Catalog

2022-2023

From July 1, 2021 to June 30, 2022

America Evangelical University

1204 W. 163rd St,
Gardena, CA 90247
Telephone: 323.643.0301
Website: www.aeu.edu

Reviewed and updated March 2022.

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America Evangelical University Catalog

Special Notice

America Evangelical University has established certain academic requirements which must be met before a degree is granted. This Catalog summarizes the total requirements which the student must presently meet before academically qualifying for a degree from America Evangelical University. While it is AEU's intention to maintain considerable stability in its programs, this Catalog and the requirements listed in it for any given degree do not constitute a formal contract between the University and its students. The contents of this Catalog may be deleted, revised, or otherwise changed at any time at the sole discretion of America Evangelical University and its Board of Directors.

Disclosure Statement

America Evangelical University is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). As per the California Education Code, section 94897 (l), approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009, and the regulations of the CEC section given above.

Enrollment Agreement

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.

Questions and Complaints

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the University may be directed to the Bureau for Private Postsecondary Education. The BPPE has a formal complaint process. A student or any member of the public may file a complaint about this institution with the BPPE by calling toll-free telephone number or by completing a complaint form, which can be obtained on the Bureau's internet website in the following:

> **Bureau for Private Postsecondary Education**
> 1747 N. Market Blvd., Ste. 225
> Sacramento, CA 95834
> Phone: (916) 574-8900   Toll Free: (888) 370-7589
> Fax: (916) 263-1897
> Online: http://www.bppe.ca.gov

Academic Calendar (Fall 2021 and Spring 2022)

Fall Semester 2021

August	16	Registration and Payment Due for Fall 2020
	20	New Student Orientation and Faculty Day
	30	Classes Begin
September	6	Labor Day Holiday (offices closed)
	7	Last Day to withdraw and receive a full refund
	17	Last Day to Add a Class
	17	Last Day to Complete Late Registration and Payment
October	18	Last Day to Withdraw from a Class with "W"
	29	Last Day to Drop a Class with Refund (Friday)
November	8	35th University Forum (Tentative)
	19	Comprehensive Bible Exam
	25-28	Thanksgiving/Reading Break (no classes, offices closed)
December	10	University Convocation (Fall Semester)
		Last Day of Classes
	13-16	Final Examinations; Registration for Winter and Spring
	18-20	Faculty Retreat
	23	Christmas Break Begins (offices closed until January 2)

Spring Semester 2022

January	3	Offices Open
	3-14	Winter Session
	17	Martin Luther King Jr. Holiday (no classes, offices
	20	Registration and Payment Due for Spring 2021
	21	New Student Orientation and Faculty Day
	24	Classes Begin
	31	Last Day to withdraw and receive a full refund
	31	Last Day to Add a Class
February	7	Last Day to Complete Late Registration and Payment 36th University Forum
	28	Postmark Deadline for FAFSA
March	10	Comprehensive Bible Exam
	14	Last Day to Withdraw from a Class with "W"
	28	Last Day to Drop a Class with Refund (Friday)
	30	Graduation Application Deadline
April	4-8	Spring Break/Reading Week (no classes, offices
May	6	Last Day of Classes
	9	University Convocation (Spring Semester)
	9-12	Final Examinations; Registration for Summer and Fall
	19	Comprehensive Graduation Exam
June	06	20th Commencement
June	28	Summer Session Begins

General Information

University Mission

America Evangelical University (AEU) is a private, evangelical institution of biblical higher education. Under the guidance of the Holy Spirit, the AEU community is committed to the advancement of the Kingdom of God by preparing dedicated and qualified men and women for the ministry of Christ in the world.

Mission Statement

The Mission of America Evangelical University is to prepare students for ministries in the church of Jesus Christ by equipping them with the knowledge of the Word of God, academic competence, professional skills, and cultural sensitivity.

Institutional Goals

In pursuing its mission, America Evangelical University will be committed to these seven goals.

1. Clarify mission and governance
2. Strengthen faculty and staff
3. Enhance and diversify education
4. Embrace a missional student body
5. Pursue a viable economic model
6. Strengthen student services
7. Establish an assessment culture

University Learning Outcomes

Our mission provides the foundation for the following University Learning Outcomes that all undergraduate and graduate degree programs are designed to support.

1. All students will be equipped with at least a significant working knowledge of the Bible and a sound foundation of Christian doctrine.

2. All students will be culturally sensitive, and will have acquired cross-cultural competence.

3. All students will be motivated to be, and have the skills to be, lifelong learners.

4. All students will be motivated to have a lifelong commitment to personal spiritual growth and to Christian service in local and worldwide contexts.

5. All students will have acquired a biblical worldview for effective Christian living and for evangelism in a diverse society. They are motivated to live out the values in accordance with the Korean Evangelical Church theology and heritage.

6. All students will have acquired the essential knowledge and the practical skills necessary to serve effectively, even successfully, in their chosen field.

State Approval, Accreditation and Affiliation

Bureau for Private Postsecondary Education

AEU is approved by the Bureau for Private Postsecondary Education (BPPE) to operate an accredited institution. The University maintains compliance with the California Private Postsecondary Education Act of 2009 and Title 5, California Code of Regulations 7.5 Private Postsecondary Education.

If you wish to contact the BPPE for any concerns, please contact them at:

> **Bureau for Private Postsecondary Education**
> 1747 N. Market I., Ste. 225
> Sacramento, CA 95834
> Phone: (916) 574-8900   Toll Free: (888) 370-7589
> Fax: (916) 263-1897
> Online: http://www.bppe.ca.gov

Association for Biblical Higher Education

America Evangelical University holds institutional accreditation with the Association for Biblical Higher Education (ABHE) Commission on Accreditation. AEU first received full accreditation from ABHE in February 2015, and in February of 2022 AEU's accreditation was reaffirmed for a full accreditation cycle (until 2030).
The ABHE Commission on Accreditation is recognized as a national, faith-related accrediting agency by the Council for Higher Education Accreditation (CHEA) and is also listed by the United States Department of Education as a recognized national, institutional accrediting agency.

If you wish to contact the ABHE for any concerns, please contact them at:

> Association for Biblical Higher Education
> 5850 T. G. Lee Blvd., Suite 130
> Orlando, FL 32822
> (407) 207-0808
>
> See the ABHE website for additional information: https://www.abhe.org/

Definition of Credit Hour ("Unit")

The University awards academic credits based on the Carnegie unit which awards one unit of credit for each 50-minute class-session per week. For each credit, students are expected to complete a minimum of two hours of academic work (study, preparation, etc.) outside of class each week. Some courses may require three or more hours of outside work each week per credit. The policy on academic credit is based on those generally accepted in degree-granting institutions of higher education. A semester at the University consists of 15 weeks excluding finals. Students are advised to limit their job and social commitments in order to give their coursework adequate attention.

Time-limit for Grade Notification for Online Courses / Distance Education

For courses taken online, students will receive the evaluation of their work and be notified of their course grade within 45 days of the last day of the course, as defined by the course syllabus and schedule.

Korea Evangelical Church of America

Founded by the Korea Evangelical Church of America (KECA), America Evangelical University has maintained a strong relationship with the parent denomination. The University is recognized by KECA as its primary institution for training prospective missionaries, ministers, professionals, and church leaders. The parent denomination has supported the University through prayers and financial contributions and reserves the right to appoint a limited number of directors to the University's governing board.

Historical Sketch of America Evangelical University

On December 21, 2000, the Korean Evangelical Church of America's two Southern California local districts of formed a special committee to explore and prepare the establishment of a theological institution for training the denomination's missionaries, pastors, and lay leaders. On January 30, 2001,

a formal Board of Directors was organized for the governance of the newly established theological institution. The Board appointed Dr. Chung Kuhn Lee as the University's first president. Notable achievements are as follows:

- On February 14, 2001, California Evangelical College and Seminary was formally launched as a nonprofit religious organization for promoting theological education.
- On May 24, 2001, the institution was officially recognized by the parent denomination KECA.
- On April 19, 2003, the institutional name was changed from California Evangelical College and Seminary to America Evangelical University.

In June 2011 Dr. Jong Kil Ryu succeeded Dr. Chung Kuhn Lee as the president of the University. Under Dr. Ryu's leadership the University has achieved institutional accreditation with Association for Biblical Higher Education. Moreover, the University has expanded its educational vision to equip students for a diversity of careers. Dr. Ryu retired on June 2, 2019, succeeded by Dr. Sanghoon Lee. Notable achievements are as follows:

- In January 2013, AEU was granted accredited approval from the Bureau for Private Postsecondary Education (BPPE).
- In June 2013, AEU was authorized to participate in the Student and Exchange Visitor Program (SEVP), which allowed the University to issue I-20 for international students.
- In June 2014, AEU was granted associate membership by the Association of Theological Schools (ATS).
- In February 2015, the University received the initial accreditation from the ABHE Commission on Accreditation.
- In October 2015, the University received approval from ABHE Commission on Accreditation for its Bachelor of Science in Nursing, Bachelor of Arts in Business Administration and Master of Business Administration.
- In February 2016, the University received approval for its Doctor of Counseling with Marriage and Family Therapy degree.

Programs Taught in Korean

Given that AEU was initially established to serve the Korean-speaking population in the United States, the majority of AEU's on-campus students are functional or even fluent in Korean. Accordingly, the majority of the courses taught on campus are taught in Korean.

The following programs are taught in Korean:

> Associate of Arts in Ministry Leadership
> Bachelor of Arts in Ministry Leadership
> Master of Arts in Ministry Leadership
> Master of Arts in Counseling with Marriage and Family Therapy
> Master of Divinity
> Doctor of Ministry
> Doctor of Counseling with Marriage and Family Therapy

AEU has sufficient duly qualified faculty who are well able to teach courses in Korean. All of the resident faculty have PhD's in their field. For most of AEU's faculty and administrators, Korean is their first language.

For courses in which the instruction is given in Korean, the large majority of the textbooks and the written materials will be in Korean. Some assigned reading, and also reading for term papers, might be in English.

Our Theological Positions

Statement of Faith

America Evangelical University is rooted in the Protestant Evangelicalism, particularly the Wesleyan tradition. The Statement of Faith presented has been and continues to be the stated theological position of America Evangelical University.

- We believe the Bible is the inspired Word of God and is the only standard for faith and life.
- We believe in the Holy Triune God, existing eternally in three persons, the Father, the Son, and the Holy Spirit.
- We believe that whoever believes in Jesus Christ will be saved.
- We believe that the church is the body of Christ and that the people of God are called to mission, education, and service.
- We believe in the second coming of Jesus Christ.

Teaching and Biblical Truth

America Evangelical University is a theological institution founded by the Korean Evangelical Church of America. As such, the University is committed to providing a nurturing Christian atmosphere for promoting spiritual formation, academic competence, theological reflection, and vocational preparation. In the pursuit of truth, individuals are encouraged to integrate Christian thought into all fields of inquiry. In teaching the faculty seek to contribute to the development of a Christian worldview for their students. Though they adhere the Statement of Faith, they seek to represent diverse views on theological and moral issues fairly, so that students can decide for themselves in an academic culture.

Nondiscrimination Statement

Recognizing that all persons are God's creation, America Evangelical University is committed to providing equal opportunity and access in its educational and spiritual programs and activities. The institution provides full compliance with the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.
America Evangelical University does not discriminate on the basis of race, color, national origin or ethnic origin, gender, or disability in any of its policies, practices or procedures. In some positions, an ability to speak Korean is required.

The University Community

University Facilities

University Campus

Located in the vicinity of Los Angeles Koreatown, American Evangelical University's main campus is located in two buildings at 1204 W. 163rd St, Gardena, CA 90247. Our administrative and faculty offices and our classrooms are in the main building, and the library and chapel are located in the adjacent building.

Library

Located on the fourth floor of the Ross Plaza building, the AEU Library supports all undergraduate and graduate programs with information resources and services. The Library integrates print, online, and multimedia resources. In addition to a growing collection of more than 23,500 print volumes, the Library offers access to more than 1,100 electronic academic journals that are available off campus to current students, staff, and faculty.

Housing

The University does not operate a dormitory or other housing facility but will assist students in locating adequate housing near the campus. Some students find housing in a local residence hotel; others share an apartment or rent a room from members of a local church. In this case, the cost may be reduced. The University reserves the right to approve or disapprove housing on a case-by-case basis if there is concern for your academic or spiritual welfare. An estimation of the approximate cost or range of cost for the housing is as follows: studio, $800-$1,000; one-bedroom apartment, $1,100-$1,300; two-bedroom apartment: $1,400-$1,500.

Community Life

Chapel

Chapel worship service is conducted once a week under the direction of the faculty. All regular students are expected to attend the chapel. Chapel service is designed for the spiritual growth and fellowship of the students.

Orientation

The University offers academic orientation each semester for all new students and all continuing students. The orientation sessions are designed to introduce new students school life, policies, regulations, faculty members, administration, and the surrounding community.

Privileges

The University seeks to provide a place and support for the graduates and undergraduates who want to participate in mission work or ministry. Students must show the genuine desire to serve God and meet all the requirements of becoming Christian ministers in their vocations. Students who graduate from the University with the M.Div. degree can be ordained as church ministers once the students meet the qualifications set by the ordination committee of the denomination concerned. The AEU will do its best to provide scholarships to the students who want to continue their studies at the advanced degree level.

Admissions

Application Guidelines

The AEU's academic programs and facilities are open to students of all Christian denominations who meet the standard requirements for admission. The AEU desires only qualified students and personnel who are committed to Jesus Christ. However, AEU does not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarships, or any other programs and activities. The following documents must be included in the application process.

1. The application form
2. A non-refundable application fee ($100.00)

3. Two letters of recommendation
4. A statement of the applicant's Christian faith
5. One recent photograph
6. Official transcripts from all schools attended including high school.

The application form and other forms can be obtained from the admissions office, requested by either phone or mail. The mailing address and phone/fax numbers are:

America Evangelical University
1204 W. 163rd St,
Gardena, CA 90247
Telephone: (323) 643-0301
Fax: (323) 643-0302

Application Deadlines

The deadline to apply for Fall 2020 is the same day that registration is due, August 24. Likewise, the deadline to apply for Spring 2021 is the same day that registration is due, January 20, 2021. Students are encouraged to submit their applications at least a week before the deadline, if possible. Registrations will be accepted after these deadlines, but there will be a late registration fee. These dates are also listed in the academic calendar (above).

Foreign Students and Visas

America Evangelical University is currently authorized to issue I-20 to prospective foreign students and for foreign students who already have I-20.

Minimum Level of Education

All applicants must be 18 years of age or older. The University accepts students with a High School Diploma or General Education Development (GED) or applicants who have passed the California High School Proficiency Examination (CHSPE). As such, AEU does not admit ability to benefit students.

Prerequisites

Students who apply for the Associate of Arts in Ministry Leadership (AAML) or the Bachelor of Ministry Leadership (BAML) programs must hold a high school diploma or its academic equivalent. Students who apply for a master's degree at the University must hold a four-year college degree (BA or its academic equivalent). No exception will be made for degree-seeking students. Students who desire to take a course by audit will not be subject to this prerequisite.

English Classes

The University offers instruction in English as a second language for students needing such instruction.

Admission Procedures

After the admissions director reviews the documents and confirms the completion of each applicant's file, the director will notify the applicant to take the appropriate tests. Each applicant is required to have a personal interview with a representative of the university. Each student is required to show proof of health insurance. The admissions committee finalizes the admission based on the following criteria:

1. A sense of calling from God for Christian ministry or service
2. Regeneration experience and baptism with water
3. Active and fruitful church participation
4. Acceptable test results
5. Recommendations
6. Evaluation from interviews with a representative of AEU

The applicant will be officially notified either by phone or mail, and students who are admitted will receive registration information and forms from the University.

Personal Interview

Each applicant is required to have a personal interview with a representative of the university. All applicants will be notified of the time for this interview.

Spiritual Requirements

All applicants must be regenerated and baptized in the name of the Father, the Son, and the Holy Spirit. Also, applicants should not have any addictions to intoxicating liquor, tobacco, or any kinds of drugs. The applicants should be people of good Christian character who show potential as leaders in the areas of mission work, church ministry, religious education, or in the marketplace.

Health Insurance

Every student must have some form of health insurance to be allowed to register. All full- time degree students (9 units or more for graduate students; 12 units or more for all others) are required to have health insurance. Bring proof of insurance to registration. All students are strongly urged to enroll all dependents. International students are required to enroll all dependents accompanying them to the United States. All international students are required to have proof of insurance, regardless of number of units or degree status.

Transfer Credits

As part of its admissions process, America Evangelical University accepts transfer credits from other institutions. However, the credit must be from a college that is approved by the Bureau for Private Postsecondary Education or is accredited by an accrediting association that is recognized by the U.S. Department of Education. If a student wants to transfer credits from another postsecondary school to AEU, an official transcript stating the course(s) and grade(s) must be submitted to the Director of Admissions prior to beginning courses.

The maximum amount of credits that a student can transfer into an AEU degree program is 25% of the amount of units in that program. For undergraduate theology degree students, the maximum amount of transfer credit from another approved or accredited institution shall be 30 semester units or its equivalent. For master's degree students, the maximum amount of transfer credit from another approved or accredited institution shall be between nine and 18 semester units (depending on the program) or its equivalent.

For students for whom their previous coursework at another institution overlaps considerably with the AEU program into which they are enrolling, they may submit a request to AEU's Academic Dean to be granted more than the normal maximum of 25% of that program's credits. The decision rests with AEU's Academic Dean.

Transcripts from foreign educational institutions can be confirmed by letter. AEU can ask to evaluate the schools in foreign countries through the American Council for Education.

For Students with Both Transfer Credits and Prior Experiential Learning

For students who are enrolling into AEU's BAML program (120 credits), and who wish to receive credit for their prior experiential learning, and who also have coursework from another school that they wish to transfer into their program, the combined maximum for the BAML would be: up to 30 credits for transfer courses that are accepted, and up to 30 credits for prior experiential learning. The Academic Dean's office will evaluate each such request individually; the decision of the Academic Dean's office is final.

Notice Concerning Transferability of Credits
and
Credentials Earned at Our Institution

The transferability of credits you earn at AEU to another academic institution is at the complete discretion of the institution to which you seek to transfer. Acceptance of the degree you earn in your program of study is also at the complete discretion of the institution to which you seek to transfer. If the degree that you earn at AEU is 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 before attending AEU to determine if your credits or degree from AEU will transfer to that institution.

Articulation Agreements

America Evangelical University currently has no articulation or transfer agreements with other institutions.

Prior Experiential Learning

AEU will consider the life and vocational experience of adult students (usually age 30 and above) as possibly satisfying some of the course requirements for its programs. For example, students who have years of experience in the ministry, at the discretion of the university, may be granted credit for that experience. Such experience needs to be directly pertinent to the courses in the degree program the student is pursuing.

Maximum Credit Limits for Prior Experiential Learning

(1) Of the first 60 semester units awarded a student in an undergraduate program, no more than 15 semester units may be awarded for prior experiential learning.
(2) Of the second 60 units (units 61 to 120) awarded a student in an undergraduate program, no more than 15 units may be awarded for prior experiential learning.
(3) Of the first 30 semester units awarded a student in a graduate program, no more than 6 semester units may be awarded for prior experiential learning.
(4) Of the second 30 semester units (i.e., units 31 to 60) awarded a student in a graduate program, no more than 3 semester units maybe awarded for prior experiential learning.
(5) No credit for experiential learning may be awarded after a student has obtained 60 semester units in a graduate program.

Determination of What Sort of Prior Experiential Learning Might Qualify

Credit for Prior Experiential Learning shall only be granted by the Academic Dean upon the written recommendation of a faculty member and may grant such credit only if all of the following conditions apply:

(1) The prior learning is equivalent to a University or university level of learning.
(2) The learning experience demonstrates a balance between theory and practice.
(3) The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of the degree requirements.
(4) The student has documented each University or university level learning experience for which credit is sought in writing.
(5) In evaluating prior experiential learning, the University staff may factor in the assessment of certain external organizations based on published guidelines.

AEU relies on internal the evaluation of academic credit from foreign institutions of higher education.

Readmission

Any student who either canceled or was canceled from enrollment must re-apply for readmission. The Admissions Committee will review the re-application and decide on it.

Student Records

America Evangelical University maintains all records for each student as required by the state regulation 71810(b)(15). It is the policy of the University to retain in the campus building all the vital student records for a minimum period of five years, and all student transcripts are kept permanently in compliance of the California Education Reform Act and Regulations. The record shall be available to authorized persons for inspection during normal business hours. Should you need to have transcripts sent to future potential employers the Office of the Registrar will assist you in handling this. All records will otherwise be kept strictly confidential, with only authorized personnel having access to them.

The Audit Committee of the Board from time to time verifies that the administrators are in fact adhering to the requirements of this resolution. All records of the University are located in the main office. The important records, including each student's file, grade reports, and financial records, are stored in a safety fire-proof cabinet and on computer disks. In case of the closing of the University, the Union Evangelical Church will be responsible to retain all documents.

Undergraduate Programs

Associate of Arts in Ministry Leadership (2 years, 60 Units)

Program Description & Highlights:

The Associate of Arts in Ministry Leadership program (AAML) is designed to equip students for pastoral ministry and leadership within a local church setting, a non-profit organization, or a mission organization. This program is a concise, well-balanced shorter program in biblical and leadership studies for students who may not be able to commit to a more extensive program.

The AAML program provides students with significant knowledge of the Bible, a sound interpretive approach to the Scriptures, and a biblically-based theology. It equips them with an insightful understanding of biblical leadership and with the skills to serve effectively in a variety of capacities in the power of the Holy Spirit. The training and leadership skills gained in this program will equip students to minister to people in the local church setting or also in the marketplace.

The AAML program includes an apprenticeship (Practicum/Internship)—which may be completed in a church or a marketplace setting, as well as at a non-profit, or a mission organization. This allows students to integrate their studies and to clarify their personal calling in a supervised setting, helping them to forge valuable relationships and to foster their growth as a practitioner.

Learning Community Setting / Cohort Option

A practical and flexible classroom setting, as well as an online cohort option, is offered in order to accommodate leaders and working adults whose responsibilities and schedules do not permit enrollment in a traditional college degree program. The cohort model allows students to engage with professors and build community, resulting in a valuable and long-lasting support network.

Program Learning Outcomes

1. Students will have a significant knowledge of the Bible and have a meaningful introduction to Christian theology.

2. Students will be able to explain and share the gospel.
3. Students will understand the importance of personal spiritual disciplines & growth, as well as the importance of Christian character, and will be motivated to actively participate in Christian service or ministry.
4. Students will be motivated to be, and have the skills to be, life-long learners.
5. Students will be culturally sensitive, and will have acquired cross-cultural competence.
6. Students will demonstrate meaningful practical skills in the area of their concentration (pastoral, counseling, or worship/media/arts).

Admission Requirements

The criteria for entrance to the Associate of Arts in Ministry Leadership are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, employers, or church leaders.
3. Possession of or candidacy for a high school diploma or GED.
   [Completion of high school or the GED is required before formally enrolling in the university.]
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from high school, as well as from any post-high school education.
7. A personal interview with a representative of the university.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation.
11. Payment of $100.00 application fee.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Except for internships and field trips, all instruction is conducted in a classroom setting or online.

Learning Community Setting / Cohort Option

A practical and flexible classroom setting, as well as an online cohort option, is offered in order to accommodate leaders and working adults whose responsibilities and schedules do not permit enrollment in a traditional college degree program. The cohort model allows students to engage with professors and build community, resulting in a valuable and long-lasting support network.

Graduation Requirements (60 credits required)

The Associate of Arts in Ministry Leadership requires the completion of a minimum of 60 semester credits of courses. The units can be a combination of transfer credits and completion of course work. As much as 25 percent of the 60 semester credits (i.e., 15 semester credits) may be satisfied through transfer credit. A minimum of 75 percent of the credits must be completed through AEU.

Potential Fields of Employment:

The AAML program prepares graduates for employment in:

- Ministry leadership (youth pastor, small group leader, Bible teacher, etc.)
- Missions
- Chaplaincy
- Christian non-profit Organizations
- Christian Education

AAML Program Segments (60 Units Total):

<u>3 Concentrations to choose from:</u>
- **Pastoral Ministry:**   **15 Units**
- **Christian Counseling:**   **15 Units**
- **Worship, Media, & Creative Arts:**   **15 Units**

<u>Courses Required for all AAML Students:</u>

Biblical/Theological Studies: **12 Units**

Core Ministry and Leadership: **12 Units**

General Education: **15 Units**

Practicum/Internship: **6 Units**

The AAML Curriculum is on the next page.

AA in Ministry Leadership Curriculum   (Reviewed & revised Jan 2022)

Any & all of these courses will apply to the 4-year BAML program.

Biblical/Theological Studies Core 15 Units

BS 101 Bible Panorama (*or, BS 104, NT Survey*)
BS 102 Biblical Interpretation
BS 103 Old Testament Survey

TH 211 Theological Foundations:
      The Doctrines of God and Scripture
TH 313 Theological Foundations:
      The Doctrines of Christ and Salvation

Core Ministry & Leadership Courses 12 Units
(choose 4 courses)

PT 101 Inner Healing and Prayer
PT 102 Essentials of Spiritual Formation

PT 219 Evangelism and Discipleship
PT 245 Fundamentals of Christian Leadership

PT 345 Foundations of Preaching
PT 456 Basics of Church Planting

WM 305 Worship in the Life of the Church

CE 307 Christian Education
CE 319 Church Ministry to Children & Youth

Required General Education Courses 15 Units

CH 325 Church History I

GE 105 Intercultural Communication
GE 118 Introduction to Psychology*
GE 242 Health Studies
GE 399 Introduction to World Religions

  * *Students may select GE 106, Cultural Anthropology,*
   in place of GE 118, Psychology, if it is offered.

Practicum / Internships 3 Units, or 6 Units
- *Students who have little or no ministry experience need to take at least one internship course.*
- *They may choose to take a second internship course in place of a Ministry & Leadership course.*
- *Students who have years of ministry experience do not need to take an internship, and may take a different course instead.*

PM 301 Practicum Internship #1
PM 302 Practicum Internship #2

Pastoral Ministry Concentration
15 Units (choose 5 courses)
Students in this concentration may request to substitute up to two of the following courses with courses from the Core Ministry & Leadership courses.

