Prerequisite: Approval of Instructor

A study of phonology, morphology, and grammar of New Testament Greek with an emphasis placed on vocabulary development. Covers reading, writing, verb conjugation, and other parts of speech. It also introduces Greek customs, culture, and politics of the inter-testaments period.

BST412 GREEK II (4)

*Prerequisite: **BST410** or Approval of instructor*

Greek II is a continuation of Greek I. This course emphasizes nouns, verbs, infinitives, adjectives, and pronouns. Voice, extension and tense are also covered.

BST 414 HEBREW I (4)

Prerequisite: Approval of Instructor

Fundamentals of biblical Hebrew with a focus on pronunciation, vocabulary, and the basic grammar in the usage of the Hebrew language. Hebrew I is to be used for translation and written exercises. Selected readings in biblical texts will be covered.

BST 416 HEBREW II (4)

*Prerequisite: **BST 414** or approval of instructor*

BST 416 is a continuation of BST 414. It provides further study of Hebrew grammar with emphasis on morphology, phonology, syntax, vocabulary, and the understanding of the abbreviations and marks in the Hebrew Bible. Selected passages will be read from the Old Testament.

BST 505 BASIC ASPECTS OF THE HEBREW BIBLE (4)

Prerequisite: Approval of Instructor

An introduction to the content of Hebrew Bible Literature, and to the methods for its interpretation.

BST 507 BASIS ASPECTS OF THE STUDY OF THE NEW TESTAMENT.

Prerequisite: Approval of Instructor

An introduction to the history and literature of the Christian movement in the first and second centuries, with particular focus on the New Testament. This course is a prerequisite to all other courses in New Testament. Students may

proceed to advanced New Testament courses by passing a prescribed examination in lieu of taking the course.

BST 508 BASIC ASPECTS OF THE STUDY OF THE OLD TESTAMENT (4)

Prerequisite: Approval of Instructor

A survey of the history and literature of the Old Testament, with special attention paid to significant events (e.g., creation, the Exodus from Egypt), outstanding persons (e.g., Moses), and dominant theological motifs (e.g., redemption). An emphasis will be made on certain books which advance and develop one's grasp of the holistic message of Scripture.

BST 523 OLD TESTAMENT BACKGROUNDS (4)

Prerequisite: Approval of Instructor

An exploration of Egyptian, Babylonian, Assyrian and Persian backgrounds of the Old Testament designed to provide the student with an understanding of the Old Testament world.

BST 530 MORAL ISSUES IN THE OLD TESTAMENT (4)

Prerequisite: Approval of Instructor

An examination of the moral values that govern human behavior in the Old Testament. Special attention will be devoted to the relationship between moral behavior and its theological foundations.

BST 533 OLD TESTAMENT ETHICS (4)

Prerequisite: Approval of Instructor

This course is designed to acquaint students with the ethical teachings of the Old Testament, and to probe the relevance of Old Testament ethics for a contemporary personal and social ethic.

BST 537 THE OLD TESTAMENT IN GOLBAL PERSPEETIVE (4)

Prerequisite: Approval of Instructor

Learn how the Old Testament has been used and interpreted in Africa, Asia and Latin America and explore the important relationship between biblical interpretation and one's socio-cultural context.

BST 540 OLD TESTAMENT INTERPRETATIONS (4)

*Prerequisite: **BST 410** and **412** or Approval of Instructor*

General introduction and hermeneutics: historical, cultural, and religious background; the language and translation of the New Testament; textual criticism; the theological

Raison d'etre of the New Testament; The New Testament books as canon; the principles and practice of New Testament exegesis.

BST 543 NEW TESTAMENT BACKGROUNDS(4)

Prerequisite: Approval of Instructor

A study of the Greek, Roman and Jewish backgrounds of the New Testament is made in order to give the New Testament student an understanding of the world of Jesus and the Early Church. Extensive readings in representative texts from the New Testament period, including the Dead Sea Scrolls.

BST 558 NEW TESTAMENT ETHICS (4)

Prerequisite: Approval of Instructor

This course is designed to acquaint students with the ethical teachings of the New Testament, and to probe the relevance of New Testament ethics for a contemporary personal and social ethic.

BST 560 NEW TESTAMENT THEOLOGY(4)

Prerequisite: Approval of Instructor

A study of the history and methods of biblical Theology and examination of the major themes of the principal New Testament writers in the light of their historical backgrounds.