BS 115 Introduction to the Pentateuch
BS 204 Survey of the Gospels
BS 212 OT Historical Books
BS 217 The Acts of the Apostles

BS 314 Survey of the OT Major Prophets
BS 419 Introduction to the OT Wisdom Books
BS 427 Survey of New Testament Epistles

MS 313 Theology and Practice of Mission

TH 322 Theological Foundations: The Holy Spirit

CH 326 Church History II

Christian Counseling Concentration
15 Units (choose 5 courses)

CC 301 Life Development & Change
CC 302 Marriage & Family Counseling
CC 303 Models of Counseling & Practice
CC 304 Child and Adolescent Counseling
CC 305 Anxiety, Crisis & Trauma Counseling

CC 406 Holistic Healing and Spirituality
CC 407 Creative Drama Therapy
CC 408 Drama Therapy and Identity
CC 409 Difference Counseling
CC 410 God-shaped Brain and Heart
CC 411 Transformation with Addictive Populations

Worship, Media, and Creative Arts Concentration
15 Units (choose 5 courses)

WM 301 Foundations of Music Ministry
WM 302 Using Creative Arts in Worship
WM 303 History of Worship Arts
WM 304 Innovative & Creative Worship and Media
WM 305 Worship in the Life of the Church

WM 406 Audio Production
WM 407 Video Production
WM 408 Worship Leadership & Administration
WM 409 Music Theory
WM 410 Music in Worship

*The course descriptions for the AAML courses listed above
may be found after the BAML program description, below.*

Bachelor of Arts in Ministry Leadership (4 year program, 120 units)

Area of Study:	Biblical & Theological Studies	Core Ministry Courses	General Education Courses	Free Electives	Practicum / Internship	Three Concentration Options:			Exam	Total
						Pastoral Ministry	Christian Counseling	Worship, Media, Creative Arts		
Number of Units Required:	30	15	30	12	12	21	21	21	Bible Exam	120

General Description and Program Objectives

America Evangelical University offers a Bachelor's degree in Ministry Leadership based on 120 semester units. The program may be completed in four (4) academic years of full-time study. The BA in Ministry Leadership (BAML) is designed to equip students for pastoral ministry and leadership within the local church, as well as in Christian or non-Christian non-profit and mission organizations. The BAML program will provide students with an extensive knowledge of the Bible and a biblically-based theology. It will develop the skills to communicate God's word effectively, and therefore minister to people with excellence in the power of the Holy Spirit. The apprenticeship (Practicum / Internship), an integral component of the program, may be completed in a church or a marketplace setting, as well as at a non-profit or a mission organization. This critical component allows students to integrate their studies with their calling in a supervised supportive setting in which their practical skills can grow.

Program Learning Outcomes

1. Students will have a substantial knowledge of the Bible and be well-grounded in Christian theology.
2. Students will be able to explain and share the gospel.
3. Students will understand the importance of personal spiritual disciplines & growth, as well as the importance of Christian character, and will be motivated to actively participate in Christian service or ministry.
4. Students will be motivated to be, and have the skills to be, life-long learners.
5. Students will be culturally sensitive, and will have acquired cross-cultural competence.
6. Students will demonstrate substantial practical skills in the area of their concentration (pastoral, counseling, or worship/media/arts).

Admissions Requirements

The criteria for entrance to the Bachelor of Arts in Ministry Leadership are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, employers, or church leaders.
3. Possession of or candidacy for a high school diploma or GED.
   [Completion of high school or the GED is required before formally enrolling in the university.]
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from high school, as well as from any post-high school education.
7. A personal interview with a representative of the university.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation.
11. Payment of $100.00 application fee.

General Education

The Bachelor of Arts in Ministry Leadership requires that a minimum of 25 percent of course units be earned in General Education courses. General Education courses include courses in religion, psychology, sociology, philosophy and other fields.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Except for internships and field trips, all instruction is conducted in a classroom setting or online.

Learning Community Setting / Cohort Option

A practical and flexible classroom setting, as well as an online cohort option, is offered in order to accommodate leaders and working adults whose responsibilities and schedules do not permit enrollment in a traditional college degree program. The cohort model allows students to engage with professors and build community, resulting in a valuable and long-lasting support network.

Graduation Requirements (120 units required)

The Bachelor of Arts in Ministry Leadership requires the completion of a minimum of 120 semester units of credit and the passing of a **Bible knowledge exam**. The units can be a combination of transfer credits and completion of course work. As much as 25 percent of the 120 semester units (or 30 semester units) may be satisfied through transfer credit. A minimum of 75 percent of the credits must be completed through AEU.

At least 25 percent of the course work for the BAML must be in General Education courses. Students must achieve a minimum Grade Point Average of "C" (2.0) to graduate with a BAML degree. In addition to the course work, a student must take a written examination on his/her knowledge of the Bible to graduate. To pass the exam, the student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament).

Bible Knowledge Exam Procedure

A student will fill out a request form to take the Bible knowledge exam, and the request should be submitted at least 10 days prior to the date of the exam. The exam can be taken at any regularly scheduled testing period. The student will be allowed to re-take the exam as many times as the student wishes.   A nominal fee will be charged for each time a student takes the exam.

Potential Fields of Employment:

The BAML program prepares graduates for employment in:
- Ministry leadership (associate pastor, youth pastor, director of small group ministry, etc.).
- Preaching or Bible teaching ministry in a church.
- Eventual senior pastor positions
- Missions
- Chaplaincy
- Christian non-profit Organizations
- Christian Education

Biblical/Theological Studies 30 Units
BS 101 Bible Panorama (*or, BS 104, NT Survey*)
BS 102 Biblical Interpretation
BS 103 Old Testament Survey
BS 115 Introduction to the Pentateuch
BS 204 Survey of the Gospels
BS 217 The Acts of the Apostles
BS 427 Survey of New Testament Epistles
TH 211 Theological Foundations:
      The Doctrines of God and Scripture
TH 313 Theological Foundations:
      The Doctrines of Christ and Salvation
TH 322   Theological Foundations: The Holy Spirit

Ministry & Leadership Courses 15 Units
*Students may request to substitute a Pastoral Ministry
course for one of these ministry courses.*
PT 101 Inner Healing and Prayer
PT 102 Essentials of Spiritual Formation
PT 219 Evangelism and Discipleship
PT 245 Fundamentals of Christian Leadership*
PT 301 Organizational Leadership*
PT 345 Foundations of Preaching
  * *Students will normally take either PT 301 or PT 245.*

General Education 30 Units
GE 105 Intercultural Communication
GE 118 Introduction to Psychology
   *Students may select GE 106, Cultural Anthropology,
   in place of GE 118, Psychology, if it is offered.*
GE 127 Introduction to Philosophy
GE 216 Introduction to Ethics
GE 234 Economics
GE 242 Health Studies
GE 310 Digital Literacy Essentials
GE 399 Introduction to World Religions
CH 325 Church History I
CH 326 Church History II

Free Electives 12 Units
*Students may select free electives from their own
concentration, from the other concentrations, or from
other undergraduate Bible, theology & ministry courses
listed in the catalog.*

Practicum / Internship 12 Units
PM 301 Practicum Internship #1
PM 302 Practicum Internship #2
PM 403 Practicum Internship #3
PM 404 Practicum Internship #4

Pastoral Ministry Concentration Electives
21 Units (choose 7 courses)
BS 212 OT Historical Books
BS 314 Survey of the OT Major Prophets
BS 419 Introduction to the OT Wisdom Books
MS 313 Theology and Practice of Mission
TH 409 Current Theological Issues
TH 444 Introduction to Christian Apologetics
PT 456 Basics of Church Planting
WM 305 Worship in the Life of the Church

Christian Counseling Concentration Electives
21 Units (choose 7 courses)
CC 301 Life Development & Change
CC 302 Marriage & Family Counseling
CC 303 Models of Counseling & Practice
CC 304 Child and Adolescent Counseling
CC 305 Anxiety, Crisis & Trauma Counseling
CC 406 Holistic Healing and Spirituality.
CC 407 Creative Drama Therapy
CC 408 Drama Therapy and Identity
CC 409 Difference Counseling
CC 410 God-shaped Brain and Heart
CC 411 Transformation with Addictive
     Populations

Worship, Media, and Creative Arts Concentration
Electives   21 Units (choose 7 courses)
WM 301 Foundations of Music Ministry
WM 302 Using Creative Arts in Worship
WM 303 History of Worship Arts
WM 304 Innovative & Creative Worship and Media.
WM 305 Worship in the Life of the Church
WM 406 Audio Production
WM 407 Video Production
WM 408 Worship Leadership & Administration
WM 409 Music Theory
WM 410 Music in Worship

AAML and BAML Course Descriptions

Course Number Reference: Levels 100 – 400 are for undergraduate courses

Bible & Theology Courses (BS and TH)

BS 101 Bible Panorama (3 units)
This course is designed to enable students to gain a comprehensive bird's-eye view of Scripture as God's Word, seeing both its variety and its overall unity. It will highlight the value of examining each book of Scripture in light of its historical context, as well as noting that each book contributes to what Christians believe and how we live.

BS 102 Biblical Interpretation (3 units)
This course sets forth the basic principles and insights by which we interpret the Bible soundly. It is the foundational course for all other Bible & theology courses in the BAML program. It will develop skills in, and appreciation for the value of, such features as: the vital importance of context, the subtle importance of genre, and the value of knowing where a passage falls in the larger flow of the Bible, as well as being aware of the history & culture of the times in which the books of the Bible were written.

BS 103 Old Testament Survey (3 units)
This course introduces the student to the serious study of the Old Testament. It will survey all of the OT books as well as outlining the overall history of the Old Testament. It will set forth the larger picture of the Old Testament as a basis for developing an integrated understanding of it. The course will give students the skills and the basic information necessary to read the Old Testament productively on their own, so that they may perceive its ongoing theological and practical implications for our contemporary era.

BS 104 New Testament Survey (3 units)
This course provides an introduction to and overview of the New Testament. It will provide a basic orientation to each of the New Testament books, and will equip students to read and understand them. The course will examine some of the passages that are the basis for fundamental doctrines and concepts taught by the New Testament.

BS 115 Introduction to the Pentateuch (3 units)
A study of the first five books of the Bible, showing that the Pentateuch is the foundation from which we understand the rest of the Bible. The course will compare and contrast the Old Testament's understanding of God & the cosmos to the pagan / Ancient Near-Eastern understanding of it.
It will also emphasize the importance of correctly distinguishing between God's covenant with Abraham and God's covenant with the nation of Israel (the "Sinai covenant," entered at Mt Sinai), as the key to understanding how the Old Testament does, and does not, still apply to Christians today.

BS 204 Survey of the Gospels (3 units)
This course addresses the messages, the ministry, and the life, death, and resurrection of Jesus as presented in the four Gospels. In particular, it will bring out how this lays the foundation for what we believe about Christ ("Christology"), and about salvation ("soteriology").

BS 212 OT Historical Books (3 units)
A study of the Historical Books of the Old Testament (Joshua, Judges, Ruth, Samuel-Kings, Chronicles, Ezra, Nehemiah, & Esther). The course will emphasize the essential contents of those books, as well as a sound interpretive method for understanding them. The course will further consider how these books contribute to the overall message of the Old Testament, and finally, how they apply to Christians today.

BS 217 The Acts of the Apostles (3 units)
This course works through the Book of Acts, focusing on events and sermons it records that were vital to the development & direction of the early church. The course will also bring out its multiple connections to history, and will show how a knowledge of the history and the cultures of that day helps bring the Book of Acts alive.

BS 314 Survey of OT Major Prophets (3 units)
This course first points out the historical setting of these books within the Old Testament, which is vital for understanding them. It considers what manner of men these prophets were, and then focuses on the profound messages which they first brought to OT Israel, and still bring to the church today.

BS 419 Introduction to the OT Wisdom Books (3 units)
This course introduces students to the OT Wisdom Literature, focusing on Job, Proverbs, & Ecclesiastes. It will develop insights for reading and understanding them as *wisdom literature*. It will set forth their fundamental ideas, as well as considering how they still provide wisdom for living for God's people today.

BS 427 Survey of the New Testament Epistles (3 units)
This course is designed to equip students with a working knowledge of Paul's epistles and the NT General Epistles (James, 1 & 2 Peter, 1, 2, & 3 John, and the epistle of Jude), and to appreciate the vital role that the NT epistles have for determining Christian doctrine and conduct.

TH 211 Theological Foundations: The Doctrines of God and Scripture   (3 units)
This course addresses two fundamental issues: (1) What is the biblical concept of God? What are true and false ideas about the nature of God? (2) How do we know what we know about God? What do we mean by "revelation"? These two issues are not merely academic; they affect everything we believe and they ultimately affect how we live as Christians.

TH 313 Theological Foundations: The Doctrines of Christ and Salvation   (3 units)
Who is Jesus Christ? *What* is his nature? *How* did he save those who believe in him? This course addresses these questions biblically and theologically. It will consider the Bible's teachings concerning Christ's pre-existence, his incarnation, his deity, his sinless life, and his saving work. In particular, it will examine how the early church wrestled and eventually developed its answers to these questions. Is Jesus truly human? Is he fully divine? Is he co-equal with God the Father? Did he need to die in our place to save us?   These issues are at the heart of the Christian faith.

TH 322 Theological Foundations: The Holy Spirit (3 units)
This course is an introduction to the person and work of the Holy Spirit, drawing upon both the biblical teachings and the theological conclusions developed over history of the church. The course will address: the role of Holy Spirit in the Old and New Testament eras, the question of how and when Christians receive the Holy Spirit, the nature of the fruit of the Spirit, and the question of the modern-day manifestation of the gifts (esp. tongues, healing, and spiritual deliverance).

TH 409 Current Theological Issues (3 units)
Sincere Christians disagree and debate over what the Bible teaches. Those disagreements sometimes become divisive. This course examines selected theological issues, and encourages students to hear and to understand the "other" positions carefully and patiently, and to bear in mind not only their theological logic, but also the history involved. Finally, it encourages students to consider whether, on some issues, the Scriptures should be understood as teaching "both-and," rather than a stark "either-or."

TH 410 Issues in Theological Debate (3 units)
This course examines selected theological issues yet may cover a broader spectrum than TH 409, and encourages students to hear and to understand "other" positions carefully and patiently. Students are motivated to bear in mind not only their theological logic, but also the history involved. Finally, it encourages students to have a "both-and" approach to a given topic, rather than a stark "either-or."

TH 444 Introduction to Christian Apologetics (3 units)
If "theology" is the study and description of *what* Christians believe to be true, "**apologetics**" explains *why* we believe it to be true. In particular, apologetics addresses questions and objections raised by non-believers about the Christian faith. This course is designed to equip students to proclaim and to defend the Christian faith in the multi-cultural setting of the postmodern world.

Church History I & II (CH 325 & CH 326) may be found under the General Education courses.

CH 408 Korean Church History (3 units)
This is a study of the Korean church from the initial entrance of Protestantism into Korea to the present, outlining significant issues and their connection with the history of Korea.

CH 409 American Church History (3 unit)
This is a study of the American church from its initial roots with the Puritans and its early effects on the American form of government, through the time of the great revivals, to the growth of 'liberal' churches, the fundamentalist response, then to the rise of evangelicalism.

Ministry Courses: Practical Theology / Missions / Christian Education (PT, MS, and CE)

PT 101 Inner Healing and Prayer (3 units)
This course addresses the vital need for Christians to be spiritually and emotionally healthy. This often involves healing and recovery from life's wounds, especially if they are deep. In this course, students learn biblically-based concepts and more than one practical approach to understanding and practicing inner healing. They will further learn how to minister to others as an inner healing practitioner.

PT 102 Essentials of Spiritual Formation (3 units)
"Spiritual Formation" is not merely learning more information about God and Christ. Rather, it is a life-long process in which believers deepen their personal relationship with the Father through the indwelling of the Son by the Spirit, resulting in a dynamic ongoing personal spiritual development in order to reflect "the whole measure of the fullness of Christ" in our lives. The course will set forth the biblical foundations of Spiritual Formation, and will also explore and learn from devout Christian voices from the past. It will emphasize: the importance of a healthy prayer life as the base for all ministry and personal growth, the ongoing transformation of the heart, the value of regular spiritual reflection, and the value of participating in corporate worship.

PT 219 Evangelism and Discipleship (3 units)
Drawing on biblical foundations, this course is designed to give students practical evangelism skills so that they can effectively communicate the Christian faith in our postmodern multi-cultural world. From there, it moves to the essential ideas and insights needed to encourage and to help new believers to become growing disciples of Jesus Christ.

PT 245 Fundamentals of Christian Leadership (3 units)
This course is focused on the fundamental biblical principles of Christian leadership. It addresses the theological, ecclesial, and ethical dimensions of their application in diverse contemporary contexts, whether in ministry, or in the marketplace.

PT 301 Organizational Leadership (3 units)
This course is designed to provide insight into the human dynamics in modern organizations. Students will explore what leaders need to know about organizations and people within organizations. This class will develop an understanding of the key issues leaders need to master in order to lead the interface between people and the organization. The course begins with a focus on the individual within the organization, including topics of attitudes, motives, and personality. The course then progresses to a broader focus on groups in organization, decision making, and the dynamics of change in the organization as a whole.

PT 345 Foundations of Preaching (3 units)
This course lays practical foundations for effective biblical preaching. It presents the biblical basis for why we do what we do, and reviews & reinforces a sound interpretive approach to Scripture as essential to biblical preaching. The course shares practical wisdom drawn from experience. Students will practice and receive feedback on elements of sermon building. The course stresses certain essentials as foundational, but allows flexibility in style and delivery.

PT 456 Basics of Church Planting and Growth (3 units)
This course equips students with the theology and with many practical skills needed to plant a church, and to facilitate church growth, in light of the biblical mandate to make disciples of all the people groups around the world.

MS 313 Theology and Practice of Mission (3 units)
This course will provide students a comprehensive study of the theological concepts which have shaped the Christian missionary movement. It will show their basis in the biblical imperative of mission in the NT, as well as their implications for the ongoing work of the church in our multi-cultural contemporary world.

CE 307 Christian Education
An introduction to its biblical and theological foundations, with practical implications for developing an effective Christian Education ministry.

CE 319 Church Ministry to Children and to Youth
This course addresses the mental, social, and emotional characteristics of children and of youth, and sets forth insights and methods for reaching them with the gospel, and then for promoting their spiritual growth and overall well-being.

General Education

GE 105 Intercultural Communication (3 units)
This course focuses on the principles and processes of communicating from one culture to another, finding its relevance in the Incarnation as the model for an effective intercultural communication of the gospel of Christ.

GE 106 Basics of Cultural Anthropology (3 units)
This is an introduction to cultural anthropology with special attention to the application of an anthropological perspective to Christian witness; and a study of prehistoric humankind and the problem of race and evolution are included. (*This course was formerly LA 104.*)

GE 118 Introduction to Psychology (3 units)
This course focuses on some of psychological insights that are relevant to the teaching of the Bible, the Christian life and social services.

GE 127 Introduction to Philosophy (3 units)
This course explores the nature and scope of philosophy through an examination of some of its academic concerns, including diverse approaches to the epistemological realms of reality. In this course, students are expected to learn the ways to relate philosophical ideas and concepts to their understanding of the Christian faith based on God's revelation in Scripture.

GE 216 Introduction to Ethics (3 units)
This course is an introduction to moral concerns that underlie social, political and religious issues in social ethics. This course focuses on systematic approaches to Christian morality via critically employing biblical principles and their implications for the contemporary postmodern world.

GE 234 Economics (3 units)
This is an introduction to the important principles of economics, a set of concepts with which to analyze a wide range of economic theories.

GE 242 Health Studies (3 units)
This course deals with a general knowledge of medical science, including the basic understandings of physiology, the proper use of medicine, and the basic skills of emergency measure, with some practical training.

GE 310 Digital Literacy Essentials (3 units)
This course is designed to equip students with a practical knowledge of diverse IT tools that can facilitate their research and ministry in their academic and their ministry settings.

GE 399 Introduction to World Religions (3 units)
This course engages in the fundamentals of religion that are basic to a comparative study of world religions. This class includes a comprehensive study of the phenomena of religious experience that are both unique and comparable to each other. Those findings can have their bearings on understanding a person's acceptance or rejection of the gospel.

CH 325 Church History I (3 units)
This course surveys the history of the Christian church from its birth in the ancient world until the Reformation. It highlights the events and debates that have shaped the beliefs and the life of the church, with special attention to the great doctrinal debates of the early church councils in the 4th and 5th century, and the eventual schism of the Orthodox churches from the Roman Catholic church. It sets these events in the larger context & events of Western history.

CH 326 Church History II (3 Units)
This course surveys the history of the Christian church from the Reformation until today. It highlights the events that led to the Reformation, along with the great doctrinal and practical debates involved. It pays special attention to the doctrinal debates within Protestantism in the 1600s', and finally examines the major developments within Christianity from then until modern times.

Christian Counseling

CC 301 Life Development & Change (3 units)
The course is a study of the development of the individual from conception through adulthood.

Theories and factual content underlying current thinking and research are examined, as well as the processes and influences affecting the developing person. This course focuses on biological, social, emotional, and intellectual aspects across the lifespan, and individual application is emphasized.

CC 302 Marriage & Family Counseling (3 units)
This course is designed to offer the student training in conceptual and intervention skills. The focus will be a general overview of both modern and postmodern family therapy approaches. Attention will be given to the conceptualization and application of these models through appropriate therapeutic technique. There will be emphasis in the integration of faith and learning in order that the student may utilize their skills for Christian service and professional leadership.

CC 303 Models of Counseling & Practice (3 units)
An overview of theoretical approaches to counseling and psychotherapy, including fundamental concepts, assessment, client and counselor roles, cultural relevance, and intervention strategies/techniques is presented in this course. It includes the useful tool of role-playing in the practice of fundamental counseling.

CC 304 Child and Adolescent Counseling (3 units)
This course is designed to give students an overview of theoretical and practical approaches in working with children and adolescents. The course provides an understanding of a broad range of childhood and adolescent problems and disorders. Special populations and issues identified by course participants will be explored.

CC 305 Anxiety, Crisis, and Trauma Counseling (3 units)
The course will teach students practical interventions to reduce anxiety using a realistic blend of relaxation techniques and clinically-proven cognitive-behavioral techniques. Students will get an overview of the various anxiety disorders and the criteria for each diagnosis. Furthermore, students will develop skills to help others and will gain insight on how to implement the techniques for themselves. They will learn what crisis intervention is and how it works as well as how trauma impacts individuals and the various ways to work with trauma victims.

CC 406 Holistic Healing and Spirituality (3 units)
This course is designed to help students learn the basic foundation of the holistic relationship between body, mind, and spirit through the inter-workings of the heart and the brain. The course also specifically explores the functions of the heart and the brain and helps students gain insight on how these works together through personal experiences.

CC 407 Creative Drama Therapy (3 units)
As an introduction to the field of therapy using creative drama, this course demonstrates and offers experiential practice in using the techniques of story dramatization, ongoing drama, pantomime, theatre games, and other informal drama processes with a therapeutic purpose to help groups and individuals deal with personal and social problems and thereby promote their personal development and healing. Emphasis will be placed on creative ideas and practical, hands-on application of creativity in drama therapy concepts as well as the development of specific drama therapy skills.

CC 408 Drama Therapy and Identity (3 units)
This course is an introduction to the field of drama therapy that explores identity. Students will be presented with tools and skills to facilitate creative ideas and the practical application of creativity in drama therapy. They will also be equipped with specific drama therapy concepts and skills that promote healthy identity. Students will learn activities that aim to bring together the body and the mind and will be taught skills to use stories, myths, play, puppetry, masks, improvisation, and role play in helping individuals discover their unique and true identity.

CC 409 Difference Counseling (3 units)
The course is designed to provide the students with a basic understanding of the three factors of Difference. Throughout the course, students will discover and learn their own innate difference. Students will gain insight on the difference of surrounding people; giving them an opportunity to expand their receptivity of those unlike themselves. Students will also learn practical tools that will enable them to grow in their ability to show empathy and patience toward others. This course will equip students to understand their own innate disposition and may lead them to discover and more fully embrace their future career or ministry direction. It will encourage students to develop a closer relationship with God as they understand their own shortcomings in their difference and establish a healthy identity.

CC 410 God-Shaped Brain and Heart (3 units)
This course is designed to help students understand the neuroscience of the brain and will teach students how our view of God actually changes the brain, and how that affects us both physically and spiritually. Students will be able to explore how the Biblical record of God's law and tradition slowly changed humanity's conception of God and His law. They will be presented concepts regarding religious natural law and imposed law. Students will discover how neuroscience and Scripture come together to bring healing and transformation to the hearts and lives of individuals.

CC 411 Transformation with Addictive Populations (3 units)
The course covers the factors that contribute to addictive behavior and substance abuse and the various treatment modalities. It includes a history of addiction in North America, predisposing and sociocultural dimensions, screening and diagnosis, pharmacology of substances, legal issues, family systems, and prevention and treatment approaches, including the role of spirituality and transformational processes for holistic health.

Worship, Media, and Creative Arts

WM 301 Foundations of Music Ministry (3 units)
A worship experience cannot exist without community-building, bonding and creating atmosphere through physical vibration that only music can create. This course is designed to equip students with the theological foundations and the practical skills of music ministries of a church

WM 302 Using Creative Arts in Worship (3 units)
This course is designed to help students to learn the richness of a worship experience by employing creative arts such as worship dance, drama, diverse genre of music in a worship service. Students are also expected to come up with concrete ways to incorporate the diversity of artistic/cultural media into their worship services.

WM 303 The History of Worship Arts (3 units)
This course focuses on the theological foundations and the history of artistic media adopted by the global churches in diverse cultural contexts.

WM 304 Innovative and Creative Worship and Media (3 units)
This course introduces students to the up-to-date media technology that can be put into use in their worship services.

WM 305 Worship in the Life of the Church (3 units)
This course addresses attitudes toward and practices of worship in the church today, in light of biblical, theological, and historical perspectives on worship. It will also address the practical aspects and spiritual dynamics of leading a worship ministry in a local church.

WM 406 Audio Production (3 units)
This course focuses on teaching students how to utilize software-based sequencing, synthesis techniques, advanced musical and rhythmic programming, digital audio editing, and applications in musical content creation with the aim to take the quality of the audio media used in worship to the next level.

WM 407 Video Production (3 units)
This course is designed to equip students with a hands-on knowledge of video-making and editing skills. By utilizing video-creating software, these media-creating skills will enrich their worship experience in their local church settings.

WM 408 Worship Leadership and Administration (3 units)
This course is focused on training students to be equipped with a biblically and theologically well-rounded knowledge of worship leadership and its practice in leading a praise band or a church choir.

WM 409 Music Theory (3 units)
In this course, students learn the basic characteristics of scales, modes, phrase, cadence, intervals, primary and secondary chords, and inversions. In terms of musical skills, students will learn ear-training, sight-singing, simple keyboard harmony, and four-part writing.

WM 410 Music in Worship (3 units)
This course introduces to students the musical essentials of public worship in the history of diverse Christian traditions and in the contemporary world.

Practicum / Internships (PM)

Students enrolled in the BAML will take four semesters of supervised internship in the area of their concentration.   They are usually taken during a student's junior and senior years.

PM 301 Practicum Internship #1 (3 units)
PM 302 Practicum Internship #2 (3 units)
PM 403 Practicum Internship #3 (3 units)
PM 404 Practicum Internship #4 (3 units)

Bachelor of Arts in Theology (BAT)

The Bachelor of Arts in Theology (BAT) has been replaced by the Bachelor of Arts in Ministry Leadership (BAML). The two programs have substantial content in common (75%), with the BAML having a relative emphasis on the personal and spiritual development of the student.

Students who enrolled in the BAT have the option to complete the BAT under the catalog in which they enrolled, or to transfer to the BAML. Students who initially enrolled in the BAT will sign a form to explicitly indicate whether they are remaining in the BAT or transferring into the BAML.

The BAT program description and its curriculum are listed in previous AEU catalogs.

Associate of Arts in Computer Science (AACS) (2 years, 60 units)

Please Note: Currently, the AACS program is only offered in English.

General Description and Program Objectives

The AACS degree curriculum will develop students' core competencies for success in IT careers and leadership in that field. The program emphasizes hands-on industry application and knowledge. Furthermore, the curriculum incorporates state-of-the-art tools and programming techniques. Interwoven throughout the computer science courses are industry specific concepts that are taught within a real-world environment.

The AACS program may be completed in two academic years. However, due to the modular and compact nature of our program, a student may create his/her own schedule to complete the degree.