BST 585 EXEGESIS OF THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

A study of various tools of New Testament investigation and the praxis of interpretation of selected texts.

BST 608 THE CHURCH IN THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

An examination of New Testament sources dealing with the early Church in its various communities, including its social composition, rituals, customs of worship, and organization. Important documents concerning the Church from other early Christian literature are also examined.

BST 620 ESCHATOLOGY AND THE NEW TESTAMENT (4)

Prerequisite: Approval of Instructor

A study of various eschatologies of the New Testament and the early Christian movement from their beginnings in the ancient Near East into the second century. Course includes a survey of early Christian views of the Combat of God and the Devil, life after death, the judgment, heaven

and hell, and the Eschaton both personal and cosmic.

BST 640 ACTS, CANONICAL AND APPOCRYPHAL (4)

Prerequisite: Approval of Instructor

The study of the so-called Apocryphal Acts of Apostles, especially The Acts of Paul, The Acts of Peter, The Acts of John, The Acts of Andrew, and The Acts of Thomas. Topics treated include the religious orientation of each of the Acts, the relationships among those Acts and the New Testament, the role of apostolic memory in the early church, the depictions of women in these texts, and the value of the Apocryphal Acts for understanding the diversity of the early church.

BST 710 SPECIAL STUDY: OLD AND/OR NEW TESTAMENT (4)

Prerequisite: Approval of Master's Advisory Committee

Individual study projects involving library research in the field of the old and/or New Testament. Student must have an overall 3.0 grade point average in all master's degree work undertaken. Only students who have completed two quarters or 24 quarter units of master's course work are eligible to take BST 710.

CHRISTIAN COUNSELING

CC 505 Fundamentals of Religious Counseling (4)

Prerequisite: Approval of Instructor

Introduces students to a model for short-term counseling that incorporates knowledge of and practice in facilitation skills, cognitive behavioral approaches and biblical teaching.

CC 510 COUNSELING TECHNIQUES (4)

Prerequisite: Approval of Instructor

A course designed to equip the student with a knowledge of the essential counseling skills such as attending, listening, probing, goal setting, confronting, and challenging.

CC 540 MARRIAGE AND FAMILY COUNSELING (4)

Prerequisite: Approval of Instructor

A course designed to help the student acquire an understanding of the issues in marriage and family counseling. As variety of tools and techniques for managing these issues are presented from the Biblical perspective.

CC 542 COUNSELING TROUBLED YOUTH (4)

Prerequisite: Approval of Instructor

This course considers the heart of the present youth crisis, especially the violence which produces homicide and suicide among so many young people. It will consider the causes and response to such violence from the standpoint of the youth leader. The course deals with systemic as well as individual and cross-cultural factors.

CC 552 ETHICS AND COUNSELING (4)

Prerequisite: Approval of Instructor

An overview of significant professional, legal and ethical considerations applicable to the counseling process, particularly in relation to the Biblical counselors in the church.

CC 560 CHRISTIAN GROUP COUNSELING (4)

Prerequisite: Approval of Instructor

Techniques of group counseling and principles of good interpersonal relationships will be discussed in the context of small group discussion.

CC 570 CONFLICT MANAGEMENT(4)

Prerequisite: Approval of Instructor

An examination of the nature of conflict and how it develops within the Church or religious organizations; ways to manage conflict, and how to be effective in intervention strategies using the best models in social sciences and Christian tradition.

CC 585 CRISIS COUNSELING (4)

Prerequisite: Approval of Instructor

The time together will be spent in examining the psychological-theological aspects of different human crises; dealing with concrete cases which illustrate and clarify the psycho-dynamics of crisis; examining the pastor's as well as the church's role in ministering to these in crises.

CC 623 DEVELOPMENTAL PSYCHOLOGY (4)

Prerequisite: Approval of Instructor

Concepts and processes involved in the understanding of the psychological development of the person throughout the lifespan. Major theoretical systems relevant to Developmental Psychology are examined with emphasis upon the study of cognitive, affective and psychomotor changes manifested in childhood and adolescence.

CC 625 CHRISTIAN COUNSELING: SUBSTANCE ABUSE (4)

Prerequisite: Approval of Instructor

The course is designed to acquaint pastors with the cultural context and prevailing pattern of drug use, the phenomenon of addiction as an illness, and recourses and methods for helping addicts with special reference to the spiritual and theological dimensions of addictive illnesses and recovery.