Highlights of the AACS Program

Practical and Career Driven

Graduates who earn the AA in Computer Science degree will be able to apply and synthesize real-world concepts and skills related to information technology. Graduates will be prepared to utilize skills related to information technology, business administration, design infrastructure, systems analysis, project management, implementation, deployment, and organizational support. Every course is designed so that the knowledge and skills that are learned are what are demanded in the market place.

Project-Based, Simulating Real-world Experience

Courses are project-based and simulate real-world experience with relevant software applications including hands-on labs. Students benefit by learning from highly qualified faculty who have practical, in-field experience. Graduates will understand the importance of lifelong learning, transferable skills, and adaptability to emerging technological trends. Graduates will be able to communicate effectively, think critically, and act ethically in a variety of professional contexts.

Certification Driven

This program is aligned with industry relevant skills and certification requirements that are sought by most employers. Graduates will have an edge and will be equipped to seize new opportunities as they enter the information technology career field. Graduates will be able to document procedures and comply with relevant policies, regulation standards, and ethical practices. These courses provide direct preparation for successfully passing the corresponding certificate and credentialing examinations.

Admission Requirements

The criteria for entrance to the Associate of Arts in Computer Science are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, employers, or church leaders.
3. Possession of or candidacy for a high school diploma or GED.
   [Completion of high school or the GED is required before formally enrolling in the university.]
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from high school, as well as from any post-high school education.

7. A personal interview with a representative of the university.
8. Regeneration experience and baptism with water.
9. Active and fruitful church participation.
10. Payment of $100.00 application fee.

Three Concentration Options:

Students may choose from the following three concentrations:

Web Development

Data Science

Cloud Computing

Potential Fields of Employment:
- Software developer
- Web developer
- Full-stack web developer
- Systems architect
- Information analysts
- Software engineer
- Data scientist
- Computer system analyst
- Database developer
- Database administrator
- Software tester
- Systems analyst
- Business analyst
- Product manager
- Network architect
- Engineering manager
- User interface designer
- Cloud computing engineer
- Information security analyst
- Computer science professor
- Information security officer
- Software quality assurance manager
- Information technology specialist
- Mobile application designer or developer
- Research and development (R&D) scientist
- Computer scientist or computer science researcher
- Artificial intelligence and machine learning engineer

The Curriculum of AACS (2 year program, 60 units)

Area of Study:	Computer Science Courses	Core Required Courses in Bible	General Education Courses	Free Electives & Internship (up to 6 units of Internship)	Three Concentration Options:			Total To Graduate
					Web Development	Data Science	Cloud Computing	
AACS Number of Units Required: (3 units per course)	15	15	15	6	9	9	9	60

Core Compulsory Computer Science Courses: 15 Units

Choose five of the following courses.

    CS 101 Computer Science: Intro
    CS 110 Introduction to Cloud Computing
    CS 130 Intro to Programming
    CS 140 Introduction to Networking
    CS 150 Intro to HTML and CSS
    CS 160 Intro to Operating System
    CS 171 SQL & Database Design
    CS 173 Introduction to Cybersecurity
    CS 280 Algorithms and Data Structure
    GS 270 Pre-Calculus and Trigonometry

Electives within the Three Computer Science Concentrations: 9 Units

   Web Development Concentration   (*choose 3 of the following courses*)
    CS 230 Assembly Language
    CS 235 Java Basic
    CS 240 Python Basic
    CS 250 JavaScript
    CS 270 Git
    CS 320 Web Server
    CS 330 Relational Database Design
    CS 335 Java Advance
    CS 340 Python Advance
    CS 370 C#
    CS 410 UI/UX
    CS 420 C# Advance
    GS 310 Advance Linear Algebra

Data Science Concentration: (*choose 3 of the following courses*)

   CS 151 Data Analysis and Statistics
   CS 161 Database Systems
   CS 221 Data & Data Analytics
   CS 231 Data Mining & Natural Language Processing
   CS 242 Data Processing with Python
   CS 276 Advances SQL for Data Analysis
   CS 320 Machine learning
   CS 330 Big Data
   CS 345 Artificial Intelligence
   CS 351 GIS and QGIS
   CS 425 Deep Learning
   GS 275 Discrete Math
   GS 330 Probability and Statistics

Cloud Computing Concentration: (*choose 3 of the following courses*)

   CS 180 Serverless Concepts
   CS 227 Development and Scripting in the Cloud
   CS 232 Microsoft Azure
   CS 241 Google Cloud Platform
   CS 244 Cloud Infrastructure
   CS 252 Linux System Administration
   CS 262 Advanced Windows Server
   CS 263 Routing and Switching
   CS 289 AWS Essentials
   CS 321 Advanced Cloud Security
   CS 355 Advanced Database Concepts
   CS 364 Security Testing for Cloud Applications
   CS 367 Advanced Networking Concepts
   CS 376 Migrating Data and Applications to the Cloud
   CS 389 AWS Architectures

Biblical/Theological Studies: 15 Units Total

Required Courses: (9 units)

   BS 101 Bible Panorama* (covers some NT Survey)
   BS 102 Biblical Interpretation
   BS 103 Old Testament Survey
   BS 104 New Testament Survey*
      Students select either Bible Panorama or NT Survey.

Elective Options: (6 units; students choose two of the following courses)

   BS 115 Introduction to the Pentateuch
   BS 204 Survey of the Gospels
   BS 212 OT Historical Books

BS 217 The Acts of the Apostles
BS 427 Survey of the NT Epistles
TH 211 Theological Foundations: The Doctrines of God and Scripture
TH 313 Theological Foundations: The Doctrines of Christ and Salvation
TH 322 Theological Foundations: The Holy Spirit
PT 101 Inner Healing and Prayer
PT 102 Essentials of Spiritual Formation
PT 219 Evangelism and Discipleship
PT 245 Fundamentals of Christian Leadership
MS 313 Theology and Practice of Mission

General Education / Liberal Arts: 15 Units

GE 105 Intercultural Communication
GE 118 Introduction to Psychology   (*Or, students may take GE 106, Cutural Anthropology.*)
GE 242 Health Studies
GE 399 World Religions
CH 325 Church History I

Free Electives & Internships: 6 Units Total

For these 6 units, students may take internships, or free electives.

Free Electives: Up to 6 Units

Students may select free electives from their own concentration, from the other
concentrations, or from AEU's other undergraduate courses.

Internship: Up to 6 Units
INT 301 Practicum Internship #1
INT 302 Practicum Internship #2

Bachelor of Arts in Computer Science (BACS) (4 years, 120 units)

Please Note: Currently, the BACS program is only offered in English.

General Description and Program Objectives

The BACS degree curriculum will develop students' core competencies for success in IT careers and
leadership in that field. The program emphasizes hands-on industry application and knowledge.
Furthermore, the curriculum incorporates state-of-the-art tools and programming techniques.
Interwoven throughout the computer science courses are industry specific concepts that are taught
within a real-world environment.

The BACS program may be completed in four academic years. However, due to the modular and
compact nature of our program, a student may create his/her own schedule to complete the degree.

The Program Learning Outcomes (PLO) for the BA in Computer Science

Students who successfully complete the BACS program will have:

1. The ability to create significant software projects, including analysis, design implementation and testing.
2. A strong foundation that underlines the discipline including the required aspects of computing software, hardware, mathematics and science.
3. A deeper understanding of computer science concentrations including web development, data science, and cloud computing.
4. Students will have a substantial knowledge of the Bible and be well-grounded in Christian theology, ethics, and morality.
5. An appreciation of the societal consequences of technology, including computers, and of the ethical issues that arise with recent technologies.
6. The knowledge and skills necessary to obtain employment after graduation or to continue their study of computer science in graduate school.

Highlights of the Program

Practical and Career Driven

Graduates that earn the BA in Computer Science degree will be able to apply and synthesize real-world concepts and skills related to information technology. Graduates will be prepared to utilize skills related to information technology, business administration, design infrastructure, systems analysis, project management, implementation, deployment, and organizational support. Every course is designed so that the knowledge and skills that are learned are what are demanded in the market place.

Project-Based, Simulating Real-world Experience

Courses are project-based and simulate real-world experience with relevant software applications including hands-on labs. Students benefit by learning from highly qualified faculty who have practical, in-field experience. Graduates will understand the importance of lifelong learning, transferable skills, and adaptability to emerging technological trends. Graduates will be able to communicate effectively, think critically, and act ethically in a variety of professional contexts.

Certification Driven

This program is aligned with relevant industry skills and certification requirements that are sought by most employers. Graduates will have an edge and will be equipped to seize new opportunities as they enter the information technology career field. Graduates will be able to document procedures and comply with relevant policies, regulation standards, and ethical practices. These courses provide direct preparation for successfully passing the corresponding certificate and credentialing examinations.

Admission Requirements

  The criteria for entrance to the Bachelor of Arts in Computer Science are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, employers, or church leaders.
3. Possession of or candidacy for a high school diploma or GED.
   [Completion of high school or the GED is required before formally enrolling in the university.]

4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from high school, as well as from any post-high school education.
7. A personal interview with a representative of the university.
8. Regeneration experience and baptism with water.
9. Active and fruitful church participation.
10. Payment of $100.00 application fee.

Three Concentration Options

Students may choose from the following three concentrations:

Web Development

Data Science

Cloud Computing

Potential Fields of Employment:

- Software developer
- Web developer
- Full-stack web developer
- Systems architect
- Information analysts
- Software engineer
- Data scientist
- Computer system analyst
- Database developer
- Database administrator
- Software tester
- Systems analyst
- Business analyst
- Product manager
- Network architect
- Engineering manager
- User interface designer
- Cloud computing engineer
- Information security analyst
- Computer science professor
- Information security officer
- Software quality assurance manager
- Mobile application designer or developer
- Research and development (R&D) scientist
- Computer scientist or computer science researcher
- Artificial intelligence and machine learning engineer

The Curriculum of BACS   (4 year program, 120 units)

Area of Study:	Computer Science Courses	Core Required Courses in Bible & Theology	General Education Courses	Free Electives & Internship (up to 6 units of Internship)	Three Concentration Options:			Total to Graduate
					Web Development	Data Science	Cloud Computing	
BACS Number of Units Required: (3 units per course)	30	30	30	12	18	18	18	120

Core Compulsory Computer Science Courses: 30 Units

CS 101 Computer Science: Intro
CS 110 Introduction to Cloud Computing
CS 130 Intro to Programming
CS 140 Introduction to Networking
CS 150 Intro to HTML and CSS
CS 160 Intro to Operating System
CS 171 SQL & Database Design
CS 173 Introduction to Cybersecurity
CS 280 Algorithms and Data Structure
GS 270 Pre-Calculus and Trigonometry

Electives within the Three Computer Science Concentrations: 18 Units

Web Development Concentration   (*choose 6 of the following courses*)

CS 230 Assembly Language
CS 235 Java Basic
CS 240 Python Basic
CS 250 JavaScript
CS 270 Git
CS 320 Web Server
CS 330 Relational Database Design
CS 335 Java Advance
CS 340 Python Advance
CS 370 C#
CS 410 UI/UX
CS 420 C# Advance
GS 310 Advance Linear Algebra

Data Science Concentration: (*choose 6 of the following courses*)

CS 151 Data Analysis and Statistics
CS 161 Database Systems
CS 221 Data & Data Analytics
CS 231 Data Mining & Natural Language Processing
CS 242 Data Processing with Python
CS 276 Advances SQL for Data Analysis
CS 320 Machine learning
CS 330 Big Data
CS 345 Artificial Intelligence
CS 351 GIS and QGIS
CS 425 Deep Learning
GS 275 Discrete Math
GS 330 Probability and Statistics

Cloud Computing Concentration: (*choose 6 of the following courses*)

CS 180 Serverless Concepts
CS 227 Development and Scripting in the Cloud
CS 232 Microsoft Azure
CS 241 Google Cloud Platform
CS 244 Cloud Infrastructure
CS 252 Linux System Administration
CS 262 Advanced Windows Server
CS 263 Routing and Switching
CS 289 AWS Essentials
CS 321 Advanced Cloud Security
CS 355 Advanced Database Concepts
CS 364 Security Testing for Cloud Applications
CS 367 Advanced Networking Concepts
CS 376 Migrating Data and Applications to the Cloud
CS 389 AWS Architectures

Biblical/Theological Studies: 30 Units Total

Required Courses: (9 units)
BS 101 Bible Panorama* (covers some NT Survey)
BS 102 Biblical Interpretation
BS 103 Old Testament Survey
BS 104 New Testament Survey*
  *Students select either Bible Panorama or NT Survey.

Elective Options: (21 units; choose seven of the following courses)
BS 115 Introduction to the Pentateuch
BS 204 Survey of the Gospels
BS 212 OT Historical Books
BS 217 The Acts of the Apostles
BS 314 Survey of the OT Major Prophets

BS 419 Introduction to the OT Wisdom Books
TH 211 Theological Foundations: The Doctrines of God and Scripture
TH 322 Theological Foundations: The Holy Spirit
TH 313 Theological Foundations: The Doctrines of Christ and Salvation
PT 101 Inner Healing and Prayer
PT 102 Essentials of Spiritual Formation
PT 219 Evangelism and Discipleship
PT 245 Fundamentals of Christian Leadership
MS 313 Theology and Practice of Mission

General Education / Liberal Arts: 30 Units

All BACS students take the following 10 courses:

GE 105 Intercultural Communication
GE 118 Introduction to Psychology   (*Or, students may take GE 106, Cutural Anthropology.*)
GE 127 Introduction to Philosophy
GE 216 Introduction to Ethics
GE 234 Economics
GE 242 Health Studies
GE 310 Digital Literacy Essentials
GE 399 World Religions
CH 325 Church History I
CH 326 Church History II

Free Electives & Internships: 12 Units Total

For these 12 units, students may take up to six units of internships, or may take all 12 units as free electives.

Free Electives: From 6 to 12 Units

Students may select free electives from their own concentration, from the other concentrations, or from AEU's other undergraduate courses.

Internship: Up to 6 Units (students may choose to take electives instead of internships)
INT 301 Practicum Internship #1
INT 302 Practicum Internship #2

Bachelor of Science in Nursing

The University is not enrolling students to the Bachelor of Science in Nursing program at this point. The nursing program is being reorganized in order to meet state requirements.

School of Business

Bachelor of Arts in Business Administration (4 years, 128 units)

Degree	General Education	Bible & Theology	Major	Electives	Student Ministry	Internship	Total
BA in Business Administration	30	30	60	6	1	1	128

General Description and Program Objective

The Bachelor of Arts in Business Administration (BABA) is designed to provide the knowledge and skills necessary for a successful career in business and administration. The program includes general education, technology related electives, and major courses. Major courses include study in accounting, business law, public policy, finance, business ethics, human resource management, international business, strategic and organizational management, statistical analysis, etc. There is a strong emphasis on theological education and general education. Courses in the Business major will be taught through the lens of Christian principles.

Program Learning Outcomes

- Apply ethical and legal principles to a business environment
- Conduct independent research relevant to business-related issues
- Demonstrate professional level of written and oral presentation skills
- Develop a global business perspective based on the knowledge of foreign business environments and cultures
- Integrate the knowledge acquired in the program to analyze a business, identify its strengths and weaknesses, and determine changes needed for improvement

Admissions Requirements

The criteria for entrance to the Bachelor of Arts Degree in Business Administration are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, employers, or church leaders.
3. Possession of or candidacy for a high school diploma or GED.
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from high school, as well as from any post-high school education.
7. A personal interview with a representative of the university.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation.
11. Payment of $100.00 application fee.

Program Requirements

General Education	30 credits	(ECON 120 satisfies GE 234)
Bible and Theology	30 credits	
Business Administration	60 credits	
Electives	6 credits	
Student Ministry	1 credit	
Internship	1 credit	
Total Graduation Credits:	**128 credits**	

General Education Courses

The Bachelor of Arts in Business Administration requires 30 course credits be earned in General Education courses. General Education courses include courses in religion, psychology, sociology, philosophy and other fields. In the BABA program, one course from the standard General Education curriculum (GE 234 Economics) is replaced by ECON 120 Principles of Microeconomics.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations within each course. Except for internships and field trips, all instruction is conducted in a classroom setting.

Graduation Requirements (128 credit requirement)

The program requires the completion of a minimum of 128 semester credits and the passage of a comprehensive exam. The credits can be a combination of transfer credits and completion of course work with a GPA of C (2.0). At least 25 percent of the work must be in general education.

As much as 25 percent of the 128 semester credits (= 32 semester credits) may be satisfied through transfer credit. A minimum of 75 percent of the credits must be completed at America Evangelical University. Students are also required to fulfill one credit of Student Ministry—four quarter credits over the course of four semesters—and one credit of Internship—two half credits over the course of two semesters. The internship can be with a Christian ministry, a business, or in the civil sector.

Potential Fields of Employment:

 The BABA program prepares graduates for employment in:

- Accountant
- Financial Advisor
- Marketer
- Commodities Trader
- Human Resources
- Loan Officer
- Real Estate Agent
- Business Manager
- Entrepreneur

Course Titles and Levels

All courses are at the Bachelor degree level. Courses are numbered 100 through 499.
Course descriptions for the General Education courses, and the Bible and Theology courses, are provided above, at the BAML program. Course descriptions for the Business courses are provided after the description of the MBA program, below.

BA in Business Administration Curriculum

General Education—30 Credits
    GE 105 Intercultural Communication
    GE 118 Intro to Psychology*
    GE 127 Intro to Philosophy
    GE 216 Introduction to Ethics
    ECON 120 Principles of Microeconomics
      (*ECON 120 satisfies GE 234, Economics*)
    GE 242 Health Studies
    GE 310 Digital Literacy Essentials
    GE 399 World Religions
    CH 325 Church History I
    CH 326 Church History II

    * Students may take GE 106, Cultural Anthropology, in place of GE 118, Psychology.

Bible and Theology—30 credits:
    BS 101 Bible Panorama (*or, NT Survey*)
    BS 102 Biblical Interpretation
    BS 103 Old Testament Survey
    [BS 104 New Testament Survey]
    BS 115 Introduction to the Pentateuch
    BS 204 Survey of the Gospels
    BS 314 Survey of the OT Major Prophets
    BS 427 New Testament Epistles
    TH 211 Theological Foundations:
        The Doctrines of God and Scripture
    TH 313 Theological Foundations:
        The Doctrines of Christ and Salvation
    TH 322 Theological Foundations:
        The Holy Spirit

Student Ministry—1 credit (4 semesters @ ¼ credit each – 2 hrs./week)

Internship—1 credit (2 semesters, ½ credit each – 8 hrs./week)
    (*The internship may be taken with a Christian ministry, a business, or in the civil sector.*)

Business Courses—60 credits

    ACC 101 Principles of Accounting I
    ACC 102 Principles of Accounting II
    BUS 240 Business Law
    BUS 299 Introduction to Business
    BUS 250 Business Ethics

    [*ECON 120 Principles of Microeconomics, is counted as a General Studies course.*]
    ECON 130 Principles of Macroeconomics
    FIN 120   Business Finance
    FIN 201   Corporate Finance
    HRMN 101 Human Resource Management
    OBHV 110 Introduction to Organizational Behavior

    MGMT 308 Principles of Management
    MGMT 309 Management and Organization Theory
    MGMT 410 International Management
    MKTG 289 Marketing Fundamentals
    MNSC 301 Introduction to Quantitative Analysis

MGMT 420 Foundations of Entrepreneurship
MGMT 430 Operations Management
MGMT 450 Strategic Management
MGMT 250 Business Plan
LEDR 311   Organizational Leadership

BA in Business Administration Typical Course Sequence

Num	Courses	Credits
1st Semester	BS 101 Bible Panorama (or, BS 104, New Testament Survey), (3 credits); BS 102 Biblical Interpretation (3 credits); GE 127 Intro to Philosophy (3 credits); GE 118 Intro to Psychology (3 credits); ACC 101 Principles of Accounting I (3 credits); Student Ministry (1/4 credit)	15.25 credits
2nd Semester	BS 103 Old Testament Survey (3 credits); BS 204 Gospels (3 credits); CH 325 Church History I (3 credits); GE 105 Intercultural Communication (3 credits); ACC 102 Principles of Accounting II (3 credits); Student Ministry (1/4 credit)	15.25 credits
3rd Semester	BS 115 Pentateuch (3 credits); GE 399 World Religions (3 credits); CH 326 Church History II (3 credits); BUS 240 Business Law (3 credits); BUS 299 Introduction to Business (3 units); Student Ministry (1/4 credit)	15.25 credits
4th Semester	TH 211 God, and Scripture (3 credits); GE 216 Introduction to Ethics (3 credits); GE 310 Digital Literacy Essentials (3 credits); BUS 250 Business Ethics (3 credits); ECON 120 Principles of Microeconomics (3 credits); Student Ministry (1/4 credit)	15.25 credits
5th Semester	BS 314 Major Prophets (3 credits); GE 242 Health Studies (3 credits); ECON 130 Principles of Macroeconomics (3 credits); FIN 120 Business Finance (3 credits); FIN 201 Corporate Finance (3 credits); Elective #1 (3 credits)	18 credits
6th Semester	TH 313 Christ and Salvation (3 credits); HRMN 101 Human Resource Management (3 credits); OBHV 110 Introduction to Organizational Behavior (3 credits); MGMT 308 Principles of Management (3 credits); MGMT 309 Management and Organization Theory (3 units); Elective #2 (3 credits)	18 credits
7th Semester	TH 322 The Holy Spirit (3 credits); MGMT 410 International Management (3 credits); MKTG 289 Marketing Fundamentals (3 credits); MNSC 301 Introduction to Quantitative Analysis (3 credits); MGMT 420 Foundations of Entrepreneurship (3 units); Internship (1/2 credit)	15.5 credits
8th Semester	BS 427 New Testament Epistles (3 credits); MGMT 430 Operations Management (3 credits); MGMT 450 Strategic Management (3 credits); MGMT 250 Business Plan (3 credits); LEDR 311 Organizational Leadership (3 credits); Internship (1/2 credit)	15.5 credits
	Total	128 credits

The course descriptions for the BABA courses listed above
may be found after the MBA program description, below.

Master of Business Administration (2 years, 45 credits)

Degree	General Core	Elective	Bible and Theology	Total Units	Exam / Project
MBA	30	6	9	45	Exit Exam

General Description and Program Objectives

The Master of Business Administration is designed for professionals whose career and management responsibilities exceed a single functional specialty, and who require higher levels of knowledge and skills in the field to sharpen their competency spectrum. The emphasis is on providing students with an interdisciplinary, integrated, and applied approach where complex organizational knowledge and managerial skills are mastered. This objective of the program is meant to provide an executive-level of critical thinking and systematic thought, team building, decision making, and leadership.

The program includes ten (10) pre-determined core business courses and two (2) elective courses that every student can select from a list of courses offered by the School of Business Administration based upon their own interests and concentration focus in the varied areas of business administration. For purposes of these two elective courses, every student may opt for any combination of graduate-level elective courses offered by the School of Business Administration at America Evangelical University, choosing from anyone of three academic areas: International Business, Leadership, and Marketing.

The core business courses include (but are not limited to) studies in accounting, business ethics, business law, finance, human resource management, international business, organizational management, strategic management, and statistical analysis. Every course has an emphasis on ethical business behavior and conduct as well as responsible business practices in an increasingly pluralistic, global society. As with our other programs, there is a strong emphasis on Biblical values and Theological education. Courses in the Business major will be taught through the lenses of Christian principles.

Program Learning Outcomes

Upon completion of the Master of Business Administration program of study, the student will be able to demonstrate the following competencies:
1. Demonstrate the ability to analyze the evolving nature of corporations
2. Practice managerial leadership and organizational change
3. Determine and measure an organization's intellectual assets
4. Identify how product development merges with entrepreneurship
5. Foster new approaches to measuring the economic performance of organizations
6. Demonstrate the ability to manage and administer a business organization with a clear embodiment of ethics in his/her business practices
7. Integrate Biblical and Theological Perspectives in Business and Administration

Admissions Requirements

In order to secure admission into the MBA program at America Evangelical University, every applicant will have to meet the following minimum requirements:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent.
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from the student's college or university.
7. A personal interview with a representative of America Evangelical University.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation.
11. Payment of the $100.00 application fee.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations within each course. Except for internships and field trips, all instruction is conducted in a classroom setting.

Program Requirements

Length:	4 semesters
Core Courses in Business Administration:	30 Semester credits
Elective Courses in Business Administration:	6 Semester credits
Total Business Credit Requirements:	36 Semester credits
Bible and Theology Requirements:	9 Semester credits
Total Program Requirements:	**45 Semester credits**

Unit Transfer Policy

A maximum of six (6) semester credits may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of America Evangelical University, depending upon the academic rigor of the prior course experience.

General Requirements

Students must complete 30 semester credits of pre-determined core business courses, as well as 6 semester credits of elective courses of their choice.

Potential Fields of Employment:

The MBA program prepares graduates for employment in:

- Marketing Manager
- Medical & Health Services Manager
- Financial Manager
- Small Business Owner
- Database Administrator
- Business Operations Manager

Master of Business Administration Curriculum

Semester	Courses	Credits
1st Semester	BUS 510 Fundamentals of MBA (3 credits); BUS 520 Organization and Society Management (3 credits); BUS 530 Managerial Accounting (3 credits); BS 502 Hermeneutics (3 credits)	12 credits
2nd Semester	BUS 535 Financial Management (3 credits); BUS 540 Economics of Management Decisions (3 credits); BUS 550 Operations & Information Systems Management (3 credits); BS 503 Introduction to the Old Testament (3 credits)	12 credits
3rd Semester	BUS 560 Marketing Management and Innovation (3 credits); BUS 570 Global Business Management (3 credits); BUS 580 Strategic Management in a Global Marketplace (3 credits); BS 504 Introduction to the New Testament (3 credits)	12 credits
4th Semester	BUS 590 Ethical Decision Making (3 credits); Business Elective Course (3 credits); Business Elective Course (3 credits)	9 credits
	Total	45 credits

Course Descriptions: Business Courses (for the BABA and MBA programs)

Core Undergraduate Business Courses

ACC 101 Principles of Accounting I (3 credits)
Introduces the basic concepts of the complete accounting cycle and provides the student with the necessary skills to maintain a set of books for a sole proprietorship. Topics include accounting vocabulary and concepts, the accounting cycle and accounting for a personal service business, the accounting cycle and accounting for a merchandising enterprise, and cash control. Laboratory work demonstrates theory presented in class.

ACC 102 Principles of Accounting II (3 credits)
This course covers a substantial portion of the U.S. accounting standards known as G.A.A.P. (generally accepted accounting principles). In particular, it entails a detailed study of the principal financial statements, accounting concepts, revenue and expense recognition, accounting for cash, receivables, and inventories.

BUS 240 Business Law (3 credits)
A study of fundamental principles of law applicable to business transactions. The course relates to the areas of legal environment of business, contracts, and sales contracts.

BUS 250 Business Ethics (3 credits)
A study of ethics in business and work. The topics include: analyzing ethical issues and promoting ethical behavior in corporations and institutions; the social responsibilities of business; the role of business in a free market economy; ethics in the global economy; the role of the professions in contemporary American society. The principles espoused in this course are guided by, and rooted in, a Christian Biblical ethical system.

BUS 299 Introduction to Business (3 units)
A study of the functional areas of business for understanding the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance.

ECON 120 Principles of Microeconomics (3 credits)
This course deals with the price system, market structures, and consumer theory. Topics include supply and demand, price controls, public policy, the theory of the firm, cost and revenue concepts, forms of competition, elasticity, and efficient resource allocation, etc.

ECON 130 Principles of Macroeconomics (3 credits)
This course provides an examination of aggregate economic activity. It includes a study of aggregate supply and demand, the monetary and banking systems, aggregate economic accounting, inflation, unemployment, the business cycle, macroeconomic policy, and economic progress and stability, among other things.

FIN 120 Business Finance (3 credits)
This course deals with a survey of the basic principles and concepts used in the financial Topics include money and capital markets, financial management of working capital, capital budgeting and fixed asset management, cost of capital, and short-term and long-term financing by means of debt and equity capital. management of a business enterprise addressed from both theoretical and practical standpoint.

FIN 201 Corporate Finance (3 credits)
A study of how corporations raise and manage capital. Topics include modern financial principles, methods, policies, and institutions – corporate creation and organization.

HRMN 101 Human Resource Management (3 credits)
An overview of human resource management activities. Various functions of human resource management are explored: planning, staffing, training, compensation, benefits, motivation, employee development, , performance evaluation, discipline, health and safety issues, employer-employee relationships, and compliance with employment laws.

LEDR 311 Organizational Leadership (3 credits)
An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations (Prerequisite: BUS 1309 Management and Organization Theory)

MGMT 308 Principles of Management (3 credits)
This course is a survey of the five basic functions included in the practice of management. Management in organizations' theories, techniques, and concepts will be presented. The role of the manager in a technologically-oriented society will also be discussed.

MGMT 309 Management and Organization Theory (3 units)
This course distinguishes the fundamental practices of sound management functions to the understanding of effective leadership. Organizations need leadership and management understanding to function effectively in creating the learning organization. Students will analyze and create plans for strategic management and apply leadership concepts.

MGMT 410 International Management (3 credits)
A study of the accelerating internationalization of all business, this course introduces upper-division undergraduate students to all facets of international business within three broad subject areas: (1) the economic framework of international business, (2) the operating frameworks of multinational corporations, and (3) a framework for global strategic management. It uses case studies to illustrate concepts and methods.

MGMT 420 Foundations of Entrepreneurship (3 units)
A study of entrepreneurship with particular reference to creating and starting a new venture. Emphasis on historical development of entrepreneurship, risk taking and entrepreneurship, innovation and marketing the plan, financial plan, organizational plan, going public, and legal issues for the entrepreneur.

MGMT 430 Operations Management (3 credits)
This course is a survey of the fundamental concepts of production and operations management. The course covers the use of quantitative methods and statistical techniques for forecasting, resource allocation, decision theory, capacity planning, project management, inventory management, and quality assurance.

MGMT 450 Strategic Management (3 credits)
A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on an organizational vision and mission, strategic plans, and outcomes.

MKTG 289 Marketing Fundamentals (3 credits)
A study of the functions of marketing in for profit service and product organization. The course will show how businesses and organizations use marketing techniques to create and promote image, develop product offerings, create banding, customer service and relations, consumer tracking, market research, vertical and horizontal integration, sales techniques, and sales management, and pricing strategies.

MNSC 301 Introduction to Quantitative Analysis (3 credits)
A survey of the fundamentals of management science. This course emphasizes the concepts and algorithmic techniques utilized in business and finance contexts in order to optimize the desired business outcomes.

OBHV 110 Introduction to Organizational Behavior (3 credits)
An introduction to the impact that individuals, groups, and structure have on behavior within organizations for the purpose of applying such knowledge toward improving an organizations effectiveness. The course will focus on work-related behavior with an emphasis on individual and group performance as it relates to organizational productivity and processes. A central theme will be the development of "people" skills to help all employees- staff, front-line supervision, and management- improve their effectiveness.

MGMT 250 Business Plan (3 credits)
The capstone course is designed to be the culminating work for the BA degree. It is an industry-sponsored, real-world project to prepare students to use the knowledge they gained during their academic studies and apply it in professional life. Through on-site work, each group of students will develop and provide a plan of action for the business they select. The plan must include: organizational culture, organizational structure, financial statements, marketing plans, operations objectives, marketing plans, advertising strategies, and human resource base, among other requirements, to plan a successful operation of a business. The projects will pertain to a business in any domain. In the process of completing the business plan, students will gain practical skills in group dynamics, public presentation skills, project management, and business behavior. A professional presentation of 15-20 minutes of the student's project is required.

Core MBA Courses

BUS 510 Fundamentals of MBA (3 credits)
An overview of fundamental management concepts across a broad spectrum of subject areas. Topics include the online environment and technologies used in the MBA program; academic requirements; research, writing, and analytical skills; plagiarism issues; and basic management concepts. Assignments focus on statistics and the theory of constraints. Exercises improve skills in the areas of research, writing, critical thinking, and teamwork.

BUS 520 Organization and Society Management (3 credits)
An exploration of the responsibilities and influence that 21st century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management – systems thinking, critical thinking, ethical decision-making and leadership, legal concepts, corporate social responsibility, and organizational theory and design – are examined.

BUS 530 Managerial Accounting (3 credits)
A study of accounting concepts & reporting techniques applied in a managerial decision-making context. Students will analyze accounting data from real-world case studies and present their analyses, conclusions, and recommendations. Managerial accounting models used by diverse enterprises in virtually all industrialized nations include cost accounting & the behavior of costs, budgeting, differential analysis, and responsibility accounting will be examined. Reporting techniques involving the use of current spreadsheets and graphics presentation technologies will also be presented.

BUS 535 Financial Management (3 credits)
This is a course on how to deploy the available capital resources of the organization in order to gain the maximum advantage possible. Students will review capital budgeting policies and procedures, formulation of growth and diversification policies, appraisal of income and risk, and establishment of decision-making guidelines.

BUS 540 Economics of Management Decisions (3 credits)
This is a seminar class applying the concepts of economic decision making to a wide variety of managerial situations, including financial statement analysis; asset valuation; budgeting; cost management; and performance evaluation of organizations, organizational credits, products, and managers. The student must apply critical thinking to make connections among concepts from the disciplines of microeconomics, finance, managerial accounting, and financial accounting.

BUS 550 Operations & Information Systems Management (3 credits)
A study of the major functions of business management. Topics include the dos and don'ts of managing a project, a survey of several world-class operations management techniques (such as Six Sigma), and the industry's best practices in operational efficiency and effectiveness. Also, the mission, goals, and importance of information systems management will be assessed using actual work organizations as learning models.

BUS 560 Marketing Management and Innovation (3 credits)
This is an exploration of the essentials of marketing management: setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals, and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical implications.

BUS 570 Global Business Management (3 credits)
A global overview of various types of business organizations and environments that shape organizational decisions. Emphasis is on the regulatory structures, legal systems, governance models, as well as policy-making processes that define the internal and external functions of business at the confluence of local, state, national, and international affairs. Topics include critical thinking, international ethics, business sustainability, social responsibility, and the impact of economics and technology.

BUS 580 Strategic Management in a Global Marketplace (3 credits)
A study of strategy, value creation, and value capture in different business contexts. Focus is on developing frameworks and models for understanding the structural characteristics of industries and how companies can achieve sustainable competitive advantage, taking appropriate action in these different, but concurrent, business contexts. An explicitly integrative approach is adopted.

BUS 590 Ethical Decision Making (3 credits)
A study of the components that influence decision-making by leaders of business organizations - including the notions of cultural relativism, legal responsibilities, prescriptive and normative approaches, and universal principles of ethical behavior. The potential impacts of different decisions on the organization will be investigated and the transparency of the business organization's decision-making processes will be reviewed within a host of ethical frameworks and hypothetical situations.

Elective MBA Courses

Elective Courses in International Business

BUS 571 Culture and Change (3 credits)
An overview of different methods for assessment of cultural competency, and comparison of American cultural values with other national and ethnic cultural values. Simulations will be used to illustrate the influence of stakeholder values in community development projects. Discussions focus on appropriateness and compatibility of outside development models and approaches to traditional communities.

BUS 572 Intercultural Competence (3 credits)
An overview of the domains of communication and culture, specifically; the ways that culture influences our communication patterns; the development of both professional and personal relationships with people from different cultural backgrounds.

BUS 573 Comparative International Management (3 credits)
This course studies the impact of country-specific cultural, economic and legal factors on the theory and practice of managing multinational corporations. Case studies focusing on North American, Latin American, European and Asian settings are used to illustrate the feasibility of adapting and combining different national management styles in the operations of domestic and multinational corporations.

BUS 574 Culture and Socialization (3 credits)
An in-depth examination of the concepts of culture and socialization, this course analyzes the socialization process as the key means through which culture is reproduced. Through a critical engagement with competing theories of socialization, students undertake advanced research projects, oral presentations and written assignments. Topics include issues of ethnic identity and cultural diversity, socio-economic, gender and racial stratification, media representations, dress, language and religion and schooling and the reproduction of inequality. Issues are explored from a cross-cultural perspective.

Elective Courses in Leadership

BUS 521 Emerging Leadership Concepts and Strategies (3 credits)
This course examines the various core organizational issues in the theory and practice of leadership. The identification of different leadership theories and leadership styles in a collaborative, integrative organizational leadership context, as well as comparing and contrasting these theories with an authoritarian or collaborative leadership approach within the organizational context will be scrutinized.

BUS 522 Negotiations, Collective Bargaining, and Group Dynamics (3 credits)
This course addresses effective conflict resolution, collective bargaining, and negotiations strategies, and assesses methods for improving the organizational efficiency and effectiveness in the long-term. A special focus will be placed upon the creation of win-win solutions for real-life organizations. Conflict resolution will be approached as both a necessary and a challenging workplace phenomenon.

BUS 523 Advanced Personnel Management (3 credits)
An overview of how, why, when, and where to integrate and apply the theories of behavioral sciences with the human resource management principles in order to augment and improve both individual as well as organizational efficiency and effectiveness. Students will evaluate, analyze, and design the various relevant personnel management theories in different work environments.

BUS 524 Interpersonal Communication (3 credits)
A study of the formation and development of groups through effective and efficient leadership. Team communication styles and roles within work teams will be examined as well as different strategies that can foster creativity in work groups and the impact of technology on work teams and on communication styles. Students will experience ethical perspectives through group activities and observing leadership practices in small groups.

Elective Courses in Marketing

BUS 561 Legal and Ethical Issues in Business (3 credits)
An in-depth, exploratory study of human values and ethical conduct of American businesses. The focus will be on verbal debate and written exercises that would draw attention to business practices. This course will also consider the various ethical issues that are arising in the workplace and their impact on the global business environments.

BUS 562 Dynamics of Consumer Behavior (3 credits)
A study of the dynamics of human behavior and how it relates to the purchasing decision, this course provides a general view of the factors that influence the consumer's decision-making including, personality, social groups, culture, values structure, and learning.

BUS 563 Global Marketing (3 credits)
A study of the fundamentals of trade, finance, and investment in the international context, the course discusses the international monetary framework and foreign exchange in detail.

BUS 564 Channels of Distribution and Value Networks (3 credits)
A study of all phases of management skills in the field of physical distribution with emphasis on customer service and international distribution strategies. This course covers also distribution strategies for products and services with attention to direct distribution, indirect distribution, and direct marketing.

Bible and Theology Requirements (3 courses / 9 units)

BS 502 Hermeneutics (3 units)
The 66 books of the Bible are not all written in the same style, in the same genre. In this course, students will develop a working understanding of the multiple interpretive insights by which we can understand the variety of books in the Bible soundly.

BS 503 Introduction to the Old Testament (3 units)
This course is designed to introduce students to the historical background of each book of the Old Testament, including the historical processes of its formation and canonization. The course will address both how the Old Testament sets the foundation for reading and understanding the New Testament, as well as how the New Testament interprets the Old Testament.

BS 504 Introduction to New Testament (3 units)
This course is designed to introduce students to the historical context of each book of the New Testament, including the historical processes of its formation and canonization. The course will highlight significant theological contributions of several books of the New Testament.

Apart from the MBA (just above), AEU's graduate programs begin on the next page.

Graduate Programs

School of Computer Science

Master of Science in Computer Science   (2 years, 36 units)

General Description and Program Objective

The Master of Science in Computer Science (MSCS) program is designed for students with some experience in computer technology and programming who desire to advance their knowledge and skills in the area of the design, programming, and application of computing systems. The emphasis is on providing students with the basic analytic skills and strong aptitude for mathematics, programming and logical reasoning. The program is also designed to help students to understand fundamental and important current issues in computer science and computer engineering. As such, the program is meant to provide students with opportunity to be prepared for employment or to pursue advanced degrees.

The program includes six (6) pre-determined core computer science major courses and four (4) elective courses. Every student in majoring MS in Computer Science must take 6 major courses. The core computer science courses are as follows: programming languages, computer communications, software engineering, analysis of algorithms, advanced database systems and advanced computer networks. And every student can select any 4 courses from the list of elective courses based on their interest or concentration in an attempt to prepare their employment or to advance their research.

The elective courses have the following four major categories: data science, computer networks, network security, and application programming. Elective courses are as follows: topics in data mining, information integration on the web, advanced big data analytics, theory and computational methods for optimization, topics in numerical analysis, topics in distributed processing systems, advanced topics in internet routing, network simulation and performance analysis, security and privacy in computer systems, 5G mobile communications, wireless internet security, introduction to cryptography, artificial intelligence: principles and techniques, mobile application programming, and embedded software programming.

However, students can choose any class in any combination depending on their purpose in employment or interest in research. Every course has an emphasis on the concepts and techniques related to computer science. Students who do not have a computer major in their bachelor program will be required to take 9 units of prerequisite courses: computer programming, data structure and algorithms. There is a strong emphasis on biblical values and theological education. Courses in computer science major will be taught through the lenses of Christian principles.

Admissions Requirements

In order to secure admission into the Master of Science in Computer Science program at America Evangelical University, every applicant will have to meet the following minimum requirements:

1. Completion of Application Form for Admission.
2. At least two letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent.
4. A statement of the applicant's Christian faith.
5. One recent photograph.

6. Official transcripts from all schools including Bachelor Degree.
7. A personal interview with a representative of America Evangelical University.
8. Payment of $100.00 application fee.
9. English Proficiency Exam (TOEFL, IELTS, or AMERICA EVANGELICAL ESL Placement test), if English is not primary language; waived if graduated high school or completed secondary education in the U.S.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations within each course. Except for internships and field trips, all instruction is conducted in a classroom setting.

Program Requirements

Length of Program: Approximately 4 semesters

Core Courses in Computer Science:	18 Semester credits
Elective Courses in Computer Science:	12 Semester credits
Total Computer Science Credit Requirements:	30 Semester credits
Bible and Theology Requirements:	6 Semester credits
Total Program Requirements:	**36 Semester credits**

Prerequisite Courses

Prerequisite courses are required for non-computer science undergraduate majors or those students with insufficient background in computer science. Students must choose three elective courses (3 semester courses):

Computer Programming, Data Structure, and Algorithms

Unit Transfer Policy

A maximum of six (6) semester credits may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of America Evangelical University, depending upon the academic rigor of the prior course experience.

Program Learning Outcomes

Upon completion of the Master of Science in Computer Science program of study at America

Evangelical University, the student will be able to demonstrate the following competencies:
1. Demonstrate the proficient knowledge on the theory of computation and advanced level concepts of programming languages and apply such knowledge and techniques to industrial projects.
2. Apply mathematical methodologies or scientific solutions in the literature, e.g., heuristic solutions, to solve computational tasks with respect to create and evaluate project
3. Manage software project with advanced knowledge regarding system analysis, documentation, and develop requirements, in order to design and implement computer applications system.
4. Perform the software engineering process to develop software that matches the large-scale service platform or system according to customer requirements.
5. Apply network techniques based on the knowledge of communication protocols including the latest mobile trends to solve the practical networking issues such as trouble-shooting, efficient server management, and security handling.
6. Integrate biblical and theological perspectives in the field where computer science plays a vital role.

Graduation Requirements

To receive the Master of Science in Computer Science from America Evangelical University, the student must meet the following requirements:

-Complete the MSCS that includes major courses, elective course, and Christian studies.
-Complete all CS course requirements within 150% of the published length of the academic program.
-Attain a cumulative quality point average of 3.0 on a 4.0 scale in the major.
-Attain an overall cumulative quality point average of 2.5 on a 4.0 scale.
-Pass all exams required by each of the courses.

In addition to 6 units of biblical studies, students must complete 18 semester-credits of required core computer information systems courses, as well as 12 semester credits of elective courses of their choice.

Potential Fields of Employment: The MSCS program prepares graduates for employment in:

- Computer Systems & Network Administrators
- Computer Systems Analysts
- Computer Network Architects
- Software Developers
- Computer & Information Research Scientists
- Senior Database Administrators
- Senior Web Developers

Master of Science in Computer Science Curriculum / Program Requirement Chart

Num	Courses	Credits
Prerequisite:	Non-computer major students must take 3 classes: MSCS300 Computer Programming; MSCS310 Data Structure; MSCS 320 Algorithms	9 credits (if applicable)
1st semester	MSCS 400 Programming Languages MSCS 410 Computer Communications *Choose: BS 502 (Hermeneutics), BS 503 (OT), or BS 504 (NT)	9 credits
2nd semester	MSCS 420 Software Engineering MSCS 430 Analysis of Algorithms *Choose: BS 502 (Hermeneutics), BS 503 (OT), or BS 504 (NT)	9 credits
3rd semester	MSCS 440 Advanced Database Systems MSCS 450 Advanced Computer Networks One (1) Elective Course	9 credits
4th semester	Three (3) Additional Elective Classes from the Following: MSCS 500 Topics in Data Mining MSCS 510 Information Integration on the Web MSCS520 Advanced Big Data Analytics MSCS 530 Theory and Computational Methods for Optimization MSCS 540 Topics in Numerical Analysis MSCS 550 Topics in Distributed Processing Systems MSCS 560 Advanced Topics in Internet Routing MSCS 570 Network Simulation and Performance Analysis MSCS 580 Security and Privacy in Computer Systems MSCS 590 5G Mobile Communications MSCS 600 Wireless Internet Security MSCS 610 Introduction to Cryptography MSCS 620 Artificial Intelligence: Principles and Techniques MSCS 630 Mobile Application Programming MSCS 640 Embedded Software Programming	9 credits
	Total	36 credits

Course Descriptions for the MSCS

Prerequisite Courses for Non-computer Major Students   (3 courses / 9 units)

MSCS 300 Computer Programming (3 units)
This course teaches fundamental concepts and terminology of computer programming. Students will develop skills in designing and writing simple computer programs. The course requires no programming background. This is a programming intensive course.

MSCS 310 Data Structure (3 units)
This course covers fundamental data structures and algorithms using the Java programming language. This course will sharpen students' programming skills, and expand their knowledge of basic data structures and algorithms. The course extends object-oriented programming techniques to cover Java's API and data structures, such as hash tables, linked lists, stacks, queues, and binary trees, and provides an introduction to the analysis of algorithms that operate on those structures.

MSCS 320 Algorithms (3 units)
This course introduces students to the analysis and design of computer algorithms. This course helps student analyzing the asymptotic performance of algorithms, demonstrating knowledge of major algorithms and data structures, applying important algorithmic design paradigms and methods of analysis, and synthesizing efficient algorithms in common engineering design situations.

Core/Major Courses in Computer Science   (6 courses / 18 units)

MSCS 400 Programming Languages (3 units)
This course discusses the design, use, and implementation of imperative, object-oriented, and functional programing languages. The course also deals with scoping, type systems, control structures, functions, modules, object orientation, exception handling, and concurrency. A study also includes but is not limited to a variety of languages such as C++, Java, Ada, Lisp, and ML, and concepts that are reinforced by programming exercises.

MSCS 410 Computer Communications (3 units)
The course is a study of computer communication protocols. The primary emphasis is on conceptual issues in the design and implementation of computer internetworks.

MSCS 420 Software Engineering (3 units)
This course focuses on large-scale software development. This course presents modern software engineering techniques and examines the software life cycle, including software specification, design, implementation, testing, and maintenance.

MSCS 430 Analysis of Algorithms (3 units)
This is a course of study on advanced level of design and analysis of algorithms. It discusses the topics such as approximation, randomized algorithms, probabilistic analysis, heuristics, on-line algorithms, competitive analysis, models of memory hierarchy, parallel algorithms, number-theoretic algorithms, cryptanalysis, computational geometry, computational biology, network algorithms, etc.

MSCS 440 Advanced Database Systems (3 units)
This course broadly introduces database systems, including the relational data model, query languages, database design, index and file structures, query processing and optimization, concurrency and recovery,

transaction management and database design. Student acquires hands-on experience in working with database systems and in building web-accessible database applications.

MSCS 450 Advanced Computer Networks (3 units)
This course deals with issues of the design and implementation of techniques essential for engineering robust networks. A study includes but is not limited to networking principles, transmission control protocol/internet protocol, naming and addressing (domain name system), data encoding/decoding techniques, link layer protocols, routing protocols, transport layer services, congestion control, quality of service, network services, programmable routers and overlay networks.

Elective Courses in Computer Science   (4 courses / 12 units)

Students must choose four courses from the following Elective course listing:

MSCS 500 Topics in Data Mining (3 units)
This course is a study of algorithms and computational paradigms that allow computers to find patterns and regularities in databases, perform prediction and forecasting, and generally improve their performance through interaction with data.

MSCS 510 Information Integration on the Web (3 units)
This course will focus on foundations and techniques for information extraction, modeling and integration. Topics covered include semantic web (RDF, OWL, SPARQL), linked data and services, mash-ups, theory of data integration, schema mappings, record/entity linkage, data cleaning, source modeling, and information extraction. The class will be run as a lecture course with significant hands-on experience.

MSCS 520 Advanced Big Data Analytics (3 units)
This class aims to provide an overview of advanced machine learning, data mining and statistic techniques that arise in real data analytic applications. Selected topics include topic modeling, structure learning, time-series analysis, learning with less supervision, and massive-scale data analytics. One or more applications associated with each technique will also be discussed.

MSCS 530 Theory and Computational Methods for Optimization (3 units)
This course is an introduction to the basic theories of optimization starting from the characterization of optimal solutions for unconstrained and constrained optimization problems using tools of multiple variable calculus and linear algebra.

MSCS 540 Topics in Numerical Analysis (3 units)
This course is a study of topics such as elements of error analysis, real roots of an equation, polynomial approximation by finite difference and least square methods, interpolation, quadrature, numerical solution of ordinary differential equations, and numerical solutions of systems of linear equations. The student should expect to program a computer in addition to using a graphing calculator.

MSCS 550 Topics in Distributed Processing Systems (3 units)
This course introduces distributed-networked computer systems. Topics include: distributed control and consensus, notions of time in distributed systems, client/server communications protocols, middleware, distributed file systems and services, fault tolerance, replication and transparency, peer-to-peer systems, case studies of modern commercial systems and research efforts.

MSCS 560 Advanced Topics in Internet routing (3 units)
This course is a study of Internet routing with specific attention given to emerging trends. This course focuses on the concepts of traffic shaping, advanced exterior gateway routing protocols, label switching technologies, and quality of service.

MSCS 570 Network Simulation and Performance Analysis (3 units)
The course applies the concepts of available modeling techniques, including mathematical methods like Markov chains and Petri nets, and simulation methods. Models are usually too large to be handled by a computer system, and, due to model complexity, model development is very time consuming. Further, the course will present the methods for complexity reduction, which considerably reduces development time. In addition, a strategy for developing a generator for automatic model derivation is also the part of this course.

MSCS 580 Security and Privacy in Computer Systems (3 units)
The course covers fundamental principles of building secure systems and techniques to protect data privacy. Topics include access control mechanisms, operating systems security, malicious code threats and software security, trusted computing, content protection, and database security. The course will also study existing technical approaches to protecting privacy, including Web anonymizers and anti-censorship tools, as well as policy and legal aspects of privacy.

MSCS 590 5G Mobile Communications (3 units)
This course discusses some of the key concepts that will shape the next generations of mobile and wireless communications systems, i.e. 5G mobile radios. It is a study of wireless communication and the latest trends in advanced transmission, reception, coding, and cellular concepts that will shape 5G communication systems (including advanced air-interface, MIMO system, cooperation, antenna design, backhauling, vehicular technology). This course provides state-of-the-art knowledge regarding concept validation and prototyping.

MSCS 600 Wireless Internet Security (3 units)
This course covers fundamental principles, architectures, and standards of modern wireless communication systems, as well as specific applications and uses of these systems. This course not only surveys the state of the art in wireless networks and security, but also reviews protocols, which are currently being deployed, as well as many which are still being developed.

MSCS 610 Introduction to Cryptography (3 units)
This course provides an introduction to cryptography, its mathematical foundations, and its relation to security. It covers classical cryptosystems, private-key cryptosystems, hashing and public-key cryptosystems. This course also provides an introduction to data integrity and authentication.

MSCS 620 Artificial Intelligence: Principles and Techniques (3 units)
This course is a study of the field of artificial intelligence that attempts to create computer programs reflecting the values of human intelligence. The course topics include state-space representations, tree and graph searches, predicate calculus and deduction, heuristics, learning and problem solving, natural language processing, expert systems, and programming languages for artificial intelligence.

MSCS 630 Mobile Application Programming (3 units)
This course provides students with a comprehensive understanding of the tasks related to the development of mobile applications. The topics include the design, interface building, resource management and code elaboration aspects of these applications. The concepts students that learn can be applicable to any mobile operating system but special attention will be given to the Android Platform.

MSCS 640 Embedded Software Programming (3 units)
This courses covers the topics that include but are not limited to development environments for embedded software, resource aware programming, hardware programming, developing multi-threaded software, inter-process communication with shared memory and message passing, programming using real time operating systems, fault detection and testing, and fault tolerance and fault recovery.

Bible and Theology Requirements   (2 courses / 6 units)

Student must choose two of the following three courses:
For students new to the Bible, we recommend BS 502 (Hermeneutics), and BS 503 (OT Intro).

BS 502 Hermeneutics (3 units)
The 66 books of the Bible are not all written in the same style, in the same genre. In this course, students will develop a working understanding of the multiple interpretive insights by which we can understand the variety of books in the Bible soundly.

BS 503 Introduction to the Old Testament (3 units)
This course is designed to introduce students to the historical background of each book of the Old Testament, including the historical processes of its formation and canonization. The course will address both how the Old Testament sets the foundation for reading and understanding the New Testament, as well as how the New Testament interprets the Old Testament.

BS 504 Introduction to New Testament (3 units)
This course is designed to introduce students to the historical context of each book of the New Testament, including the historical processes of its formation and canonization. The course will highlight significant theological contributions of several books of the New Testament.

Master of Science in Computer Information Systems (2 years, 36 units)

General Description and Program Objective

The Master of Science in Computer Information Systems (MSCIS) program is designed for students with some experience in computer technology and planning who desire to advance their knowledge and skills in the area of the design, programming, and application of information technology systems. The emphasis is on providing students with the basic analytic skills and strong aptitude for security and IT project management. The program is also designed to help students to understand fundamental and important current issues in computer systems and information technologies. As such, the program is meant to provide students with opportunity to be prepared for employment or to pursue advanced degrees.

The program includes five (5) pre-determined core computer information systems major courses and five (5) elective courses. Every student in majoring MS in Computer Information Systems must take 5 major courses. The core computer information systems courses are as follows: Business Data Communication and Networks, Database Design and Implementation for Business, Information Systems Analysis and Design, IT Strategy and Management, and Information Structures with Java. And every student can select any 5 courses from the list of elective courses based on their interest or concentration in an attempt to prepare their employment or to advance their research.