CC 630 CAREER COUNSELING

Prerequisite: Approval of Instructor

Survey of approaches to counseling about career choices, as well as issues involved in career and other career-related choices (ie., issues such as view of work, principles of decision-making). Its content is designed to familiarize the student with theory, materials and techniques that focus on helping individuals in their relationship to the world of work.

CC 657 ADVANCED PASTORAL COUNSELING (4)

Prerequisites: CC 505 and CC 510 or approval of instructor

A review of the literature on pastoral counseling in order to discover current trends in counseling therapy. Pastoral counseling in the congregational context. Application of counseling and guidance principles to the work of the pastor and other religious workers in the field of pastoral care, including the use of case studies in ministering to persons with illness, grief, home, work, youth or other types of special problems. Review of personality theory, family systems theory and psychotherapy as they relate to counseling principles. This course is designed to prepare the pastor involved in church ministry for situations which may arise requiring counseling as an interventional mechanism.

CC 712 CHRISTIAN COUNSELING PRACTICUM I (2)

Prerequisite: CS510 or Approval of Instructor

A two weeks-long practicum at a church counseling office. The student serves as an assistant counselor helping the lead counselor in actual Biblical counseling. Pre- and post-session assignments are included.

CC 713 CHRISTIAN COUNSELING PRACTICUM II (2)

Prerequisite: CC 712 or approval of instructor

The course is a continuation of Practicum I. It involves a two weeks-long practicum at a church counseling office. The student serves as a semi-independent counselor

helping the lead counselor in actual Biblical counseling. Pre- and post-session assignments are included.

CHRISTIAN ETHICS

CE 600 INTRODUCTION TO CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

An introduction to the discipline of Christian ethics, drawing on classical, contemporary, and cross-cultural sources. Develop critical skills and apply ethical methodology to a range of current social and ethical issues.

CE 635 METHODS OF ETHICAL ANALYSIS (4)

Prerequisite: Approval of Instructor

A review and critique of various schools of approach to ethics.

CE 640 WITTGENSTEINIAN ETHICS. (4)

Prerequisite: Approval of Instructor

Examination of Wittgensteinian ethics in the works of Rush Rhees, Peter Winch and other.

CE 650 ADVANCED CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

An ethical analysis and reading of five major types of Christian ethics: evangelical, Protestant, Catholic, postmodernist, and liberationist.

CE 655 RELIGIOUS ETHICS IN A SECULAR WORLD (4)

Prerequisite: Approval of Instructor

A study of secularization and its implications for Christian ethics. Seeks to identify major issues, analyze theological responses, and develop criteria for their evaluation.

CE 667 FORMATIVE FIGURES IN CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

A study that compares and contrasts the thought of Walter Rauschenbusch and H. Richard Niebuhr with special reference to the importance of anthropology and the doctrine of God for the formation of Christian ethics.

CE 669 PROTESTANT ETHICS (4)

Prerequisite: Approval of Instructor

The works of selected Protestant theologians (e.g., Bonhoeffer, Wesley, Reinhold Niebuhr) are read to explore expressions of Lutheran, Calvinist, and Methodist ethics.

CE 675 CONTEMPORARY THEOLOGICAL ETHICS(4)

Prerequisite: Approval of Instructor

A comparative study of a selected sample of contemporary Christian ethicists from K. Barth to the present.

CE 677 CONTEMPORARY ETHICAL ISSUES (4)

Prerequisite: Approval of Instructor

A selection of two contemporary issues are picked for consideration, e.g., sexual ethics and violence in contemporary society.

CE 680 THEORIES OF JUSTICE (4)

Prerequisite: Approval of Instructor

Exploration several dominant philosophical and theological approaches to distributive justice, especially the strengths and limits of liberal and communitarian approaches.

CE 710 SPECIAL STUDY; CHRISTIAN ETHICS (4)

Prerequisite: Approval of Instructor

Individual study projects involving library research in the field of Christian Ethics. Students must have an overall GPA of 3.0 in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of Master's course work are eligible to take CE 710.

EXIT OPTIONS

EO 715 FIELD EDUCATION (4)

Prerequisite: Approval of Instructor

A field education experience with a qualified mentor approved by the student's M.A. degree faculty advisor in field education. Contact the Dean of the School of THEOLOGY for applications.