The elective courses have the following two major categories: Security and IT Project Management. Elective courses are as follows: Information Technology Project Management, Distributed Software Development and Management, Agile Software Development, IT Security Policies and Procedures,

Enterprise Information Security, Database Security, Network Security, Digital Forensics and Investigations, Mobile Forensics, Web Application Development, Server-Side Web Development, and Rich Internet Application Development.

However, students can choose any class in any combination depending on their purpose in employment or interest in research. Every course has an emphasis on the concepts and techniques related to computer information systems. Students who do not have a computer major in their bachelor program will be required to take 9 units of prerequisite courses: Computer Programming, Computer Data Structure, and Algorithms. There is a strong emphasis on biblical values and theological education. Courses in computer information systems major will be taught through the lenses of Christian principles.

Admissions Requirements

In order to secure admission into the Master of Science in Computer Information Systems program at America Evangelical University, every applicant will have to meet the following minimum requirements:

1. Completion of Application Form for Admission.
2. At least two letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent.
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. Official transcripts from all schools including Bachelor Degree.
7. A personal interview with a representative of America Evangelical University.
8. Payment of $100.00 application fee.
9. English Proficiency Exam (TOEFL, IELTS, or AMERICA EVANGELICAL ESL Placement test, if English is not primary language; waived if graduated high school or completed secondary education the U.S.

Methods of Instruction
Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations within each course. Except for internships and field trips, all instruction is conducted in a classroom setting.

Program Requirements

Length of Program:	Approximately 4 semesters
Core Courses in Computer Information Systems:	15 Semester credits
Elective Courses in Computer Information Systems:	15 Semester credits
Total Computer Information Systems Credit Requirements:	30 Semester credits
Bible and Theology Requirements:	6 Semester credits
Total Program Requirements:	**36 Semester credits**

Prerequisite Courses
Prerequisite courses are required for non-computer information systems undergraduate majors or those students with insufficient background in computer information systems. Students must choose three elective courses (3 semester courses):

Computer Programming,
Computer Data Structure, and
Principles of Management

Unit (Credits) Transfer Policy

A maximum of six (6) semester credits may be transferred into the program from a nationally or regionally-accredited college or university. The acceptance of credit hours is at the discretion of America Evangelical University, depending upon the academic rigor of the prior course experience.

Program Learning Outcomes

Upon completion of the Master of Science in Computer Information Systems program of study at America Evangelical University, the student will be able to demonstrate the following competencies:

1. Advanced knowledge in the analysis and documentation of requirements for architecture, design, and implementation of computer information systems.
2. Proficiency in software and computing skills as they pertain to the design and implementation of database systems, security systems, systems analysis, and design.
3. Competence sufficient to identify current and emerging information technologies that may have strategic value for enterprise; assess where those technologies have value; and manage the implementation of those technologies in the enterprise.
4. Manage IT project advanced knowledge in the analysis and documentation of requirements for design and implementation of computer information systems.
5. Integrate biblical and theological perspectives in the field where computer information systems play a vital role.

Graduation Requirements

To receive the Master of Science in Computer Information Systems from America Evangelical University, the student must meet the following requirements:

-Complete the MSCIS that includes major courses, elective course, and Christian studies.

-Complete all CIS course requirements within 150% of the published length of the academic program.

-Attain a cumulative quality point average of 3.0 on a 4.0 scale in the major.

-Attain an overall cumulative quality point average of 2.5 on a 4.0 scale.

-Pass all exams required by each of the courses.

In addition to 6 units of biblical studies, students must complete 18 semester credits of pre-determined core computer information systems courses, as well as 12 semester credits of elective courses of their choice.

Potential Fields of Employment

The MSCIS program prepares graduates for employment in:

- Video Game Designer
- IS/IT Manager
- Cloud Architect
- Management Consultant
- Computer Systems Analyst

Master of Science in Computer Information Systems Curriculum and Program Requirement Chart

Num	Courses	Credits
Prerequisite:	Non-computer major students must take 3 classes: MSCIS 300 Computer Programming; MSCIS 310 Computer Data Structure; MSCIS 320 Algorithms	9 credits (if applicable)
1st semester	MSCIS 400 IT Strategy and Management MSCIS 410 Information Structures with Java *Choose: BS 502 (Hermeneutics), BS 503 (OT), or BS 504 (NT)	9 credits
2nd semester	MSCIS 420 Business Data Communication and Networks MSCIS 430 Database Design and Implementation for Business *Choose: BS 502 (Hermeneutics), BS 503 (OT), or BS 504 (NT)	9 credits
3rd semester	MSCIS 440 Information Systems Analysis and Design Two (2) Elective Courses	9 credits
4th semester	Three (3) Additional Elective Classes from the Following: MSCIS 500 Information Technology Project Management MSCIS 510 Distributed Software Development and Management MSCIS 520 Agile Software Development MSCIS 530 IT Security Policies and Procedures MSCIS 540 Enterprise Information Security MSCIS 550 Database Security MSCIS 560 Network Security MSCIS 570 Digital Forensics and Investigations MSCIS 580 Mobile Forensics MSCIS 590 Web Application Development MSCIS 600 Server-Side Web Development MSCIS 610 Rich Internet Application Development	9 credits
	Total	36 credits

Course Descriptions for the MSCIS Program

Prerequisite Courses for non-computer major students   (3 courses / 9 units)

MSCIS 300 Computer Programming (3 units)
This course teaches fundamental concepts and terminology of computer programming. Students will develop skills in designing and writing simple computer programs. The course requires no programming background. This is a programming intensive course.

MSCIS 310 Computer Data Structure (3 units)
This course covers fundamental data structures and algorithms using the Java programming language. This course will sharpen students' programming skills, and expand their knowledge of basic data structures and algorithms. The course extends object-oriented programming techniques to cover Java's API and data structures, such as hash tables, linked lists, stacks, queues, and binary trees, and provides an introduction to the analysis of algorithms that operate on those structures.

MSCIS 320 Algorithms (3 units)
This course introduces students to the analysis and design of computer algorithms. This course helps student analyzing the asymptotic performance of algorithms, demonstrating knowledge of major algorithms and data structures, applying important algorithmic design paradigms and methods of analysis, and synthesizing efficient algorithms in common engineering design situations.

Core/Major Courses in Computer Information Systems   (5 courses / 15 units)

MSCIS 400 IT Strategy and Management
This course describes and compares contemporary and emerging information technology and its management. Students learn how to identify information technologies of strategic value to their organizations and how to manage their implementation. The course highlights the application of I.T. to business needs.

MSCIS 410 Information Structures with Java
This course covers the concepts of object-oriented approach to software design and development using the Java programming language. It includes a detailed discussion of programming concepts starting with the fundamentals of data types, control structures methods, classes, applets, arrays and strings, and proceeding to advanced topics such as inheritance and polymorphism, interfaces, creating user interfaces, exceptions, and streams. Upon completion of this course the students will be able to apply software engineering criteria to design and implement Java applications that are secure, robust, and scalable.

MSCIS 420 Business Data Communication and Networks
This course presents the foundations of data communications and takes a bottom-up approach to computer networks. The course concludes with an overview of basic network security and management concepts.

MSCIS 430 Database Design and Implementation for Business
Students learn the latest relational and object-relational tools and techniques for persistent data and object modeling and management. Students gain extensive hands- on experience using Oracle or Microsoft SQL Server as they learn the Structured Query Language (SQL) and design and implement databases.

MSCIS 440 Information Systems Analysis and Design
Object-oriented methods of information systems analysis and design for organizations with data-processing needs. System feasibility; requirements analysis; database utilization; Unified Modeling Language; software system architecture, design, and implementation, management; project control; and systems-level testing.

Elective Courses in Computer Information Systems   (15 units)

Students must choose five courses from the following Elective course listing:

MSCIS 500 Information Technology Project Management (3 units)
This course provides students with a comprehensive overview of the principles, processes, and practices of software project management. Students learn techniques for planning, organizing, scheduling, and controlling software projects. There is substantial focus on software cost estimation and software risk management. Students will obtain practical project management skills and competencies related to the definition of a software project, establishment of project communications, managing project changes, and managing distributed software teams and projects.

MSCIS 510 Distributed Software Development and Management (3 units)
Many of today's software systems are developed by geographically distributed teams. The course examines software engineering in this context, from the project and program management perspective. The term project consists of in-process submissions that are thoroughly reviewed, including among peers, together with a working system prototype.

MSCIS 520 Agile Software Development (3 units)
This course provides students with a comprehensive overview of the principles, processes, and practices of agile software development. Students learn techniques for initiating, planning and executing on software development projects using agile methodologies. Students will obtain practical knowledge of agile development frameworks and be able to distinguish between agile and traditional project management methodologies. Students will learn how to apply agile tools and techniques in the software development lifecycle from project ideation to deployment, including establishing an agile team environment, roles and responsibilities, communication and reporting methods, and embracing change.

MSCIS 530 IT Security Policies and Procedures (3 units)
This course enables IT professional leaders to identify emerging security risks and implement highly secure networks to support organizational goals. Discussion of methodologies for identifying, quantifying, mitigating and controlling risks. Students implement a comprehensive IT risk management plans (RMP) that identify alternate sites for processing mission-critical applications, and techniques to recover systems, infrastructure, networks, data and user access. The course also discusses related topics such as: disaster recovery, handling information security; protection of property, personnel and facilities; protection of sensitive and classified information, privacy issues, and criminal terrorist and hostile activities.

MSCIS 540 Enterprise Information Security (3 units)
The course provides an in-depth presentation of security issues in computer systems, networks, and applications. Formal security models are presented and illustrated on operating system security aspects, more specifically memory protection, access control and authentication, file system security, backup and recovery management, intrusion and virus protection mechanisms. Application level security focuses on language level security and various security policies; conventional and public keys encryption, authentication, message digest and digital signatures. Internet and intranet topics include security in IP, routers, proxy servers, and firewalls, application- level gateways, Web servers, file and mail servers. Discussion of remote access issues, such as dial-up servers, modems, VPN gateways and clients.

MSCIS 550 Database Security (3 units)
The course provides a strong foundation in database security and auditing. This course utilizes Oracle scenarios and step-by-step examples. The following topics are covered: security, profiles, password policies, privileges and roles, Virtual Private Databases, and auditing. The course also covers advanced topics such as SQL injection, database management security issues such as securing the DBMS, enforcing access controls, and related issues.

MSCIS 560 Network Security (3 units)
This course will cover advanced network security issues and solutions. The main focus on the first part of the course will be on Security basics, i.e. security services, access controls, vulnerabilities, threats and risk, network architectures and attacks. In the second part of the course, particular focus and emphasis will be given to network security capabilities and mechanisms (Access Control on wire-line and wireless networks), IPsec, Firewalls, Deep Packet Inspection and Transport security. The final portion of the course will address Network Application security (Email, Ad-hoc, XML/SAML and Services Oriented Architecture security. As part of our course review we will explore a number of Network Use Cases.

MSCIS 570 Digital Forensics and Investigations (3 units)
This course provides a comprehensive understanding of digital forensics and investigative techniques. The students learn what computer forensics & investigation is as a profession and gain an understanding of the overall investigative process. Operating system architectures and disk structures are discussed. The students study how to set up an investigator's office and laboratory, as well as what computer forensic hardware and software tools are available. Other topics covered include importance of digital evidence controls and how to process crime and incident scenes, details of data acquisition, computer forensic analysis, e-mail investigations, image file recovery, investigative report writing, and expert witness requirements. The course provides a range of laboratory and hands-on assignments either in solo or in teams. With the rapid growth of computer systems and digital data this area has grown in importance.

MSCIS 580 Mobile Forensics (3 units)
Overview of mobile forensics investigation techniques and tools. Topics include mobile forensics procedures and principles, related legal issues, mobile platform internals, bypassing passcode, rooting or jailbreaking process, logical and physical acquisition, data recovery and analysis, and reporting. Provides in-depth coverage of both iOS and Android platforms. Laboratory and hands-on exercises using current tools are provided and required.

MSCIS 590 Web Application Development (3 units)
This course focuses on building core competencies in web design and development. It begins with a complete immersion into HTML essentially XHTML and Dynamic HTML (DHTML). Students are exposed to Cascading Style Sheets (CSS), as well as Dynamic CSS. The fundamentals of JavaScript language including object-oriented JavaScript is covered comprehensively. AJAX with XML and JSON are covered, as they are the primary means to transfer data from client and server.

MSCIS 600 Server-Side Web Development (3 units)
The Server-Side Web Development course concentrates primarily on building web applications using PHP/MySQL and Node.js/MongoDB. The course is divided into various modules covering in depth the following topics: PHP, MySQL, Object oriented PHP, PHP MVC, Secure Web applications, Node.js and MongoDB. Along with the fundamentals underlying these technologies, several applications will be showcased as case studies. Students work with these technologies starting with simple applications and then examining real world complex applications. At the end of this course, students would have mastered the web application development on the server-side.

MSCIS 610 Rich Internet Application Development (3 units)
The Rich Internet Application (RIA) Development course concentrates primarily on building rich client web applications in the browser for desktop and mobile devices. The course is divided into various modules covering in depth the following technologies: HTML5, jQuery UI & Mobile, and AngularJS. Along with the fundamentals underlying these technologies, several applications will be showcased as case studies. Students work with these technologies starting with simple applications and then examining real world complex applications. At the end of this course, students would have mastered the latest and widely used RIA methodologies.

Bible and Theology Requirements   (2 courses / 6 units)

Student must choose two of the following three courses:
For students new to the Bible, we recommend BS 502 (Hermeneutics), and BS 503 (OT Intro).

BS 502 Hermeneutics (3 units)
The 66 books of the Bible are not all written in the same style, in the same genre. In this course, students will develop a working understanding of the multiple interpretive insights by which we can understand the variety of books in the Bible soundly.

BS 503 Introduction to the Old Testament (3 units)
This course is designed to introduce students to the historical background of each book of the Old Testament, including the historical processes of its formation and canonization. The course will address both how the Old Testament sets the foundation for reading and understanding the New Testament, as well as how the New Testament interprets the Old Testament.

BS 504 Introduction to New Testament (3 units)
This course is designed to introduce students to the historical context of each book of the New Testament, including the historical processes of its formation and canonization. The course will highlight significant theological contributions of several books of the New Testament.

Master's-level Programs in Theology, Ministry & Counseling

Units / credits in the main components of these three programs:

Degree	Core	Track / Concentration	Electives	Practicum	Thesis / Capstone	Total
MA in Ministry Leadership	21	19	*There are limited electives within each concentration.*	Capstone Project, or, Practicum (1 unit)		40
Master of Divinity	30	18-24	12	6-12	Bible Knowledge Exam	72
MA in Counseling, with Marriage & Family Therapy	18		18 (with thesis) 24 (without thesis)		Thesis (4) (optional)	40

<u>Master of Divinity</u> (3 year program, 72 units)

General Description and Program Objectives

The Master of Divinity (MDiv) program is designed to equip students with skills that will help them integrate biblical and theological reflection with hands-on ministry experience to become servant leaders in local church settings, in parachurch organizations, as well as in the mission field. The program also prepares students for innovative leadership, redemptive engagement, and transformational service, and trains them to work alongside the contemporary challenges in a changing, diverse, technological world.

Program Learning Outcomes

1. Students will have considerable knowledge and understanding of the Bible, and will appreciate the insights that come from its literary features and it historical settings.
2. Students will have a significant and broad comprehension of Christian theology, with an emphasis on conservative evangelical theology.
3. Students will regularly engage in spiritual practices and demonstrate a biblical lifestyle.
4. Students will regularly engage in evangelism and ministry in diverse settings.
5. Students will demonstrate cultural awareness and cross-cultural competence.
6. Students will demonstrate competence in the area of their concentration: pastoral ministry & leadership, or, counseling.

The Highlights of the Program

1. EMPHASIS IN BIBLE, MINISTRY, AND MISSION
   The M.Div. Program introduces students to ALL 66 books of the Bible as God's revelation to us. It prepares students theologically and practically for ministry. And it highlights the missiological emphasis of Scripture, the call to proclaim the gospel, that climaxes in the New Testament.

2. CREATIVE AND PERSONAL
   Based on a solid biblical foundation, the program encourages students to be creative in the way that they communicate the unchanging Gospel to the variety of people and cultures in their congregations—professionals, laborers, academics, artists, parachurch workers, and others.   The program fosters learning in a vibrant community of fellow believers, in which our students are mentored and supported as they pursue their vocation.

3. PRACTICAL AND EXPERIENTIAL (Internship required)

    All MDiv students (both pastoral ministry and counseling students) are required to complete the MDiv Internship, comprised of field experience that grants 6 to12 academic credit hours. The M.Div. internship is considered the capstone experience of the program. Internships involve goal setting and evaluation of goal accomplishment, mentoring sessions, and participation in "Internship Clusters" for small group reflection with other students. In their internship, students put into practice the doctrines and ideas they have been learning, and hone and refine their skills for serving the kingdom.

4. TWO PROGRAM CONCENTRATION OPTIONS:

    Pastoral Ministry Concentration

    This concentration prepares students for a wide range of skilled, biblically based pastoral ministry, as well as for leadership in the local church and beyond. It can also be the foundation for further academic work.

    Christian Counseling Concentration

    The M.Div. in Christian Counseling degree program is designed to prepare students for a ministry of Christian counseling to individuals, couples, and families in a congregational, denominational agency, counseling center, or mission setting.

Admissions Requirements

The criteria for entrance to the Master's Degree in Divinity are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent. [Completion of a bachelor's degree or its equivalent is required before formally enrolling in the university.]
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from the student's college or university.
7. A personal interview with a representative of the university.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation.
11. Payment of $100.00 application fee.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and comprehensive examinations on the Bible. Except for internships and field trips, all instruction is conducted in a classroom setting.

The Number of Credits of the MDiv Program that BAML Students Can Take

Students in AEU's BAML program who are applying to the MDiv program are allowed to take up to 18 credits / units of MDiv courses.   The following conditions apply:

(1) The earned graduate-level units will be acknowledged when the students start their MDiv study at AEU.
(2) The students are required to fulfill all of the assignments given to graduate-level students in order for the units to be acknowledged upon their admission to the MDiv program.

Graduation Requirements (72 units)

To graduate from the Master of Divinity degree program, each student is required to have completed a minimum of 72 semester units with a Grade Point Average of 2.5 or above, and also must pass a comprehensive Bible knowledge exam.

The 72 semester units can be a combination of credits granted for approved undergraduate work, transfer credits, and course work taken at AEU.

For students who have transfer credits: the normal maximum that transferred courses can satisfy for the MDiv is 25% of the program (18 credits). At least 54 semester units must be completed at America Evangelical University.

Comprehensive Bible Exam Procedure

Each MDiv student must pass a comprehensive Bible knowledge exam. The student will fill out a request form to take the examination; the request shall be submitted 10 days prior to the date of the examination. The examination may be taken at any regularly scheduled testing period. To pass, the student must correctly answer a minimum of 100 out of 150 questions (75 from the Old Testament and 75 from the New Testament). The student will be allowed to retake the examination as many times as the student wishes. A nominal fee will be charged for each time a student takes the exam.

Potential Fields of Employment:

The MDiv program prepares graduates for employment in:

- Ministry leadership (associate pastor, youth pastor, director of church ministries, etc.)
- Senior and preaching pastor positions
- Bible teaching pastor
- Missions
- Chaplaincy
- Christian non-profit Organizations
- Christian Education

MDiv Program Components: (72 Units Total)

There are two concentrations to choose from:

1. Pastoral Ministry   18-24 Units
2. Christian Counseling: 18-24 Units

Courses Required for all MDiv students:

Biblical/Theological Studies Core: 30 Units
Electives   12 Units
Pastoral Internship   6-12 Units   (*6 Units required)

MDiv Curriculum (72 Units)   (Reviewed & revised, Jan 2022)

Biblical/Theological Studies Core – 30 Units

BS 502 Hermeneutics
BS 503 Introduction to the OT
BS 504 Introduction to the NT
BS 515 Pentateuch, Foundation of the Bible
BS 604 The Gospels & the Life of Jesus
BS 617 The Book of Acts, the Earliest Church
BS 627 Pauline and General Epistles
TH 511 Revelation, and Theology Proper
TH 513 Soteriology and Christology
CH 525 History of Christianity I:
     From the Apostles to the Late Middle Ages

Elective Courses (Four electives) - 12 Units

GBL 519 Biblical Greek
GBL 529 Biblical Hebrew
BS 612 Monotheistic Israel in the Pagan ANE
     (*with emphasis on the OT Historical Books*)
BS 614 OT Major Prophets
BS 619 OT Wisdom Literature
BS 631 NT Book(s), In Depth
BS 675 Advanced Studies in New Testament
CH 526 History of Christianity II:
     From the Reformation until Today
TH 516 Christian Ethics
TH 527 Philosophy and Christian Theology
TH 531 Wesleyan Theology
TH 545 Dogmatics and Polity of KECA*
TH 609 Issues in Theology, and Theological Debate
CH 610 History of KEHC *
CE 607 Christian Education
             .

- Those who belong to the Korean Evangelical Church of America denomination are required to take the courses marked with an asterisk (*).

미주 성결교단 소속 학생들은 반드시 * 과목들을 이수하셔야 합니다.

Practicum (6-12 units)

PM 601 I   Practicum Internship (required)
PM 602 II   Practicum Internship (required)
PM 603 III Practicum Internship (optional)
PM 604 IV Practicum Internship (optional)

Pastoral Ministry Concentration
18 - 24 units

TH 522 The Person and Work of Holy Spirit
TH 644 Apologetics: The Defense of the Faith

PT 501 Pastoral Ministry
PT 502 Spiritual Formation & Development
PT 503 Homiletics
PT 504 Church Administration
PT 505 Theology and Practice of Worship
PT 510 Online Ministry Essentials
PT 545 Christian Leadership
PT 556 Church Planting & Growth

PT 602 Preaching Practicum
PT 606 Holistic Ministry, and Spirituality

MS 513 Missiology
MS 519 Evangelism and Mission in the Postmodern Era
MS 599 World Religions and Mission

Christian Counseling Concentration
18 - 24 units

MC 501 Marriage and Family Counseling
MC 502 Child and Adolescent Counseling
MC 503 Christian Counseling & Addiction
MC 504 Crisis and Trauma Counseling in Community
     Mental Health
MC 505 Counseling and Holistic Healing: Body, Mind,
     and Spirit
MC 506 Christian Spiritual Formation; Integrative
     Holistic Theology
MC 507 Advanced Lifespan Development
MC 508 Counseling and the God Shaped Heart and
     Brain
MC 509 Inner Healing
MC 510 Christian Counseling & Personality Disorders
MC 511 Drama Therapy & Christian Counseling
MC 512 Transformational Counseling through story,
     Drama, Dance, Music, and Art

MC 605 Difference Education and Counseling
MC 608 Neuro - Linguistic Psychology
MC 609 Positive Psychology
MC 610 Quantum Medicine and Transpersonal
     Psychology

The course descriptions for these courses are found after the MAML and the MAC programs, below.

Representative 3-year Sequence of Courses for the MDiv Pastoral Ministries Concentration

Courses in normal type-face are the 10 courses required for the biblical/theological studies core.

Courses in *italics* are from the Pastoral Ministries Concentration (a minimum of 6 courses and a maximum of 8 courses are taken from the concentration; this example uses eight).

Courses with an asterisk(*) are elective courses taken from the general electives (4 are required).
[As part of their electives, students in the Pastoral Ministries Concentration may also take courses from the MDiv Christian Counseling Concentration, if they wish.]

Year	Semester	Course No.	Title
Year 1	Semester I	BS 502	Hermeneutics
		BS 504	Introduction to NT
		MS 513	*Missiology*
		PT 501	*Pastoral Ministry*
	Semester II	BS 503	Introduction to OT
		BS 515	Pentateuch
		PT 503	*Homiletics*
		PT 545	*Christian Leadership*
Year 2	Semester I	TH 511	Revelation, and Theology Proper
		BS 627	Pauline & General Epistles
		BS 604	The Gospels & the Life of Christ
		MS 519	*Evangelism & Mission in the Postmodern Era*
	Semester II	TH 513	Soteriology & Christology
		BS 612*	Monotheistic Israel in the Pagan ANE
		BS 617	The Book of Acts, the Earliest Church
		PM 601	Practicum I
Year 3	Semester I	CH 525	History of Christianity I: Apostles to the Late Middle Ages
		BS 614*	OT Major Prophets*
		PT 504	*Church Administration*
		PM 602	Practicum II
	Semester II	*TH 522*	*Person & Work of the Holy Spirit*
		PT 556	*Church Planting & Growth*
		BS 619*	OT Wisdom Literature*
		TH 531*	Wesleyan Theology*

*The course descriptions for the MDiv courses
are found after the MAML and the MAC programs, below.*

Representative 3-year Sequence of Courses for the MDiv Christian Counseling Concentration

Courses in normal type-face are the 10 courses required for the biblical/theological studies core.

Courses in *italics* are from the Christian Counseling Concentration (a minimum of 6 courses and a maximum of 8 courses are taken from the concentration; this example uses eight).

Courses with an asterisk(*) are elective courses taken from the general electives, or from the Pastoral Ministries Concentration (4 are required).

Year	Semester	Course No.	Title
Year 1	Semester I	BS 502	Hermeneutics
		BS 504	Introduction to NT
		MC 501	*Marriage and Family Counseling*
		TH 522*	Person & Work of the Holy Spirit*
	Semester II	BS 503	Introduction to OT
		BS 515	Pentateuch
		MC 502	*Child and Adolescent Counseling*
		MC 503	*Christian Counseling & Addiction*
Year 2	Semester I	TH 511	Revelation, and Theology Proper
		PT 502*	Spiritual Formation & Development
		BS 604	The Gospels & the Life of Christ
		MS 519*	Evangelism & Mission in the Postmodern Era*
	Semester II	TH 513	Soteriology & Christology
		MC 505	*Counseling and Holistic Healing: Body, Mind, and Spirit*
		BS 617	The Book of Acts, the Earliest Church
		PM 601	Practicum I
Year 3	Semester I	CH 525	Church History I
		BS 627	Pauline and General Epistles
		PM 602	Practicum II
		MC 508	*Counseling / God-Shaped Heart and Brain*
	Semester II	*MC 510*	*Christian Counseling & Personality Disorders*
		MC 511	*Drama Therapy & Christian Counseling*
		BS 619*	OT Wisdom Literature*
		MC 605	*Difference Education and Counseling*

The course descriptions for the MDiv courses
are found after the MAML and the MAC programs, below.

Master of Arts in Intercultural Studies (MAIS)

As of this catalog, the MAIS program has been replaced by the Master of Arts in Ministry Leadership, which has a Missions/ICS emphasis track.

Master of Arts in Ministry Leadership   (approx. 2 years, 40 units)

General Description of the MAML and the Options within it

The Purpose & Intent of the MAML: The Master of Arts in Ministry Leadership (MAML) is designed for persons preparing for a variety of Christian ministries, with a particular view towards persons who wish to minister in cross-cultural or multicultural environments. The program provides considerable academic preparation for persons who desire to serve as missionaries, cross-cultural workers, pastors, teachers, and researchers. It is also a good fit for students who are already have significant experience in ministry, and who wish to strengthen their Bible & theology knowledge, or their specific ministry skills.

Required Total # of Credits Required: The MAML program requires a minimum of 40 semester credits, which may be completed in two academic years. As many as ten semester credits of graduate work (25% of the program) may be transferred in from another school.

The Bible & Theology Core for all MAML Students: The MAML program has a core (21 credits) of foundational Bible & theology courses that all MAML students take.

Three Designed Track Options: After completing the Bible & theology core, many MAML students (especially those preparing to enter ministry) will select from a choice of three designed tracks / concentrations, which specifically prepare them for their chosen field of ministry or service. Each track has 19 credits. The three tracks / concentrations are:

- Missions/ICS Emphasis Track
- Ministry & Leadership Track
- Pastoral Counseling Track

A Fourth Option, the "Open Track" Option: For MAML students who already have significant ministry & leadership experience, and who wish to round out that practical experience with further Bible, theology, or specific ministry training, they do not have to select one of the three designed tracks listed above. Instead, they may choose their remaining 19 credits from any of the ministry or leadership courses offered in the MAML concentrations, or from the Bible & theology electives listed at the end of the MAML curriculum; this is the "Open Track" option. Students who choose and qualify for the Open Track option will complete a Capstone Project (PM 512), instead of taking an internship. Students who wish to choose the Open Track must submit written evidence of their ministry & leadership experience to the Academic Dean's office, which will be reviewed for possible approval by the Academic Dean.

Program Learning Outcomes / Objectives

MAML students will demonstrate:

1. a significant knowledge of Scripture as the foundation for what we preach, how we carry out missions, and how we live; a broad-based understanding of the Bible.
2. a clear understanding of, and the ability to share, the gospel.
3. a solid, biblically-informed foundation in Christian theology & doctrine.
4. spiritual disciplines and passion which make for long-term personal spiritual growth.

5. a sensitivity to cultural differences and ethnic diversity which will help build personal relationships and will also facilitate evangelism & ministry outside one's own culture.
6. students will demonstrate substantial insight and practical skills in the area of their concentration / their track (missions-ICS / ministry & leadership / counseling).

In particular, students in the Missions / ICS track will demonstrate:
1. a clear understanding of the gospel of Jesus Christ from an intercultural perspective.
2. sensitivity to cultural and ethnic diversity for building relationships and for ministry.
3. an advanced level of competence in communication and leadership in diverse intercultural settings.

Admission Requirements

The criteria for entrance to the Master of Arts in Ministry Leadership program are:
1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, counselors, school administrators, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent. [Completion of a bachelor's degree (or its equivalent) is required before formally enrolling in the program.]
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from the student's college or university.
7. A personal interview with a representative of Kairos University.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation
11. Payment of $100.00 application fee.

Graduation Requirements (40 credits)

To graduate from the MAML degree program, each student is required to have completed a minimum of 40 semester credits with a grade point average (GPA) of 2.5 or above.

The 40 semester credits can be a combination of credits granted for approved transfer credits and course work taken at Kairos University.

For students who have transfer credits: the normal maximum that transferred courses can satisfy for the MAML is 25% of the program (10 credits). At least 30 semester credits must be completed through Kairos University.

Potential Fields of Employment:

The MAML program prepares graduates for employment in:

- Missions, both within one's own culture, or in an intercultural setting.
- Church planting ministry
- Ministry leadership (associate pastor, church ministry director, etc.)
- Chaplaincy
- Christian non-profit Organizations

The MAML curriculum begins on the next page.

MAML Curriculum, with Three Designed Track Options (40 credits total)

Bible & Theology Core   21 Credits
(required for all MAML students)

Four Bible Courses:

- *If students have not taken the following three foundational Bible courses, they must take them. After that, they will take one of the other three Bible courses listed below (BS 515, BS 604, or BS 627).*

  BS 502 Hermeneutics
  BS 503 Introduction to the OT
  BS 504 Introduction to the NT

- *Students who have taken or satisfied the three foundational Bible courses above will take the following three Bible courses, and then will choose one additional course from either of the Limited Electives below.*

  BS 515 Pentateuch
  BS 604 The Gospels & the Life of Christ
  BS 627 Pauline & General Epistles

Limited Elective – Choose one (or two) of the following church history courses:

  CH 525 History of Christianity I
  CH 526 History of Christianity II

Limited Electives – Choose two (or three) of the following theology courses:

  TH 511 Revelation, and Theology Proper
  TH 513 Soteriology and Christology
  TH 522 The Person & Work of the Holy Spirit
  TH 527 Philosophy and Christian Theology

These are the three designed concentrations / tracks which MAML students may choose:

1. Missions / ICS Emphasis Track   19 Credits

Choose five of the following six courses.
To Note: PM 501 (Internship) is required.

MS 519 Evangelism & Mission in the Postmodern Era
MS 599 World Religion and Missions
MS 637 Power Encounters in Missions & Evangelism

PT 556 Church Planting & Growth

PT 510 Online Ministry Essentials

PM 501 Practicum/Internship I (one credit)
   This course is required.

Electives – Choose two of the following ministry & leadership courses:

OLMA 501 Foundations of Organizational
      Leadership
PT 501 Pastoral Ministry
PT 503 Homiletics (expository preaching)
PT 545 Christian Leadership
PT 606 Holistic Ministry, and Spirituality

2. Ministry & Leadership Track   19 Credits

The following three courses are required for all students in the Ministry & Leadership track:

MS 599 World Religions and Mission

PT 510   Online Ministry Essentials

PM 501 Practicum/Internship I (one credit)
      This course is required.

Electives – Choose four of the following ministry & leadership courses:

OLMA 501 Foundations of Organizational
      Leadership
PT 501 Pastoral Ministry
PT 503 Homiletics (expository preaching)
PT 545 Christian Leadership
PT 556 Church Planting & Growth
PT 606 Holistic Ministry, and Spirituality

MS 519 Evangelism and Mission in the Postmodern
      Era

MC 501 Marriage & Family Counselling

CE 607 Christian Education

3. Pastoral Counseling Track   19 Credits

Students in the Pastoral Counseling track who are given credit for their internship, or who take PM 501 (for one credit), will take five of the following counseling courses.

Students who take PM 502 and 503 (four credits total) will take four of the following counseling courses:

MC 501 Marriage and Family Counseling
MC 502 Child and Adolescent Counseling
MC 503 Christian Counseling & Addiction
MC 504 Crisis and Trauma Counseling in Community Mental Health
MC 505 Counseling and Holistic Healing: Body, Mind, and Spirit
MC 506 Christian Spiritual Formation; Integrative Holistic Theology

Elective Course – Choose one of the following ministry / leadership courses:

PT 501 Pastoral Ministry
PT 545 Christian Leadership
PT 606 Holistic Ministry, and Spirituality

Practicum / Internship: from 1 to 4 credits**

PM 501 Practicum/Internship (one credit)

PM 502 Practicum/Internship (two credits)
PM 503 Practicum/Internship (two credits)

** 1. *Students with some ministry / counseling experience may select PM 501, for one credit.*
    2. *Students with little or no ministry / counseling experience should take PM 502 and 503.*
    3. *Students with extensive ministry / counseling experience may take PM 501, or, may instead take a course from any of the courses in the MAML program. Those who wish to take an additional course instead of PM 501 need to submit a request in writing which describes their experience. The request will be reviewed by KU's Academic Dean.*

MAML Bible & Theology Electives

For MAML students who already have significant ministry & leadership experience, they do not have to take one of the three designed concentrations; instead they may choose to round out their experience with further Bible, theology, or specific ministry training.
They may choose courses from the following Bible or theology courses, or may choose ministry & leadership courses from any the three defined tracks, above.

Old Testament	New Testament
BS 501 The Authority of the Bible	BS 604 The Gospels and the Life of Christ
BS 515 Pentateuch, Foundation of the Bible	BS 617 The Book of Acts, the Earliest Church
BS 612 OT Historical Books	BS 627 Pauline & General Epistles
("Monotheistic Israel in the Pagan ANE")	BS 631 Selected NT Book(s), In Depth
BS 614 OT Major Prophets	
BS 619 OT Wisdom Literature	

Theology

Students will have already taken two (or three) of the following four theology courses as part of the 21-credit Bible & Theology core for the MAML. They may elect to take one or more of the rest of those four theology courses, or TH 609 (Issues in Theology), or TH 644 (Apologetics), if they wish:

TH 511 Revelation, and Theology Proper
TH 513 Soteriology and Christology
TH 522 The Person & Work of the Holy Spirit
TH 527 Philosophy and Christian Theology

TH 609 Issues in Theology, and Theological Debate
TH 644 Apologetics: The Defense of the Faith

Capstone Project *(for students in the Open Track)*

PM 512 Capstone Project (one credit)

Master of Arts in Counseling with Marriage and Family Therapy
(2 years, 40 units)

General Description and Program Objectives

The Master of Arts in Counseling with Marriage and Family Therapy degree (often referred to herein as the "Master of Arts in Counseling") is a two-year program that provides course work and practical training for those who wish to be equipped with counseling competence needed to assist Christian individuals and families both inside and outside of the local church context. The conclusion of the program offers students the option to write a thesis or to complete their studies with more electives.

1. The degree program requires 40 semester credits which may be completed in two years of full-time study.
2. As many as nine semester credits of graduate work may be transferred from another institution.
3. It is a non-licensure program, which is not designed to fulfill the California state requirements for licensure.
4. The graduate program is designed to prepare students for practical counseling ministry and counseling related services in church and community.

Highlights of the Program

The program will prepare the students with:

1. The tools and methods to integrate counseling theories and clinical therapy practices with a biblical foundation so that students will be able to practice genuinely holistic healing in their future ministry. AEU provides a safe and compassionate environment for students to pursue spiritual growth and to explore diverse learning experiences.

2. Practical ways to integrate insights from their biblical and theological knowledge to their respective field of work such as Marriage and Family counseling, Premarital and Marital counseling.

3. A flexible schedule that uses the combination of online, face-to-face classroom, and hybrid education. Students can maintain a full-time level of employment while qualifying as a full-time student.

4. An affordable level of tuition that makes the program financially manageable and would not burden the student with substantial future debt.

Program Learning Outcomes

Upon completing this degree, students will be able to:

1. Integrate Bible and theology with the counseling knowledge.
2. Demonstrate personal and spiritual maturity as a care-giving professional.
3. Demonstrate comprehensive knowledge of counseling theories in specific area(s).
4. Demonstrate practical skills for counseling and its related services.
5. Demonstrate cultural sensitivity, knowledge, and/or skills in counseling

Admission Requirements

The criteria for entrance to the Master of Arts in Counseling degree are:

1. Completion of Application Form for Admission.
2. Two letters of recommendation from faculty, employers, or church leaders.
3. Possession of or candidacy for an accredited Bachelor's degree or its equivalent.
4. A statement of the applicant's Christian faith.
5. One recent photograph.
6. An official transcript from the student's college or university.
7. A personal interview with a representative of the university.
8. A sense of calling from God for Christian ministry or service.
9. Regeneration experience and baptism with water.
10. Active and fruitful church participation
11. Payment of $100.00 application fee.

Methods of Instruction

Classes incorporate lectures, instructional work in class, demonstrations, one-on-one tutorials, library research, and online setting.

Graduation Requirements

To graduate from the Master of Arts in Counseling degree program of study, each student is required to have completed a minimum of 40 semester units beyond their Bachelor's degree with a Grade Point Average of 2.5 or above. The units can be a combination of transfer credit and courses taken at AEU. At least 30 units must be completed at America Evangelical University.

Potential Fields of Employment:

The MAC program prepares graduates for employment in:
(*Some of the following may require further training and formal licensing by the state.*)

- In-house Church Counselor
- Nonprofit organization counselor
- Child Advocate
- Child Life Specialist
- Community Outreach Worker
- Case Worker / Social Work
- Disaster Relief Worker
- Domestic Violence Counselor
- Family Support Worker
- Grief Counselor
- Health Educator
- Human Services Employee

(*The MAC curriculum is on the next page.*)

Master of Arts in Counseling with Marriage and Family Therapy, Curriculum

MAC students must complete 36 units in counseling, Bible, and theology, including the following courses.

Required Courses (6 x 3= 18 Units)
  MC 501 Marriage and Family Counseling (3 units)
  MC 502 Child and Adolescent Counseling (3 units)
  MC 503 Christian Counseling & Addiction (3 units)
  MC 504 Crisis and Trauma Counseling in Community Mental Health (3 units)
  MC 505 Counseling and Holistic Healing: Body, Mind, and Spirit (3units)
  MC 506 Christian Spiritual Formation; Integrative Holistic Theology (3 units)

Elective Courses (6 x 3= 18 units)
  MC 507 Advanced Lifespan Development (3 units)
  MC 508 Counseling and the God Shaped Heart and Brain (3 Units)
  MC 509 Inner Healing (3 units)
  MC 510 Christian Counseling & Personality Disorders (3 units)
  MC 511 Drama Therapy & Christian Counseling (3 units)
  MC 512 Transformational Counseling through story, Drama, Dance, Music, and Art (3 units)

  MC 601 Group Therapy (3 units)
  MC 602 Advanced Psychology (3 units)
  MC 603 Cross Cultural Counseling (3 units)
  MC 604 Legal, Ethical & Moral Issues in Christian Counseling Practice (3 units)
  MC 605 Difference Education and Counseling (3 units)
  MC 606 Advanced Multicultural Dynamics in Counseling/Therapy (3 units)
  MC 607 Holistic Ministry, Spirituality, and Counseling (3units)
  MC 608 Neuro - Linguistic Psychology (3 units)
  MC 609 Positive Psychology (3 units)
  MC 610 Quantum Medicine and Transpersonal Psychology (3 units)

  MC 620 Thesis   (optional, 4 units)

Course Descriptions for the MDiv, the MAML, and the MAC Programs

  Level 500-600 are for Master's degree courses.
  Level 700 and above are for Doctoral degree courses.

Biblical Languages (GBL)

GBL 519 Biblical Greek
This course is designed to equip students with the ability to read the NT passages in Greek with the help of a Koiné Greek lexicon.

GBL 529 Biblical Hebrew
This course is designed to equip students with the ability to read the Old Testament texts in Hebrew with a certain degree of confidence.

Biblical Studies (BS)

BS 501 The Authority of the Bible (3 units)
This course looks at a full range of issues related to the question of the authority of the Bible, from whether biblical manuscripts have been copied carefully, to the question of canon (= which books should be in the Bible), to whether modern translations have deleted verses from the Bible, and more. The course will provide viable answers to these questions, and will give the student confidence in the truthfulness and the trustworthiness of the Bible.

BS 502 Hermeneutics (3 units)
The 66 books of the Bible are not all written in the same style, in the same genre. In this course, students will develop a working understanding of multiple interpretive insights by which we can understand the variety of books in the Bible soundly.

BS 503 Introduction to the Old Testament (3 units)
This course is designed to introduce students to the historical background of each book of the Old Testament, including the historical processes of its formation and canonization. The course will address both how the Old Testament sets the foundation for reading and understanding the New Testament, as well as how the New Testament interprets the Old Testament.

BS 504 Introduction to New Testament (3 units)
This course is designed to introduce students to the historical context of each book of the New Testament, including the historical processes of its formation and canonization. The course will highlight significant theological contributions of several books of the New Testament.

BS 515 Pentateuch, Foundation of the Bible (3 units)
The Pentateuch as five books that, in fact, make up *one* book. The Pentateuch sets the stage from which we understand the rest of the Old Testament, and is also the foundation upon which Christian theology is built. Further, the course will highlight the importance of recognizing points of similarity between the Old Testament and the (pagan) worldview of the nations surrounding Israel, as well as the radical differences between them. It will also point out the importance of the covenants in the Old Testament for understanding what elements of the Old Testament still apply to Christians today, which ones do not, and why.

BS 604 The Gospels & the Life of Jesus (3 units)
This course addresses the message of Jesus Christ, His person and work, as presented in all four gospels. It will also point out the value of examining & comparing the three Synoptics to identify the distinctive focus of each one.

BS 612 Monotheistic Israel in the Pagan Ancient Near-east (3 units)
Based primarily on a study of the OT Historical Books, this course compares and contrasts the OT worldview of God with the pagan worldview. It highlights the differences in how the OT understands God & what God wants from us, versus how the pagan nations surrounding Israel understood it. It also points out the influence that paganism had on many Israelites, and how that informs how we understand OT passages which reflect that.

BS 614 OT Major Prophets (3 units)
This course introduces students to the contents and literary qualities of the major prophets. including Isaiah, Jeremiah, Ezekiel and Daniel in light of their historical background and their developing theological content.

BS 617 The Book of Acts, the Earliest Church   (3 units)
This course is on the emergence of the early Christian church as recounted in the Acts of the Apostles. It invites students to pay attention to the historical context of the work, the literary techniques of the author, and the abiding theological lessons for Christian faith and practice today.

BS 619 OT Wisdom Literature (3 units)
This course introduces to students the biblical wisdom literature in the Books of Job, the Proverbs, and the Ecclesiastes, together with the impact of wisdom literature on the New Testament.

BS 627 Pauline and General Epistles (3 units)
This course is designed to equip students with a significant knowledge of Paul's epistles and the NT general epistles: the epistle of James, 1 & 2 Peter, the three epistles of John, and the epistle of Jude.

BS 631 Selected NT Book(s), in Depth   (3 units)
This course will study a selected NT book, or set of books, in more depth and detail. It will provide the student a rigorous practical example of what is involved in working carefully through NT passages to prepare to preach or teach from them.

BS 675 Advanced Studies in the New Testament (3 units)
This course is an in-depth study of selected themes and key texts of the NT, especially in view of their treatment in recent scholarly debate.

Theology Courses (TH)

TH 511 Revelation, and Theology Proper
This course focuses on the doctrines of God, revelation, and Scripture; especially, the Trinity.

TH 513 Soteriology and Christology (3 units)
This course focuses primarily on two doctrines: (1) How we understand salvation (soteriology), and (2) The central doctrine of the Christian faith: how we understand the person & nature of Jesus Christ (Christology), and how that relates to how he saved us. The course will address these concepts, especially soteriology, in light of a Wesleyan perspective.

TH 516 Christian Ethics (3 units)
This course focuses on a systematic approach to Christian morality via critically employing biblical principles and their implications for the contemporary postmodern world.

TH 522 The Person and the Work of the Holy Spirit (3 units)
This course is an in-depth study of the person and work of the Holy Spirit, based primarily on the teachings of Scripture, but also examining the theological conclusions developed over history of the church. The course will address: the role of Holy Spirit in the Old and New Testament eras, the question of how and when Christians receive the Holy Spirit, the nature of the fruit of the Spirit, and the question of the modern-day manifestation of the gifts (esp. tongues, healing, and spiritual deliverance).

TH 527 Philosophy and Christian Theology   (3 units)
This course addresses the substantial connection between philosophy and the development of Christian doctrine and theology, and sets forth the value of careful philosophical thinking for articulating Christian theology.

TH 531 Wesleyan Theology (3 units)
This course focuses on the eighteenth-century evangelical revival movements in Britain and the emergence of Wesleyanism through the use of the primary sources such as diaries, letters, sermons and treaties.

TH 545 Dogmatics and Polity of KECA (3 units)
This course focuses on the major components of the dogmatic statements of KECA as well as the polity of the denomination.

TH 609 Issues in Theology, and Theological Debate (3 units)
This course examines selected issues which have sometimes become divisive among Christians, and encourages students to hear and to thoughtfully understand the "other" positions, and to bear in mind not only their theological logic, but also the history involved. The readings will come from primary sources, from major voices in these debates. The course encourages students to consider whether, on some issues, the Scriptures should be understood as teaching "both-and," rather than a stark "either-or."

TH 644 Apologetics: The Defense of the Faith (3 units)
The topics of this course include apologetic method, faith and reason, miracle and natural law, theistic proofs, the problem of evil, creation and evolution. Course emphasis may be adopted to interest of the class.

Historical Theology (CH)

CH 525 History of Christianity I: From the Apostles to the Late Middle Ages (3 units)
This course is an exploration & examination of the development of Christianity from the Apostolic Period to the Late Middle Ages (just before the Reformation). It addresses them in the context of the larger developments of Western history. Emphasis is placed upon the central historical figures and theological issues, with attention given to their importance for Christian ministry today. Major primary texts and interpretive studies will be read.

CH 526 History of Christianity II: From the Reformation until Today (3 Units)
This course examines the great events and developments of the Reformation, and then moves forward from there to modern times. It highlights the great doctrinal and practical debates involved in the Reformation, showing their effects to the present day. It also points out the significant connections that events in the history of the church have to contemporary events in Western history. It pays special attention to the doctrinal debates within Protestantism in the 1600s', and finally examines the major developments within Christianity from then until modern times.

CH 608 History of Korean Church (3 units)
This course is a survey of the Korean church from its origin to the present, outlining significant issues that affect the history of the Korean church.

CH 609 History of American Church (3 units)
This course is a historical survey of the American church from its Puritan roots to the present, outlining significant developments and the major issues that have affected the history of the church in America.

CH 610 The History of KEHC (3 units)
This course is designed for students to study the history of the Korea Evangelical Holiness Church (KEHC) denomination and its Constitution including the history of the KEHC in America.

Practical Theology (PT, & CE)

PT 501 Pastoral Ministry (3 units)
This course focuses on the discipline of an applied ministry and seeks to integrate spirituality, theology, and community. This course views ministry as a living and practical experience.

PT 502 Spiritual Formation & Development (3 units)
This class provides the framework and theological foundation for holistic spiritual development and formation of individuals, family, and community.

PT 503 Homiletics (3 units)
This course encourages the development of crucial resources, skills, and confidence in communication of the Gospel. Both theological and practical questions about the nature of preaching are explored and discussed.

PT 504 Church Administration (3 units)
In this course, students will engage with the pastor's responsibilities for the management of ministry, including recognizing needs, planning, organizing, motivating, evaluating and revising church programs.

PT 505 Theology and Practice of Worship (3 units)
This course is designed to introduce students to the Biblical, theological, and historical understandings of worship. Students are expected to be able to critically relate these resources to their own worship settings via a thorough analysis of contemporary traditions.

PT 510 Online Ministry Essentials (Digital Literacy) (3 units)
This course equips Christian leaders to be technologically competent in a variety of ways that will aid both their own use of current technology, as well as its many uses in church and ministry.

PT 545 Christian Leadership (3 units)
This course presents students with biblical perspectives on leadership, highlighting where they sometimes align with, and sometimes differ from, the world's assumptions. It introduces students to Christian resources for spiritual growth and effective ministry, and to the disciplines which promote long-term personal spiritual growth.

PT 556 Church Planting and Growth (3 units)
This course is designed to introduce students to the principles and procedures of planting churches and helping them grow, based on the biblical principles and on wisdom gained from experience.

PT 602 Preaching Practicum (3 units)
This is a course for those students who want to further sharpen their preaching skills in terms of drafting and delivering their sermons by equipping them with an advanced knowledge of biblical, theological foundations of preaching as well as a proficient homiletic praxis.

PT 606 Holistic Ministry, and Spirituality (3 units)
This course is designed to help students learn about the holistic relationship between body, mind, and spirit through scientific evidence based neuropsychological research.
Students in the MAOL program will take this course under the course # OLMA 606.

CE 607 Christian Education (3 units)
An exposition of the biblical and theological foundations for Christian Education, with practical implications for developing an effective Christian Education ministry. This course involves a reflective study of the various theological and philosophical foundations underlying Christian education.

Missiology (MS)

MS 513 Missiology (3 units)
This course introduces the students to the study of missions, with an emphasis on biblical foundations of mission, the communication of the Gospel in varying cultures, the motives, goals and methods of mission outreach.

MS 515 History of World Missions (3 units)
The background, development and spread of Christianity through world missions; geographical thrusts, growth dynamics and church structures.

MS 519 Evangelism and Mission in the Postmodern Era (3 units)
This course focuses on the biblical and theological presuppositions of the church growth and concrete strategies of evangelism in the postmodern context.

MS 522 Great Leaders in World Missions (3 units)
Extensive readings of missionary biographies & history drawn from different historical periods and various mission fields.

MS 599 World Religions and Mission (3 units)
This course introduces students to a comparative study of world religions and equips students to understand and practice the Christian mission and evangelism in a religiously pluralistic context.

MS 637 Power Encounters in Missions & Evangelism (3 units)
Scripture teaches that the primary means of evangelism is to share the gospel with clarity and conviction, and then to call on the listeners to repent and believe the gospel. But often Christians encounter a reaction that more directly manifests forces of spiritual darkness. And other times, the listeners may ask "*What can your God do? Can he heal someone?*" This course will address such "power encounters" and deliverance ministry and will examine them in light of Scripture and a biblical worldview.

MS 651 Seminar/Research in Missiology (1 - 3 units)
Special course work for those who wish to study a particular area of Missiology. This course can be taken for 1-3 units

MS 652 Seminar/Research in Church Growth (1 - 3 units)
Special course work for those who wish to study a particular area of church growth. This course can be taken for 1-3 units

MS 655 Missions Seminar/Research in a Selected Culture / Religion (1 - 3 units)
Special course work in the area of a selected culture or specific religion (Hindu / Buddhist / Islamic / Confucian, etc.), with a view towards the challenges involved in evangelizing that group, yet also the insights and practical wisdom that have been accumulated for doing so. This course can be taken for 1-3 units

MS 657 Mission/Evangelism Field Education (1 - 3 units)
Field study of mission and evangelism. This course can be taken for 1-3 units.

MS 660 Thesis (4 units)
This course provides guidelines for students writing a thesis in the field of missiology.
[Students who do not choose to write a thesis will take more electives to complete their program.]

Counseling (MC)

MC 501 Marriage and Family Counseling (3 units)
This course introduces current theories and methods of marital and premarital counseling. The course includes studies of mate selection, gender specifics, marriage development and pathology, divorce, as well as different assessment tools and intervention strategies. Emphasis is placed on adult developmental, ethnic and cultural considerations as well as spiritual development. A broad theoretical and practical foundation for counseling families is provided. The course introduces a survey of current approaches to family therapy with an emphasis on various systemic models of psychological family functioning and psychotherapeutic interventions. The specific issues of marriage, divorce, childbirth, child-rearing, parenting, step parenting, blended families, as well as diversity, poverty, deprivation, and financial and social stress, as well as spiritual development, are reviewed and discussed.

MC 502 Child and Adolescent Counseling (3 units)
 This course provides an understanding of a broad range of childhood and adolescent problems and disorders. The student will learn a variety of therapeutic modalities that will allow the student to assess the impact of developmental issues, family dynamics, social environments, and multicultural issues in children and adolescents as well as interventions and treatment strategies.

MC 503 Christian Counseling and Addictions (3 units)
This course explores all aspects of Christian counseling for people struggling with addictions. A range of addictive behaviors are studied, including substance use and eating disorders, gambling, sexual addictions, and relationship addictions. In addition to providing theological perspectives on the addictive process, this class will help participants develop the understanding and skills needed by a Christian counselor and caregiver who seeks to help individuals and families affected by addiction.

MC 504 Crisis and Trauma Counseling in Community Mental Health (3 units)
This course prepares students in the understanding of child abuse, domestic violence, spousal and partner abuse assessment, detection, intervention strategies, same gender abuse dynamics, long term care, grief, poverty, deprivation, financial stress, social stress, trauma, and end of life stressors and its effects on individuals, marriages and families. The course empowers students by teaching them about assessment, intervention, resilience, coping strategies and skills for individuals, marriages and families as well as the available community and spiritual resources that empower persons to cope with adversity, trauma, tragedy, threats, or other stresses. Students will be taught how to integrate and use all that they have learned in the program in order to assess, intervene and provide aid in healing developmental wounds and deficits from various traumas.