EO 716 INTEGRATIVE SEMINAR (4)

Prerequisite: Approval of Instructor

The Integrative Seminar is a classroom teaching experience designed to help students reflect theologically on their academic experience by integrating what they have learned in graduate course work with the practice of ministry, Theology, Christian counseling, religious education or their faith journey.

EO 717 MASTER'S PROJECT OPTION (4)

Prerequisite: Approval of Instructor

The application of a theory or concept in a specific research setting culminating in a written research report with the guidance of a faculty committee.

EO 718 MASTER'S THESIS OPTION (4)

Prerequisite: Approval of Instructor

The study of a well-defined problem that both emerges from and carries forward some existing body of knowledge or theory. Students who choose this research option, work with the guidance of a faculty committee.

EO 719 CONTINUOUS REGISTRATION: MASTER'S PROJECT/THESIS (1)

Prerequisite: Approval of Instructor

(Fee equivalent to one (1) unit of tuition.) Credit hours do not count toward Master's degree requirements. Students who have taken EO 717 or EO718, but have not completed their Master's thesis/project must sign up for EO 719 to maintain their student status and graduate privileges.

HISTORICAL STUDIES

HS 561 HISTORY AND PASTORAL CARE (4)

Prerequisite: Approval of Instructor

Explore issues in pastoral care as they arise and as they were faced in the past. Critical models from the past will be used as resources to be used in the present. Psychological, social scientific, and historical methodologies are used.

HS 580 HISTORY OF CHRISTIANITY I (4)

Prerequisite: Approval of Instructor

A survey of how varied Christian communities have shaped their beliefs and practices from the New Testament era to the age of reform. Extensive use is made of primary sources as means of illuminating historical and historiographical issues. This course is writing intensive.

HS 581 HISTORY OF CHRISTIANITY II (4)

Prerequisite: Approval of Instructor

A history of Christianity from the Reformation to the present which focuses on the worldwide expansion of Christianity in the modern era and the diversity of form which Christian faith and practice have taken in different time periods and cultural contexts. Extensive use is made of primary sources as means of illuminating historical and historiographical issues.

HS 610 HISTORY OF THE REFORMATION (4)

Prerequisite: Approval of Instructor

A study of the magisterial phase of Protestant Reformation, especially as promoted in Germany, Switzerland, Scotland and England. Special emphasis will be placed on one of its major personalities: Luther, Zwingli, Calvin. Knox or the Anglicans and Puritans.

HS 635 ANABAPTIST REFORMATION (4)

Prerequisite: Approval of Instructor

A survey of the background, developments, personalities, issues and results of the Anabaptist phase of the Reformation of the sixteenth century and its particular impact on the rise of the English Baptists.

HS 637 LUTHER AND THE LUTHERAN REFORMATION

Prerequisite: Approval of Instructor

In-depth examination of Luther's writings, placing them within the religious, political and social context of 16th century Europe. Study of Luther's experience as a paradigm for the progress of the early Reformation, from the desire for internal reform and spiritual renewal to the break with established authority and the development of an alternative religious confession.

HS 640 AMERICAN CHURCH HISTORY AND THEOLOGY (4)

Prerequisite: Approval of Instructor

A study of the beginnings of Christianity in America to the present. Includes the European background, colonial Christianity, the first Great Awakening, the rise of the United States, the separation of church and state, the second Great Awakening, the development of religious diversity, the impact of the Civil War on religion. Denominational development, the impact of immigration and industrialization, and the modern period.

HS 647 KOREAN CHURCH HISTORY (4)

Prerequisite: Approval of Instructor

The primary objective of this course is to identify and understand the identity of the Korean church from a historical perspective by focusing on the introduction of the Gospel to Korea and its historical background; the sociological and political contexts of the time; the influence of the Gospel on the traditional Korean society and an evaluation of the rapid growth of the Korean church in a relatively short period of time. The future of the Korean church will also be explored.

HS 650 HISTORY OF THEOLOGY AND REVIVALS (4)

Prerequisite: Approval of Instructor

The background, development, results and Theology of the great revivals throughout Christian history.

HS 670 CONCEPTS AND METHODS IN U.S. RELIGIOUS HISTORY

Prerequisite: Approval of Instructor

An examination of the ways in which the field as a whole has been conceptualized in the past, new approaches to the overall survey or "narrative" of religion in the U.S. and methodologically innovative monographs likely to shape research and teaching in the future. Designed for students planning to teach courses in U.S. religious history or incorporate such material in courses in U.S. history, literature of politics, etc.

HS 710 SPECIAL STUDY: HISTORY OF CHRISTIANITY (4)

Prerequisite: Approval of Instructor

Individual study projects involving library research in the field of the History of Christianity. Students must have an overall GPA of 3.0 in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of the Master's course work are eligible to take HS 710.

RELIGIOUS EDUCATION

RE 510 THE EDUCATION MINISTRY OF THE CHURCH

Prerequisite: Approval of Instructor

Exploration of historical and contemporary models of educational ministry. Particular attention is given to teaching and developing the learning community in the church.

RE 520 CURRICULUM AND METHODS FOR EDUCATIONAL MINISTRIES (4)

Prerequisite: Approval of Instructor

This course presents curriculum in a systematic and intentional plan for educational ministry. Special attention is given to principles for design, analysis, and evaluation of curriculum, and to the exploration of teaching-learning processes and appropriate methods for various educational purposes and contexts.

RE 530 TEACHING: PRINCIPLES AND PRACTICE (4)

Prerequisite: Approval of Instructor

Exploration of the various aspects and methods of teaching. Question addressed: How is religious education undertaken and realized? Question asked in the context of other educational questions which address the nature, purpose, context and interpersonal relationships of any educational effort.

RE 540 YOUTH MINISTRY (4)

Prerequisite: Approval of Instructor

An exploration of adolescent development, culture and socialization as an integration point for effective youth ministry. Discussion of current issues in youth ministry will serve to provide students with the foundation necessary for contemporary youth ministry.

RE 550 RELIGIOUS EDUCATION: CHILDREN (4)

Prerequisite: Approval of Instructor

A study of the religious education of the church with a specific focus on children. Issues explored include religious experience, faith formation, psycho-social development, neglect and abuse, and worship and teaching, each with relation to children.

RE 604 FORMATIVE FIGURE IN RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

A reading course that focuses on formative figures of the late 19th and 20th centuries—figures who have influenced the development of religious education theory and practice. Students also engage in studying and gathering oral histories of scholars and leaders in the field.

RE 615 THE BIBLE AND RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

An exploration of the role of Scripture in the shaping of Christian identity, its place in the educational ministry of the church, and various models for teaching scripture.

RE 630 MULTICULTURAL RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

Examination of the philosophical and theological frameworks of multiculturalism in relation to religious educational praxis. Discussion of linguistic and cultural knowledge and its relationship to power. Powerlessness and justice. Issues looked at through the lenses of religious educators of different cultural communities.

RE 640 RELIGIOUS EDUCATION AND FAITH DEVELOPMENT (4)

Prerequisite: Approval of Instructor

Advanced seminar on the dynamics of spiritual formation and faith development. Using a faith interview methodology, the (faith) lives of particular persons will be explored in dialogue with models and frameworks from both theological and social-scientific sources to surface and illuminate dimensions of spiritual growth, psychological development, the formative influences of social-cultural contexts, and themes in the international nurture of spirituality.

RE 705 CONTEMPORARY THEORIES OF RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

An exploration of major theoretical perspectives in religious education from the mid-1960s until the present time. Particular attention will be given to critical issues as they have merged in Jewish and Christian communities, and to the theological, philosophical and social- psychological dimensions of these issues. Some of the issues have to do with identity, ecumenical and inter-religious relationship, scripture and personality.

RE 710 SPECIAL STUDY: RELIGIOUS EDUCATION (4)

Prerequisite: Approval of Master's advisory committee

Individual study projects involving library research in the field of Religious Education. Students must have an overall 3.0 GPA in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of Master's course work are eligible to take RE 710.

RE 715 PRACTICUM/INTERNSHIP: LEADERSHIP AND CHRISTIAN EDUCATION (4)

Prerequisite: Approval of Instructor

For the purpose of the M.A. in Religious Education program, the practicum/internship requires 160 hours in a

lab/church school sponsored by a church and approved by the student's M.A. Committee. The practicum/ internship occurs under the supervision of a trained religious educator. The student conducts religious education classes and services as a tutorial.