MC 505 Counseling and Holistic Healing: Body, Mind and Spirit (3 units)
This course is designed to help students learn about the holistic relationship between body, mind, and spirit through evidenced based neuropsychological research. The course explores the relationship between the neurophysiology of the brain and emotional, cognitive, and behavioral functioning. The course also introduces current research and practices of mindfulness and its impact on brain neurophysiology, emotional states and behavior.

MC 506 Christian Spiritual Formation; Integrative Holistic Theology (3 units)
This class provides the framework and theological foundation for holistic spiritual development and formation of individuals, couples & families. It is a multi-disciplinary approach that integrates the truth from Psychology and other Social Sciences with the truth from the Revelation of the Bible. This gives students a comprehensive integrative model from which to understand man and empowers students to address the process and practices that our Heavenly Father uses to transform the whole person into the complete and full image of Christ for the glory of God.

MC 507 Advanced Lifespan Development (3 units)
The purpose of this course is to help students learn and utilize the different lifespan perspectives by focusing on the stages of human development and the effects of developmental issues on individuals, couples, and family relationships, at each stage of the lifespan. This course will discuss the different theories of development i.e. cognitive-developmental, learning theory, psycho-analytic, behavioral, psychosocial, attachment, etc. in an array of cultural contexts. Special attention is given to developmental stressors of economics, ethnicity and race, poor educational achievement, inadequate housing, abuse and neglect and how they impact intrapsychic and psychosocial development across the lifespan.

MC 508 Counseling and the God-Shaped Heart and Brain (3 Units)
This course is designed to provide students with an in-depth understanding of the neuroscience of the brain and will teach students counseling skills on aiding clients in learning to differentiate between religious natural law and imposed law. Students will be able to explore how the Biblical record of God's law and tradition slowly changed humanity's conception of God and His law. Students will discover how neuroscience and Scripture come together to bring healing and transformation to the hearts and lives of individuals.

MC 509 Inner Healing (3 units)
In this course the students learn the theory and theology behind how to think like an inner- healing practitioner. The students acquire inner-healing models and tools in order to build up a firm foundation on how to apply them. This course also helps students learn the basic skills needed to conduct an inner healing session regardless of the model they use. The students will learn various theories and theology to specific issues and how each one can be applied appropriately and ethically in different situations.

MC 510 Christian Counseling & Personality Disorders (3 units)
This course considers the developmental etiology of personality disorders, surveys various models of the disorders of personality, addresses the place of personality disorders in a systemic model of psychology, and introduces therapeutic treatment models for personality disordered individuals in terms of Christian counseling and care.

MC 511 Drama Therapy & Christian Counseling (3 units)
This course explores the theory and practice of creative drama in a Christian educational and therapeutic setting. It demonstrates and offers experiential practice in using the techniques of story dramatization, ongoing drama, pantomime, theatre games, and other informal drama processes with a therapeutic purpose in a Christian Counseling context.

MC 512 Transformational Counseling through story, Drama, Dance, Music, and Art (3 units)
Students will explore the therapeutic use of movement, art, music, poetry and drama in individual and group psychotherapy through experiential exercises and special assignments. Digital media, phototherapy, cinema therapy and video therapy will also be a part of the discovery. Students will be invited to find different methods of integrating drama and creative arts therapies in their personal lives and with the clients they serve. Applications to various populations and treatment settings will be demonstrated through personal case histories and videos.

MC 601 Group Therapy (3 units)
This course introduces the student to the theories and techniques of group counseling and therapy. The student will learn goals, dynamics, process, developmental stages and strategies of group process and therapy. Multicultural, adult developmental and spiritual formation issues will also be discussed.

MC 602 Advanced Psychology (3 units)
This course is designed to expand on interrelationships between body, neurons, emotions, and cognitions through language phenomena. The language people learned from their family and environments, along with religions have a significant influence on thoughts and emotions and furthermore on their identity, belief system, and capabilities. Throughout this course, students will learn the role of the linguistic central nerve system, neuro-mechanics and the thought process of language. Students will also learn how to apply these concepts in the healing and recovery process.

MC 603 Cross Cultural Counseling (3 units)
This course explores cultural values, norms, distinctives, practices, and spirituality of various identified cultures. Students will learn about assessment and intervention strategies for the various identified cultures from a mental health and spiritual formation perspective for individuals, couples and families.

MC 604 Legal, Ethical, & Moral Issues in Christian Counseling Practice (3 units)
This course introduces students to legal, ethical, and moral issues related to the practice of marriage and family therapy in the state of California. Professional ethical codes and moral dilemmas are studied. Also covered in this course, are contemporary professional ethics and statutory, regulatory, and decisional laws. The course material reviews clinical, and practical considerations that are common in the legal and ethical practice of marriage and family counseling. Students will learn the current legal patterns and trends in the mental health profession as well as confidentiality, the patient dangerous to self or others, and the treatment of minors with and without parental consent. The course is designed to help students understand as well as explore the relationship between a practitioner's sense of self and human values and his or her professional behavior and ethics.

MC 605 Difference Education and Counseling (3 units)
This course is designed to provide the students with an in-depth understanding of the three factors of Difference. Throughout the course, students will discover and learn their own innate difference. Students will gain comprehensive understanding on the difference of surrounding people, giving them an opportunity to expand their receptivity of those unlike themselves. Students will also learn practical tools that will enable them to grow in their ability to show empathy and patience toward others. The course will equip students to understand their own innate difference disposition that may lead them to solidify their future career or ministry direction. It will encourage students to develop a closer relationship with God as they understand their own shortcomings in their difference.

MC 606 Advanced Multicultural Dynamics in Counseling (3 units)
This course explores cultural values, norms, distinctives, practices, and the spirituality of various identified cultures in the state of California. Students will learn about and become familiar with cultural competency, sensitivity, as well as with the racial, cultural, linguistic, and ethnic backgrounds of persons living in California. The class will identify the multicultural development and socialization of cross-cultural interactions, including experiences of race, ethnicity, class, sexual orientation, gender, and spirituality into the psychotherapeutic process. The course will also include assessment and intervention strategies for the various identified cultures and will teach on the effects of socioeconomic and educational status on psychosocial development and treatment. The course approaches cultural and multicultural dynamics from a mental health and spiritual formation perspective for individuals, couples and families.

MC 607 Holistic Ministry, Spirituality, and Counseling (3 Units)
This course is designed to help students learn the essential foundation of holistic ministry and spirituality between body, mind, and spirit through the inter-workings of the heart and brain. The course explores the functions of the heart and brain based upon philosophical, psychological, and traditional views, as well as recent discoveries in Neurology, Cardiology, and Quantum Physics. The course will further explore the logic and values that are derived from the theological, physiological, and psychological roots of holistic ministry. This course explores the theological roots of gratitude as a

virtue within the Judeo-Christian tradition and will follow scientific dispositional dimensions of gratitude. Students will also learn how to aid people in the pursuit of holistic healing from an eternal perspective.

MC 608 Neuro - Linguistic Psychology (3 units)
The course is designed to expound on interrelationships between body, neurons, emotions, and cognitions through language phenomena. Students will learn how the formal structures of human language; sociocultural aspects of language use; and the cognitive aspects of language representations, language acquisition, and language processing all work together to help us form our thoughts, emotions, belief systems, and our capabilities as human beings. Students will have the opportunity to acquire skills on how to apply the concepts of neuro linguistics in healing and recovery.

MC 609 Positive Psychology (3 units)
The course is designed to help students learn the importance of non-cognitive abilities and their role in character formation that can help a person overcome adversities in order to help them lead a successful and healthy life. Students will learn the important roles of positive emotions such as gratitude and joy in nurturing non-cognitive abilities and will have an opportunity to self-practice those skills. They will also learn the intimate relationship between non-cognitive skills and the central nervous system such as prefrontal cortex and orbitofrontal cortex.

MC 610 Quantum Medicine and Transpersonal Psychology (3 units)
In this course students will learn quantum medicine and psychology based on quantum physics, and transpersonal psychology. Students will be taught the intricate relationship between body and soul/spirit and the importance of soul/spirit care for the sake of holistic healing. They will also learn about soul care skills for the purpose of healing the physical body.

MC 620 Thesis (4 units; optional)
This course provides guidelines for students writing a thesis in the field of Christian counseling. [Students who do not choose to write a thesis will take more electives to complete their program.]

Practicum / Internships, and Capstone Projects (PM)

For the MAML:
Students enrolled in the MAML will take either one or two practicum / internship courses, depending on their prior ministry experience. The practicum / internship will be supervised, and will be in the area of their concentration. They are usually taken during a student's second year. MAML students who select the "open track" option will take PM 512, a Capstone Project, for one credit, instead of an internship.

PM 501 Practicum Internship (1 unit)
PM 502 Practicum Internship (2 units)
PM 503 Practicum Internship (2 units)

PM 512, Capstone Project   (1 unit)
A Capstone Project is a planned ministry endeavor which should reflect and incorporate multiple elements from what the student has learned in the MAML.   The project may take a variety of forms. [Possible examples: a sermon series; a membership course for their church; an extensive leadership / biblical training program for new leaders in their church; a new church ministry or a significant reorganization of an existing one; a proposed outreach or service event or project.]
The project will be supervised by a KU faculty member or administrator, and evaluated. A proposal for the project must be submitted to the course supervisor in writing in advance.

For the MDiv:

Students enrolled in the MDiv will take two, three, or four practicum / internship courses, depending on their prior ministry experience. The first two (PM 601 & 602) are required, the second two (PM 603 & 604) are optional. The practicum / internships will be supervised, and will be in the area of their concentration. They are usually taken during a student's second and third years.

PM 601 Practicum Internship (3 units; required)
PM 602 Practicum Internship (3 units; required)
PM 603 Practicum Internship (3 units; optional)
PM 604 Practicum Internship (3 units; optional)

Doctoral Programs in Ministry and Counseling

Degree	Major	Electives	Capstone	Total Credits
Doctor of Ministry	34	- -	Thesis (6)	40
Doctor of Counseling	19	15	Thesis (6)	40

Doctor of Ministry (3 years, 40 units)

1. General Description and Program Objective:

AEU's D.Min. is designed to equip ordained pastors and missionaries with dynamic and effective pastoral/missional leadership skills for the contemporary postmodern world. To that end, this program provides students with concrete ministerial knowledge and skills necessary for their ecclesial and missional ministries to flourish in the evolving cultural contexts of the contemporary world. The curriculum fosters orthopraxy in today's ever-evolving pastoral and missional settings while being deeply rooted in the evangelical tradition faithful to the Gospel of Christ. To accomplish this goal, students can choose between two concentrations: Missional Church Leadership, or, Ministry and Counseling.

2. Student Learning Objectives: Students are expected to:

   (1) discover and affirm their God-granted ministerial gifts and visions and to envision a concrete road map of ministry.
   (2) foster a vision of ministry rooted in the Bible and the evangelical tradition.
   (3) develop their unique tools that are employable for fruitful ministry in the 21st-century ecclesial and missional contexts. As a final project, they will have completed their work by publishing it as a book.

3. Admission Requirements

   1. At least three years of significant ministry experience.
   2. A completed and signed application form.
   3. Two recommendation letters: one from an academic mentor, one from a pastoral mentor.
   4. An essay (personal and ministry background with vision statement).

5. A transcript of your undergraduate degree from an accredited institution.
6. A transcript of your M.Div. degree (or its equivalent) from an accredited institution.
7. An overall GPA of 2.5 in graduate study. A student with a GPA below 2.5 may petition for conditional acceptance.
8. A non-refundable application fee.

4. Potential Fields of Employment:

The D.Min. program prepares graduates for employment in:

- Senior pastor / preaching pastor positions
- Significant leadership positions & staff supervision in a large church / mega-church
- Leadership positions in a large Christian ministry / non-profit organization
- Ministry leadership (associate pastor, director of church ministries, etc.)
- Chaplaincy

5. Program Overview:

Year One (residency or online) - *Foundation*	Research Writing course, + First two courses with 5-day sessions, + Cohort Presentations at Meetings #1 and #2. : Laying Foundations for Research
Year Two (residency or online) - *Exploration*	Second two courses with 5-day sessions, + Cohort Presentation at Meetings #3 and #4. : Dissertation Research Formulation (by fulfilling four course projects to develop and concretize a dissertation topic)
Years Three (residency or online) – *Immersion*	Focusing on specific topics + Honing a dissertation topic via consultation with a primary mentor; structuring and completing the writing : Completing the Final Project (Thesis)

6. Major Components of the Program

1) Advanced Course Preparation (4 times)

In the semester before each residency, students will be assigned preparatory readings by the faculty. They are to devote one day per week in preparation for the upcoming residency. The required pre-residency readings are to be roughly 2,400-2,500 pages for a four-unit course. The reading provides the theoretical basis for the analysis of practical situations in ministry.

2) Courses with 5-Day Class Sessions (4 times)

In each year, students are to take two courses which have 5-day long class sessions. They may take the class sessions in-residence or online. Students who take the course online may join the sessions live (if possible), or watch them later. By taking these courses, students will acquire an extensive knowledge of the theological and biblical foundations of ecclesial ministry as well as the effective praxis of the Church's missionary identity in pastoral and missional settings.

3) Zoom-conference Cohort Presentations (4 times)

By completing the courses of each year, students are required to carry out a major post-residency ministry project. To that end, they participate in a 3-day-long Zoom conference through which they help each other in honing their research topics for a final project. Once the class is over, students must continue to hone their research interests based on what they learned from the class. In the Zoom conference, students present their provisional research topics so that they can concretize their research topics through peer reviews. Through this process, students must accomplish their post-residency project (a minimum length of 5,000 words or 20 pages) to advance in the program.

4) Final Project / Thesis (1 time)

A final project constitutes the culmination of their previous learning throughout the residencies. Students must demonstrate competencies to engage in ministry as scholar-practitioners. In addition to a primary reader, students will be assigned a second reader. These two faculty members form a project committee and guide their students in completing their final projects. Each student must successfully present the completed final project to his/her mentors.

7. The Assessment of Learning Outcomes

Students must have a comprehensive and critical understanding of church leadership in cross-cultural ministry and a concrete blueprint of their ministries within their church and mission field settings. AEU will maintain an evaluation process to make sure that the curriculum meets the needs of students and the overall goals of the program by adopting an effective assessment survey.

Furthermore, for an ongoing systematic evaluation of instructional results, a strict grading policy will be adopted. Each syllabus articulates grading policies, including specific evaluative criteria and methods. The assessment committee will use the outcomes assessment data to develop the curricula.

8. Minimum Acceptable Grades for the DMin Program

The minimum required overall GPA to graduate from the D.Min. program is a 3.0, a "B".
The acceptable grade range for D.Min. courses is A, A-, B+, B, and B-. Any course for which a student receives a grade lower than B- will not count toward completing the D.Min. program. If a student receives a grade of C+ or lower in a course, the student may request an "academic extension" to attempt bring their work for that course up to a "B-" or better, as described in the next paragraph.

9. An Academic Extension to Improve the Grade in a Course for which a D.Min. Student Receives a Grade of C+ or Lower:

For a D.Min. course for which a student receives a grade of C+ or lower, the student may be granted an "academic extension." In the academic extension, at the professor's discretion, the student will either re-accomplish the major assignment for the course, or, will be assigned a new and different assignment which would materially contribute to the insights and skills that the student should acquire from the course.

For a D.Min. student who is granted an academic extension, they will be charged **the current cost of one credit-hour** for the D.Min. program (for 2020-2021: $495). The extension should last no longer than one month, or at most six weeks if over a major academic break. Any such academic extensions of a D.Min. course must by reviewed and approved by the Academic Dean's office.

The new grade, if higher, will replace the former grade in computing the student's grade-point average, and if the new grade is a B- or higher, the course will count toward completing the D.Min. program.

> **To Note:** *A student is not to be awarded a higher grade simply for doing more work. The work that is done for an academic extension in the D.Min. program must demonstrate acceptable doctoral-level quality in order for the student to receive an improved grade.*

10. **Academic Probation within the D.Min. Program**:

A student in the D.Min. program may be placed on academic probation for either of the following two reasons:

1. A student in the D.Min. whose overall GPA falls below 3.0 will be placed on academic probation.

2. A student in the D.Min. Program who receives grades of C+ of lower in two courses in the same semester will be placed on academic probation.

D.Min. students who are placed on academic probation will remain on academic probation until their overall GPA rises to 3.0 or higher. While a student is on academic probation, *as long as the student maintains a 3.0 in their subsequent course work*, they may remain in the D.Min. program. [However, their overall GPA must reach 3.0 in order to graduate.]

If a student fails to achieve a 3.0 GPA for their current work while they are on academic probation (= they have a semester for which their GPA is less than 3.0), they will be dismissed from the program.

11. **The Two Concentration Options (Tracks) for the D.Min. Program**

1) **Track I: Missional Church Leadership (40 Units)**

This track is designed to help students to cultivate the ability to critically evaluate their ministries from the theological and practical perspectives of the missional Church. In so doing, they are invited to sharpen relevant ministerial and missionary skills so that their ministries can thrive in the diverse contexts of the contemporary postmodern world.

Missional Church Leadership Sequence of Courses:

Year	Semester	Format of Course	Course Number / # of Units	Course Title
Year One	Before 1st Semester	At home, online.	DMGM 701 (Online) / 2 units [Common course]	Introduction to Online Learning and a Research Writing Project (I) *Must be completed before taking DMGM 702.*
	1st Semester	5-Day Class Session	DMGM 702 / 4 units [Common Course]	Missional Context Analysis (I)
		At home, & via Zoom	DMGM 703 / 4 units [Common Course]	Peer-Reviewed Cohort Presentations and Project, Session #1 (I)
	2nd Semester	5-Day Class Session	DMGM 704 / 4 units	Missional Church and Practice in Postmodern Era (I)
		At home, & via Zoom	DMGM 705 / 4 units	Peer-Reviewed Cohort Presentations and Project, Session #2 (I)

Year Two	3rd Semester	5-Day Class Session	DMGM 706 / 4 units	Missional Culture Making (D)
		At home, & via Zoom	DMGM 707 / 4 units	Peer-Reviewed Cohort Presentations and Project, Session #3 (D)
	4th Semester	5-Day Class Session	DMGM 708 / 4 units [Common Course]	Missional Leadership Change (D)
		At home, & via Zoom	DMGM 709 / 4 units [Common Course]	Peer-Reviewed Cohort Presentations and Project, Session #4 (D)
Year Three	5th & 6th Semesters	At home, + Presentation to Mentors	DMGM 710 / 6 units	The Proposal and Completion of the Final D.Min. Project (M)

Explanations/Notes:

- [Common Course] means all D.Min. students take these courses.
- After each cohort presentation meeting, students are required to submit their lecture notes, two book reviews, and a research paper.
- I = Introduced, D = Developed and Practiced with Feedback, M = Mastery at the level appropriate for Graduation.

Course Descriptions

DMGM 701 Introduction to Online Learning and a Research Writing Project (2 Units)
In this course, students learn research methods and online learning tools. They are required to complete this course before the first semester kicks off.

DMGM 702 Missional Context Analysis (4 Units)
This course introduces students to the biblical and theological grounds of a missional church and the core theoretical and practical principles for an organic leadership. This course is 5 days long (5 hours each day).

DMGM 703 Cohort Presentations and Project, Session #1 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMGM 702 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMGM 704 Missional Church and Practice in Postmodern Era (4 Units)
This course focuses on cultivating practical principles of creative, inspiring, and transformative leadership in the context of a postmodern society by learning from the exemplars of the missional church introduced in the lecturer's books: *Re-Form Church* and *Re-New Church*. This course is 5 days long (5 hours each day).

DMGM 705 Cohort Presentations and Project, Session #2 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMGM 703 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMGM 706 Missional Culture Making (4 Units)
This course equips students with missional imagination and consciousness for living out the identity of the church as a missional movement by making a transformative impact in their ecclesial and missional settings. This course is 5 days long (5 hours each day).

DMGM 707 Cohort Presentations and Project, Session #3 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMGM 704 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMGM 708 Missional Leadership Change (4 Units)
This course introduces students to the essential theories and principles of church leadership transformation. It equips them with competencies to practice those theoretical foundations in their pastoral and missional settings. This course is 5 days long (5 hours each day).

DMGM 709 Cohort Presentations and Project, Session #4 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMGM 706 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMGM 710 D.Min. Thesis (6 Units)
In this last stage of this program, students are to complete their final D.Min. project.

2) Track II: Ministry and Counseling (40 Units)

This track equips students with in-depth academic knowledge as well as a broad array of practical skills in Christian Counseling. To that end, the curriculum is designed to help the students address various problems that face families and individuals in today's complicated contexts. By taking the courses provided, students are expected to have the competencies to provide their congregation with effective counseling that is *biblically-grounded* and *missionally-oriented*.

Ministry and Counseling Sequence of Courses:

Year	Semester	Format of Course	Course Number / # of Units	Course Title
Year One	Before 1st Semester	At home, online.	DMCC 701 (Online) / 2 units [Common course]	Introduction to Online Learning and a Research Writing Project (I) *Must be completed before DMCC 702.*
	1st Semester	5-Day Class Session	DMCC 702 / 4 units [Common Course]	Missional Context Analysis (I)
		At home, & via Zoom	DMCC 703 / 4 units [Common Course]	Peer-Reviewed Cohort Presentations and Project, Session #1 (I)
	2nd Semester	5-Day Class Session	DMCC 704 / 4 units	Cognitive Behavioral Therapy and Communication Skills in Christian Counseling (I)
		At home, & via Zoom	DMCC 705 / 4 units	Peer-Reviewed Cohort Presentations and Project, Session #2 (I)

		5-Day Class Session	DMCC 706 / 4 units	Difference Education, Spiritual Assessment, and Counseling (D)
Year Two	3rd Semester	At home, & via Zoom	DMCC 707 / 4 units	Peer-Reviewed Cohort Presentations and Project, Session #3 (D)
	4th Semester	5-Day Class Session	DMCC 708 / 4 units [Common Course]	Missional Leadership Change (D)
		At home, & via Zoom	DMCC 709 / 4 units [Common Course]	Peer-Reviewed Cohort Presentations and Project, Session #4 (D)
Year Three	5th & 6th Semesters	At home, + Presentation to Mentors	DMCC 710 / 6 units	The Proposal and Completion of the Final D.Min. Project (M)

Explanations/Notes:

- [Common Course] means all D.Min. students take these courses.
- After each cohort presentation meeting, students are required to submit their lecture notes, two book reviews, and a research paper.
- I = Introduced, D = Developed and Practiced with Feedback, M = Mastery at the level appropriate for Graduation.

Course Descriptions

DMCC 701 Introduction to Online Learning and a Research Writing Project (2 Units)
In this course, students learn research methods and online learning tools. They are required to complete this course before the first semester kicks off. This course is identical to DMGM 701.

DMCC 702 Missional Context Analysis (4 Units)
This course introduces students to the biblical and theological grounds of a missional church and the core theoretical and practical principles for an organic leadership. This course is a 5-day-long on-campus course (5 hours each day). This course is parallel to DMGM 702.

DMCC 703 Cohort Presentations and Project, Session #1 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMCC 702 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMCC 704 Cognitive Behavioral Therapy and Communication Skills in Christian Counseling (4 Units)
This course provides students with biblical foundations, theoretical frameworks, and some practical applications for discovering and developing their individual gifts as communicators. Specifically, this course is based on the study of communication theology and theory, as applied to a variety of ministerial contexts. These theological/biblical foundations pave the ground for studying both behavioral therapy (BT) and cognitive behavioral therapy (CBT). While students study the theoretical framework of BT and CBT, they learn to apply specific cognitive and behavioral skills in myriad settings including pastoral care ministry. This course is 5 days long (5 hours each day).

DMCC 705 Cohort Presentations and Project, Session #2 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMCC 704 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMCC 706 Difference Education, Spiritual Assessment, and Counseling (4 units)
This course provides students with a broad understanding of psychological and spiritual assessment. Emphasis is placed on developing skills in interviewing, understanding and interpreting assessment data and reports, and gaining knowledge of referral questions. Based on these assessments, students are introduced to the "difference counseling" method as an effective way of pastoral consultation. This course is 5 days long (5 hours each day).

DMCC 707 Cohort Presentations and Project, Session #3 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMCC 704 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course.

DMCC 708 Missional Leadership Change (4 units)
This course introduces students to the essential theories and principles of church leadership transformation and equips them with competencies to practice those theoretical foundations in their pastoral and missional settings. This course is 5 days long (5 hours each day). This course is identical to DMGM 708.

DMCC 709 Cohort Presentations and Project, Session #4 (4 Units)
In this course, students proceed with further reading to deepen the learning from DMGM 706 and concretize the final project topics through Zoom peer-review meetings for 3 days (3 hours long each day). They are expected to complete this segment of their project by the end of the course. This course is parallel to DMGM 709.

DMCC 710 D.Min. Thesis (6 Units)
In this last stage of this program, students are to complete their final D.Min. project.

Doctor of Counseling with Marriage and Family Therapy (3 years, 40 units)

Program Description

The Doctor of Counseling with Marriage and Family Therapy (often referred to herein as the "Doctor of Counseling") is designed to build the knowledge and skills of counselors who work in churches or faith-based organizations, equipping them with the tools necessary to bring healing and hope to hurting individuals. This program prepares DC students for a comprehensive and advanced level of skills that are necessary in pastoral counseling, hospital chaplaincy, crisis pregnancy center leadership, family case management, or other counseling positions which do not require professional licensure.

Program Learning Outcomes

At the end of the program, students are able to:
1. Demonstrate biblical and psychological counseling competency dealing with the emotional, social, and spiritual needs within the Christian community.
2. Articulate a philosophy of counseling ministry based upon the integration of biblical, empirical, historical and social science research.

3. Apply the most widely practiced counseling methods and principles.
4. Exercise attentiveness to their personal spiritual formation and demonstrate critical and analytical knowledge of biblical and theological foundations for counseling.

Admission Requirements

Applicants must meet the following minimum requirements to be considered for admission to the Doctor of Counseling degree program:

1. Achieved at least a cumulative grade point average of 3.0 (4.0 scale) in graduate work.
2. Earned one of the following degrees: a) Master of Divinity degree or its equivalent, with at least 3 counselling courses, from a fully accredited university or seminary;
    OR, b) Master of Arts in Counseling or its equivalent from an accredited graduate school. [Applicants who lack adequate counselling courses may be admitted provisionally and must take three foundational counselling courses at AEU.]

Application Procedures

The following documents must be submitted to the Office of Admission by January 15 for Semester or August 15 for Fall Semester:

1. A completed Application for Admission form
2. Application fee of $100 (non-refundable)
3. Application essay—a personal statement (3-5 pages) addressing plans for DC study (see queries on application)
4. Official transcripts from every college, university or seminary attended beyond high school to be sent directly to America Evangelical University.
5. Two recommendations sent directly to America Evangelical University.
6. Academic papers, records or other samples of scholarly work may be included. A personal interview may be arranged and is strongly recommended.

General Requirements

1. Unit Requirements: The DC requires 34 units of course work, plus 6 units of a dissertation.
2. A maximum of 10 units may be transferred from previous graduate course work.
3. All DCC students must take required courses for DC area.

Potential Fields of Employment:

The Doctor of Counseling program prepares graduates for employment in:
(*Some of the following may require further training and formal licensing by the state.*)

- Case Management Worker
- Child Advocate
- Child Life Specialist
- In-house Church Counselor
- Nonprofit organization counselor
- Clinical Mental Health Counselor
- Corrections Treatment Specialist
- Crisis Intervention Counselor
- Domestic Violence Counselor

- Family and Human Development Worker
- Grief Counselor
- Human Services Manager

Examinations, Candidacy, and Dissertation

Doctor of Counseling Qualifying Examinations

Upon successful completion of 34 units of course works, students are allowed to schedule qualifying exams.