RE 720 SEMINAR : PROBLEMS AND ISSUES IN RELIGIOUS EDUCATION

Prerequisite: Approval of Instructor

Exploration of some of the significant problems and issues in the theory and practice of religious education. Contemporary issues as raised by various leaders in the field are examined for the purpose of formulating the work of the student in present or future contexts.

RESEARCH METHODOLOGY

RM 710 RESEARCH METHODOLOGY (2)

Prerequisite: Approval of Instructor

An introduction to research methods, including research design, collection of data, data analysis, and interpretation of data. Required for all M.A. students.

THEOLOGY AND PHILOSOPHY

TP 505 BACKGROUNDS OF CONTEMPORARY THEOLOGY (4)

Prerequisite: Approval of Instructor

A selected study of major theologians who continue to influence contemporary Christianity.

TP 506 MAJOR CHRISTIAN DOCTRINES

Prerequisite: Approval of Instructor

An introduction to prominent doctrinal topics of Christian Theology.

TP 508 HISTORY OF WESTERN THOUGHT (4)

Prerequisite: Approval of Instructor

A survey of Western philosophical thought with the purpose of introducing students of Theology to philosophical ideas which have had a significant influence on the development of Christian Theology. Students may complete an examination in lieu of the course requirement, or the course may be taken concurrently with other required courses.

TP 530 MODERN AND CONTEMPORARY CHRISTIAN
THOUGHT (4)

Prerequisite: Approval of Instructor

A study of thought from Enlightenment trends to contemporary theological and philosophical developments. The latter subject includes nineteenth century liberalism, twentieth century new-orthodoxy, existentialism, and post-existential trends such as secular, liberation, and hope theologies. Attention is also given to recent philosophical movements such as logical positivism, linguistic analysis and process thought. The course stresses the history of major ideas, the system of formative scholars, and the conservative alternative.

TP 580 SYSTEMATIC THEOLOGY (4)

Prerequisite: Approval of Instructor

An examination of man as sinner, Christology and the atonement, salvation, eschatology and the church.

TP 612 BIBLICAL THEOLOGY (4)

Prerequisite: Approval of Instructor

A study of the nature, history and current trends in Biblical Theology. Each quarter there will be a special focus given to specific areas in Old Testament Biblical Theology or New Testament Biblical Theology.

TP 642 PROCESS THEOLOGY

Prerequisite: Approval of Instructor

An examination of the theological movement based on the process philosophy of Alfred North Whitehead and Charles Hartshorne.

TP 555 PHILOSOPHICAL THEOLOGY (4)

Prerequisite: Approval of Instructor

The course employs philosophical methodology to examine the problems of the nature, limits and validity of

religious knowledge, the meaning of religious languages, and the origin and nature of evil.

TP 660 STUDY IN ASIAN RELIGIOUS AND
PHILOSOPHICAL THOUGHTS (4)

Prerequisite: Approval of Instructor

A thematic approach to the study of Asian religious and philosophical thoughts. Major themes of Buddhism, Confucianism, and Taoism are identified and explored both historically and diachronically (both within their individual contexts and in their mutual interactions with one another).

TP 665 THEOLOGY OF CHRISTIAN SPIRITUALITY
(4)

Prerequisite: Approval of Instructor

An exploration of historical and contemporary currents in Christian spirituality. Particular attention is given to changes in the Theology and practice of spirituality during the 20th century within Protestantism and Roman Catholicism. Students have opportunities to do analytic and theory-building work.

TP 670 THE CULTURAL CONTEXT OF THE
THEOLOGY AND MINISTRY (4)

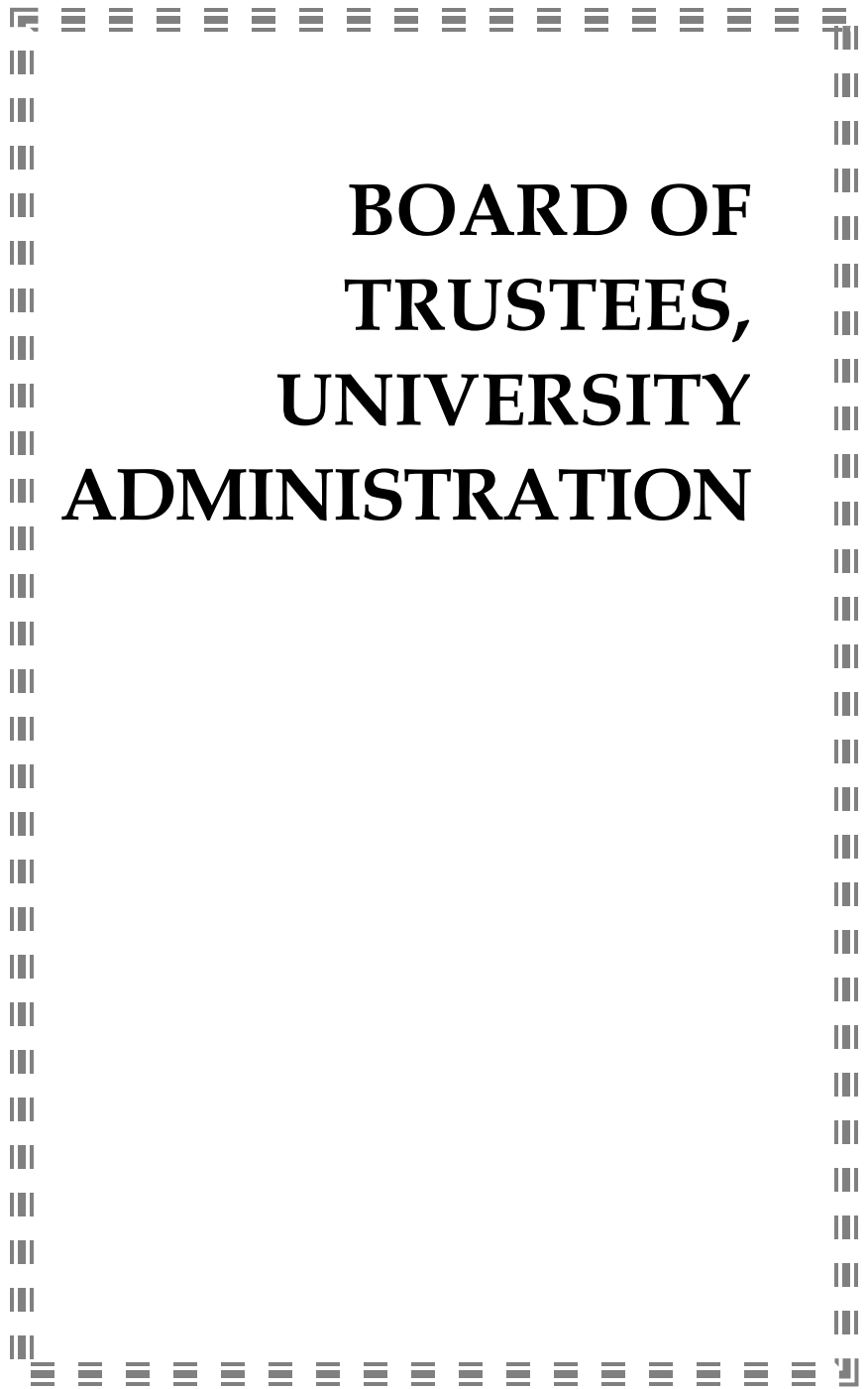
Prerequisite: Approval of Instructor

A study of the impact of culture on the development of Theology and the practice of ministry.

TP 710 SPECIAL STUDY: THEOLOGY AND
and PHILOSOPHY (4)

Prerequisite: Approval of Master's advisory Committee

Individual study projects involving library research in the field of Theology and philosophy. Students must have an overall 3.0 GPA in all Master's degree work undertaken at WCU. Only students who have completed two quarters or 24 quarter units of Master's Course work are eligible to take TP 710.



**BOARD OF
TRUSTEES,
UNIVERSITY
ADMINISTRATION**

Western Covenant University

Board of Trustees

- Chairman, Board of Trustees David K. Oh
- Secretary, Board of Trustees Bryan Jang
- Treasurer, Board of Trustees Tony Song
- Member, Board of Trustees Charles Han
- Member, Board of Trustees Suk Kim

Western Covenant University

Administration

- President David Oh
- Chief Operations Officer Joseph Kim
- Chief Academic Officer Byung Kum
- Director of Program Young Kum
- Librarian..... Katherine Hernandez
- Director of Admissions and Records
And Office Manager Young Jang
- Registrar Officer Monica Nyam

**Western Covenant University
Faculty**