Doctor of Counseling Advancement to Candidacy

In order to advance to candidacy there are several steps to be taken. Students must form--- in consultation with an advisor--- a thesis committee consisting of three members of the America Evangelical University graduate faculty. Whether before or after forming the thesis committee, students must pass their qualifying exams to advance to candidacy. Students must have completed a thesis proposal that has been approved by the thesis committee and must submit a 350-word summary of the proposal to the administration office. Students must also notify the administrator who will obtain faculty signatures on the advancement to candidacy form, which must then be submitted to and signed by the Dean. Advancement to candidacy must take place at least six months prior to the date scheduled for the dissertation defense.

Doctor of Counseling Dissertation & Oral Examination

The final oral committee will consist of at least three members. The chair of the committee must be a member of the America Evangelical University Faculty. With the approval of the chair and the dean, the other two members of the committee are chosen from among the faculty of America Evangelical University.

Draft of the Dissertation & Scheduling the Oral Exam: The student must submit a preliminary draft of the entire dissertation to each member of the student's dissertation committee by the beginning of the semester in which the student hopes to graduate, in order to allow for revisions before as well as after the final oral exam. A draft for the final oral must be submitted to the entire committee at least six weeks before the planned date of the oral examination/defense in order to allow faculty time to determine whether the defense may be scheduled. The defense will be scheduled only when committee members agree that the dissertation is free of any major problems and indicate that agreement as well as their commitment to attend the oral defense by signing the approval for final defense form.

Doctor of Counseling with Marriage and Family Therapy, Curriculum

Doctor of Counseling Required Core Course Requirements: 19 units

DC 701 Family Therapy and Christian Counseling (3 units)
DC 704 Legal, Ethical, and Moral Issues in Counseling Practice (3 units)
DC 705 Addictions, Assessment, and Interventions in Counseling Therapy (3 units)
DC 731 Research Design (3 units)
DC 732 Introduction to Clinical Practice (2 units)
DC 733 Advanced Clinical Practice (2 units)
DC 734 Dissertation I Literature Review & Proposal Writing and Defense (3 units)

Doctor of Counseling Elective Courses: 15 units

The 15 units may be taken from any of the following courses:

DC 702 Marital Therapy and Christian Counseling (3 units)
DC 703 Child and Adolescent Therapy (3 units)
DC 706 Cognitive Behavioral Therapy (3 units)
DC 707 Quantum Medicine and Transpersonal Psychology (3 units)
DC 708 Gerontology and Christian Counseling (3 units)
DC 709 Human Sexuality and Sex Therapy (3 units)
DC 710 Spirituality, Holistic Healing and Christian Counseling (3 units)
DC 711 Communication Skills in Christian Counseling and Care (3 units)
DC 712 Difference Education, Consulting, and Counseling (3 units)
DC 713 Positive Psychology and Christian Counseling (3 units)
DC 714 Using Spiritual Resources in Christian Counseling and Care (3 units)
DC 715 Drama Therapy (3 units)
DC 716 Psychological and Spiritual Assessment (2 units)
DC 717 Grief and Pastoral Care (3 units)
DC 718 Theological Foundations, Spiritual Formation, and Christian Counseling (3 units)
Thesis: 6 units

Doctor of Counseling with Marriage and Family Therapy, Course Descriptions

DC 701 Family Therapy and Christian Counseling (3 units)
The course provides the student with tools to examine the issues of family therapy; stressing the application of the general principles of family theory. The focus is on the major constructs in family therapy, identification of family structures and communication patterns, and the formulation of treatment goals. Theological reflection and therapeutic interaction will be integrated as the student explores his/her own multigenerational family system and applies learning to participation in family of origin and in intentional family ministry.

DC 702 Marital Therapy and Christian Counseling (3 units)
This course reviews the current literature on dyadic relationships, theological understanding, and psychotherapeutic approaches to couples. Several contemporary theoretical orientations and their clinical applications are studied in-depth. Demonstration, simulation, case presentations, and clinical experience are used to reinforce the models presented.

DC 703 Child and Adolescent Therapy (3 units)
This course provides an understanding of the broad range of childhood and adolescent problems and disorders. The student will learn a variety of therapeutic modalities that will allow the student to assess the impact of developmental issues, family dynamics, social environments, and multicultural issues on children and adolescents as well as interventions and treatment strategies and skills.

DC 704 Legal, Ethical, and Moral Issues in Christian Counseling Practice (3 units)
The purpose of this course is to familiarize students with the relevant ethical, legal, moral issues associated with Christian counseling work with individuals and families. Students will review the central role of ethical decision-making to professional life and practice, and explore the practical application of ethical principles to a variety of moral dilemmas facing the Christian Counselor or caregiver.

DC 705 Addictions, Assessment, and Interventions in Counseling Therapy (3 units)
This course explores all aspects of Christian counseling for people struggling with addictions. A range of addictive behaviors are studied, including substance use and eating disorders, gambling, sexual addictions, and relationship addictions. In addition to providing theological perspectives on the addictive process, this class will help participants develop the understanding and skills needed by a Christian counselor and caregiver who seek to help individuals and families affected by addiction.

DC706 Cognitive Behavioral Therapy (3 units)
This course focuses on an understanding of both behavioral therapy (BT) and cognitive behavioral therapy (CBT). While students study the theoretical framework of BT and CBT, they learn how to apply specific cognitive and behavioral skills in a myriad of settings including pastoral care ministry.

DC 707 Quantum Medicine and Transpersonal Psychology (3 units)
In this course students will learn quantum medicine and psychology based on quantum physics, and transpersonal psychology. Students will learn intricate relationship between body and soul/spirit and the importance of soul/spirit care for the sake of holistic healing. They will also learn about soul care skills that contribute to the healing of the physical body.

DC 708 Gerontology and Christian Counseling (3 units)
This course focuses on the specific developmental issues, psychopathology, and therapeutic interventions relevant to the aging population in the local church. Special attention is given to theological and spiritual issues and ecosystem factors, such as extended family dynamics and community services, as they relate to treatment.

DC 709 Human Sexuality and Sex Therapy (3 units)
This course reviews human sexuality and uses Biblical norms as the basis of sex therapy. Students will examine and evaluate biological, psychological, social and moral perspectives of sexuality and treatment as they apply to sexual development and functioning, including heterosexuality, homosexuality, gender identity, and transgender. Students will learn assessment tools and treatment strategies from the various treatment modalities.

DC 710 Spirituality, Holistic Healing and Christian Counseling (3 units)
This course is designed to help students learn the essential foundation of the holistic relationship between body, mind, and spirit through the inter-workings of the heart and brain. The course explores the functions of the heart and brain not only based upon philosophical, psychological and traditional views, but also upon views formed from recent discoveries in Neurology, Cardiology, and Quantum Physics. This course explores the theological roots of gratitude as a virtue within the Judeo-Christian tradition and will follow scientific dispositional dimensions of gratitude. Students will be taught how emerging science demonstrates that feelings of gratitude produce a direct and powerful impact on our physical and spiritual well-being.

DC 711 Communication Skills in Christian Counseling and Care (3 units)
This course is designed to provide students with a biblical foundation, a theoretical framework and some practical applications for discovering and developing their individual gifts as communicators. Specifically, this course is based on the study of communication theology and theory, as applied in a variety of ministerial contexts.

DC 712 Difference Education, Consulting, and Counseling (3 units)
This course provides students with a comprehensive and in-depth understanding of the three factors of Difference. Students will gain comprehensive understanding on the differences of people in various settings and situations and will be given an opportunity to expand their receptivity of people unlike

themselves. The course provides students with practical tools that will enable them to educate others on the importance of empathy and patience toward others. Students will be equipped to consult counseling peers on creating a healthy and safe space for clients and will be provided with counseling tools that will enable them to aid their clients in understanding their own innate disposition and thus lead them to discover their future career or ministry direction.

DC 713 Positive Psychology and Christian Counseling (3 units)
This course is designed to help students learn the importance of non-cognitive abilities and its role in character formation that can help counseling clients overcome adversities in order to lead successful and healthy lives. Students will also learn the important roles of positive emotions such as gratitude and joy in nurturing non-cognitive abilities and will have an opportunity to role-play these skills, thus giving them hands-on training on how these concepts can be utilized in a counseling-client setting. They will also learn the intimate relationship between non-cognitive skills and the central nervous system such as prefrontal cortex and orbitofrontal cortex and how these interact with each other.

DC 714 Using Spiritual Resources in Christian Counseling and Care (3 units)
This course will examine issues involved in using spiritual resources in Christian counseling and care. Students will learn strategies to develop skills in evaluating the implicit and explicit values in their own use of spiritual resources in Christian counseling and care ministry.

DC 715 Drama Therapy (3 units)
Students will learn the systematic and intentional use of drama/theater processes and products to achieve the therapeutic goals of symptom relief, emotional and physical integration and personal growth. The course will provide the students with therapeutic skills that will aid them in facilitating their counseling client's ability to tell his/her story, solve problems, set goals, express feelings appropriately, achieve a catharsis, extend the depth and breadth of inner experience, improve interpersonal skills and relationships, and strengthen the ability to perform personal life roles while increasing their flexibility between roles.

DC 716 Psychological and Spiritual Assessment (3 units)
This course provides students with a broad understanding of psychological and spiritual assessment. Emphasis is placed on developing skills in interviewing, understanding and interpreting assessment data and reports, and gaining knowledge of referral questions.

 DC 717 Grief and Pastoral Care (3 units)
This course explores the multiple dimensions of grief by familiarizing students with dynamics of loss, bereavement, normal and atypical/pathological grief. Emphasis will be placed on understanding the dynamics and process of loss and grief, theories of recovery, including the role of spirituality (i.e., faith) and insights from the social/behavioral sciences, as well as on developing counseling skills necessary for facilitating healing.

DC 718 Theological Foundations, Spiritual Formation, and Christian Counseling (3 units)
This course comprehensively examines key issues in the theological foundations of human nature and spiritual formation. Students are encouraged to develop a view of human nature that demonstrates theological consistency, reflects on frameworks of meaning in spiritual development, and engages clinical perspectives beneficial in therapeutic practice.

DC 731 Research Design (3 units)
This course provides an introduction to research design and its application to the doctor of Christian counseling course work. Emphasis is given to developing knowledge and skills in research design, and in assessing the technical adequacy of research conducted by others. Various types of research proposals are presented and discussed to assist students in developing their dissertation proposals.

DC 732 Introduction to Clinical Practice (2 units)
This course introduces the student to skills in attending behavior, clinical interviewing, treatment planning, progress notes, clinical intervention, and professional consultation and referral in their care ministry. Activities include reading, observation, role playing, and student audio/videotaped clinical practice.

DC 733 Advanced Clinical Practice (3 units)
This course is designed to further develop the psychotherapeutic skills of students prior to their entry into a Christian counseling placement. Students focus on developing proficiency in the core interviewing qualities, deriving goals for a clinical session, and in making contracts with clients for change. Students are also encouraged to address issues regarding the integration of their faith with the practice of counseling.

Master of Arts in Organizational Leadership (1.5 years, 30 units)

General Description and Program Overview

M.A. in Organizational Leadership is a program which can enable students to gain advanced knowledge of core business practices from diverse fields such as coaching and mentoring, media and arts, healthcare, education, politics, or sports. Your studies of social dynamics, research, policy, and organizational change will prepare you for management and executive-level leadership roles in both the public and private sectors. The students learn how to direct, plan, and organize projects, from cross-cultural backgrounds and develop skills for working as a team. Students may study entrepreneurship, ethics, technology, and strategic planning, depending on the concentrations in which you enroll.

Earning this M.A. in Organizational Leadership degree can open the door to many career possibilities. For example, the graduates may become a life coach, management analyst, a human resources manager, a high-level business executive, a strategic planner, a medical and health services manager, a training and development manager, or a computer information systems manager. With this graduate degree, graduate can work in public and private business organizations around the globe.

The Master of Organizational Leadership (MAOL) is a fully online, asynchronous degree program that prepares working professionals to assume roles as dynamic leaders throughout the United States and around the world. This advanced degree is a hybrid, fast-track professional degree program focusing on leadership skills integrating organizations' vision, values, and missions.

Highlights of the Program

1. **Build Essential Expertise Online and In Person**

    Our online learning tools (via real-time video) bring you face-to-face meetings and lectures with professors who will empower you to manage group dynamics, assess team culture, and resolve disputes.

2. **Join a Cohort**

    Experience our cohort model with group learning environment.

3. **Enjoy Hybrid Asynchronous Teaching**

    Core classes are a convenient hybrid of asynchronous video online learning 4 weeks of the month with intensive Friday or Saturday Zoom classes.

4. **Customize Your Degree**

    Electives can be used to customize your degree based on your career focus or personal interests. You can take electives from programs across AEU's unique transdisciplinary offerings

What You Will Learn

1. Analyze and apply principles of effective organizational leadership, foundational theories of leadership, leadership research, cultural/sociological/psychological dynamics, and alternative models for understanding and leading individuals and teams in business and organizations around the world.

2. Evaluate and implement high-quality organizational leadership best practices in the core disciplines of:

   - Foundations of Organizational Leadership
   - Strategic Management
   - Communication Principles for Leadership
   - Conflict Resolution and Negotiations
   - Leading Organizational Change
   - Organizational Communication
   - Organizational Change Management
   - Leadership Across Cultures
   - Legal, Ethical, and Public Policy Issues
   - Organizational Leadership Capstone Innovation Project

3. Articulate solutions to organizational problems and conflict resolution within a sundry array of global organizations to transform the organization, through the practical ingredients of effective organizational leadership to address issues of organizational systems and change management.

4. Formulate an ethical personal leadership philosophy for a diverse and multicultural 21st century workforce based upon a Christian worldview.

Program Format, Length, and Credit Hours

This 10-course, 30 credit hour program is specifically designed for individuals who are current or aspiring leaders in nearly any sector.

> Format: ONLINE
> Total Credit Hours: 30
> Finish in as few as 15 MONTHS.

Master of Organizational Leadership Admission Requirements
- Online application
- $100 Application fee
- Official transcripts for bachelor's degree and any master's degree work
- Bachelor's degree with a minimum 2.5 GPA (those with a GPA under 2.5 may be admitted on a provisional basis)

MAOL Program Schedule and Course Descriptions

First Year

OLMA 501 Foundations Of Organizational Leadership: History, Theory, Development, & Application. Students will explore history, theory and development of organizational leadership from the wisdom literature from the evolution of leadership/management throughout history.

OLMA 502 Organizational Development: Consulting, Design, Intervention & Evaluation
Students will explore organizational structure and organizational life-cycle development. This course will prepare students as the role of the leader to learn consulting, design, and intervention of organizational development as an organizational architect. The course examines the role of the Organizational Development (OD) specialist and how leaders intervene in their own organizations, as well as how consultants intervene in other organizations.

This course explores how culture affects psychological processes and organizational behaviors including motivation, cognition, social networking, leadership, and teams. Students will assess how organizational culture builds a meaningful work environment. The course teaches adaptive and innovative techniques to improve culture. Through the study of the change process, students learn the steps to lead change within their organization.

OLMA 503 Advanced Lifespan Development
Examines organizational communication, including dyadic, small group, formal and informal communication, as well as the relationship of communication to organizational satisfaction and effectiveness. In addition, students study how communication defers in leader-member exchange and mass-communication of charismatic leader/large group interaction.

Students will develop skills related to the principles, processes, and techniques of conflict management and negotiation and will be equipped with the innovative negotiation strategies needed to excel at the bargaining table and develop effective conflict resolution strategies. Students will also learn Biblical principles to resolve conflict.

OLMA 504 Coaching, Strategic Thinking, Planning & Organizational Change
Compares and contrasts strategic thinking with strategic planning and presents the value of both. Furthermore, this course aims to explore the roles of coaching in the leadership needed for this task. Students study the leader's role in organizational change by use of coaching methods – creating and preventing change, as well as determining the organization's readiness for change.

In addition, students explore the reasons for resistance to change and strategies for coping with resistance. This course introduces the student to the basic concepts and tools of strategic business planning and management. The overall framework within which leaders plan and make decisions is studied. Here, coaching is studied as an instrument for this strategic management of an organization. Students explore the notion of strategy and how it relates to competitive advantage and success.

OLMA 505 Research, Analysis, and Writing
Qualitative and quantitative research methods and data analysis that leaders and consultants use in organizations with particular attention to interview and observation.

Second Year

OLMA 601 Leadership coaching: Theory and Practice
Students will be introduced to the core concepts of coaching and mentoring. This course prepares the student to understand the coaching process, ethics, coach-client relationships, and to explore a biblical worldview of coaching. It also examines a combination of direct training and mentoring, and coaching experience. Students will explore how to build strong coaching partnerships with their clients, and begin to develop the coaching skills required to be a world class leadership coach.

OLMA 602 Psychology of Coaching and Mentoring
The students will explore key contemporary research to provide an in-depth, international, and competencies-based approach to the psychology of coaching and mentoring. Students will build theoretical models, efficacy, ethics, training of coaching and mentoring on this research of psychology.

OLMA 603 Leadership Coaching in a System (Leadership Coaching System)
Students will explore the role of leadership coaching in a system, as a way of understanding variant models of organizational systems and development. This course will explore how to demonstrate the skills to choose developmentally appropriate interventions that support leaders operating in complex systems and demonstrate the ability to coach to them.

OLMA 604 Leadership Coaching Integration
Students will integrate what they've learned in the leadership coaching system modules and create a plan and structures of support for their own ongoing learning. Students will demonstrate the ability to complete coaching relationships and design systems of support for ongoing reflection and learning for their clients. Students will practice coaching and receive feedback in preparation for their final-coaching practicum. students will be able to Demonstrate an ability to work with a whole leader – mind, body, emotion, spirit, and identity in the context of a complex system.

OLMA 605 Coaching Convergences and Practicum
Students will study group formation and group development, as well as the intricacies of coaching, mentoring, and discipling. Students study organizational behavior and explore how OB concepts affect leadership effectiveness.

This course will prepare the students to interact with variant issues and alternatives, and design coaching interventions. This course helps the student to conduct a feasibility analysis in preparation for starting a coaching consultancy or improving an existing consulting operation.

OLMA 603   Holistic Leadership and Spiritual Formation
This course examines how character development and spirituality can enable leaders to become more authentic in their working relationships and more effective as transformational leaders through their organizations.
Students in the MAML or MDiv program will take this course under the course # PT 606, described above.

PhD in Organizational and Global Leadership (3 years, 40 units)

General Description and Program Overview

The Ph.D. in Organizational and Global Leadership is a degree program offering two tracks of concentrations that will equip students to serve as missional leaders throughout diverse global ministry contexts. Students are identified leaders that will provide effective leadership with excellence. The students enrolled in the program will be prepared to lead organizations in the contemporary postmodern world and will provide transformational leadership, coaching, and mentoring. This program will include proven practices of individual and team growth and development, in order that organizational visions and strategic aims may be fulfilled. To accomplish this aim, students will choose between the following two tracks: 1) Missional Church Leadership, and 2) Transformational Leadership: Coaching and Mentoring.

The Program Learning Outcomes (PLO) for the PhD in Organizational & Global Leadership:

Graduates of the PhD in Organizational & Global Leadership will be expected to achieve the following objectives:

1. Demonstrate the ability to integrate personal, organizational, and ministry practices that advance leadership and change strategies throughout organizations.
2. Apply change theories and leadership models that support spiritual growth and Christian service in local and worldwide contexts.

3. Demonstrate the ability to teach and provide cross-cultural leadership in a diverse society.
4. Demonstrate the ability to engage in research, data collection and analysis, and produce original contributions that will extend a Christian worldview in the contemporary postmodern world.
5. Assess needs, develop, and deliver strategic leadership initiatives that enhance organizational performance.

Admission Requirements

1. A completed and signed application form.
2. A CV that includes at least 3-5 years of working experience.
3. Two recommendation letters: one from an academic mentor, one from a pastoral mentor.
4. An essay (personal and ministry background with vision statement).
5. An undergraduate transcript and a copy of your master's transcript and a copy of the diploma which indicates your master's degree.
6. An overall GPA of 3.0 in graduate study. (Provisional admission status can be granted to an applicant whose GPA is 3.0). A student with a GPA below 3.0 may petition for conditional acceptance.
7. A non-refundable application fee.

Track I: Missional Church Leadership (40 Units)

1. Description of Track I:

This track is designed to help students cultivate their ability to critically evaluate the missional Church. Emphasis will be placed on missional church leadership, theological frameworks, and practical perspectives. In so doing, students are invited to sharpen relevant ministerial, missionary, and nonprofit leadership skills so that their organizations can thrive in the diverse contexts of the contemporary postmodern world.

2. Sequence of Courses in Track I: (Missional Church Leadership)

Year	Semester	Format of Course	Course Number / # of Units	Course Title
Year One	Before 1st Semester	At home, online.	OLDR 9101 (Online) / 2 units	Introduction to Online Learning and a Research Design and Analysis Project
	1st Semester	Online/5-Day Class Session	OLDR 9102 / 3 units	Missional Context Analysis
		Online/5-Day Class Session	OLDR 9201 /3 units	Organizational Leadership
			OLDR 9901 /2 units	Dissertation I: Research Design and Tutorial I (Crafting a Dissertation Proposal)
	2nd Semester	Online/5-Day Class Session	OLDR 9103 /3 units	Missional Church and Practice in Postmodern Era
		Online/5-Day Class Session	OLDR 9203 /3 units	Organizational Behavior, Theory, and Designing
			OLDR 9902 / 2 units	Dissertation II: Research Method and Tutorial II (Literature Review)

		Online/5-Day Class Session	OLDR 9104 /3 units	<mark>Missional Culture Making</mark>
Year Two	3rd Semester	Online/5-Day Class Session	OLDR 9204 /3 units	Research Methodology: Qualitative, Quantitative and Mixed Methods
			OLDR 9903 / 2 units	Dissertation III: Organizational Culture and Tutorial III
	4th Semester	Online/5-Day Class Session	OLDR 9105 /3 units	Missional Leadership Change
		Online/5-Day Class Session	OLDR 9202 / 3 units	<mark>Strategic Leadership & Management of Global Change</mark>
			OLDR 9904 /2 units	Dissertation IV: Organizational Leadership Change and Tutorial IV (Proposal Defense)
Year Three	5th Semester		OLDR 9905 /3 units	Dissertation Writing I
	6th Semester		OLDR 9906 /3 units	Dissertation Defense & the Final Dissertation

Notes:

At the end of each semester, students are required to submit their updated dissertation work (i.e., OLDR Dissertation Courses I-IV).

3. Course Descriptions for Track I:

YEAR 1: THEORETICAL AND CONTEXUTAL STUDY

OLDR 9101 Introduction to Online Learning, Research Design and Analysis (2 Units)
In this program's foundational course, students learn research methods and online learning tools. Research is vital for this program, therefore students are taught skills that will help them understand the learning management system as well as research strategies and sources, which are foundational tools for this program.

OLDR 9102 Missional Context Analysis (3 Units)
This course introduces students to the biblical and theological grounds of a missional church. Students will demonstrate comprehension of core theoretical and practical principles required for flexible organic leadership methods.

OLDR 9201 Organizational Leadership (3 Units)
Students will learn leadership and management theories. The evolution of leadership and management concepts will be explored. Students will hone leadership and management skills so that measurable impact can be made throughout various organizational contexts.

OLDR 9901 Research Design and Tutorial I (Crafting a Dissertation Proposal) (2 Units)
In this course students will identify a research topic. Students will then create a problem statement. This problem statement will guide their research. The problem statement will be clear, concise and practical. Students will form their dissertation committees composed of three faculty (including external leaders) and craft their initial dissertation proposals.

OLDR 9103 Missional Church and Practice in Postmodern Era (3 Units)
This course focuses on cultivating practical principles of creative, inspiring, and transformative leadership in the context of a postmodern society by learning from the exemplars of the missional church introduced in the lecturer's books: *Re-Form Church* and *Re-New Church*.

OLDR 9203 Organizational Behavior, Theory, and Design (3 Units)
Students will gain a comprehensive view of organizational theory and design. Topics will include various leadership styles, workflow designs, human behaviors, motivation, and personality traits.

OLDR 9902 Dissertation II: Research Method and Tutorial II In this course, students are required to perform extensive literature review and begin to integrate the two research papers for Year I into dissertation chapters.

YEAR 2: TRANSFORMATIVE LEADERSHIP

OLDR 9104 Missional Culture Making (3 Units)
This course equips students with missional imagination and consciousness for living out the identity of the church as a missional movement by making a transformative impact in their ecclesial and missional settings.

OLDR 9204 Research Methodology: Qualitative, Quantitative and Mixed Methods (3 Units)
In this course, students will learn about research methodology, data collection, and statistical analysis. Qualitative, quantitative, and the mixed methods (the combination of qualitative and quantitative) will be explored. The respective concepts for each method will be reviewed, including introductions to the accompanying research instruments (i.e. software) required to conduct each research methodology.

OLDR 9903 Dissertation III: Organizational Culture and Tutorial III (2 Units)
In this course, students will build on the work done in OLDR 9104 and OLDR 9204 and will work closely with their assigned advisors to develop the research paper for the classes a dissertation chapter.

OLDR 9105 Missional Leadership Change (3 Units)
This course introduces students to the essential theories and principles of church leadership transformation. It equips them with competencies to practice those theoretical foundations in their pastoral and missional settings.

OLDR 9202 Strategic Leadership & Management of Global Change (3 Units)
In this course, students will focus on leadership decision making. Analysis, implementation, and assessment methods for the purposes of strategic planning and organizational change. Students will learn about organizational performance, cultural competency, and change theory.

OLDR 9904 Dissertation IV: Organizational Leadership Change and Tutorial IV (Proposal Defense)
In this course, students will build on the work done in OLDR 9105 and OLDR 9202 and will work closely with their assigned advisors to develop the research paper for the classes a dissertation chapter. Furthermore, students are to defend their finalized dissertation proposals.

Year 3: INTEGRATING RESEARCH RESULTS INTO A DISSERTATION

OLDR 9905 Dissertation Writing (3 Units)
In this course candidates will complete the writing of their doctoral dissertations.

OLDR 9906 Dissertation Defense & Final Dissertation (3 Units)
In this course candidates will defend their dissertations. In addition, students will post their finalized dissertation for public access.

Online Learning, Research Design
and Analysis

Year I

Theoretical and Contextual Study

Semester I

A. Missional Context Analysis

B. Organizational Leadership

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* Developing Research Paper I into a dissertation chapters in Tutorial I

Semester II

A. Missional Church and Pratice in Postmodern Era

B. Organizational Behavior, Theory, and Design

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* Developing Research Paper II into a dissertation chapters in Tutorial II

Year II

TRANSFORMATIVE LEADERSHIP

Semester I

A. Missional Culture Making

B. Research Methtodology

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* Developing Research Paper III into a dissertation chapters in Tutorial III

Semester II

A. Missional Leadership Change

B. Strategic Leaadership and Management of Global Change

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* Developing Research Paper IV into a dissertation chapters in Tutorial IV

YEAR III

Developing and Incorporating the Four Research Papers into a Dissertation

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Publishing the Dissertation

Track II: Transformational Leadership: Coaching and Mentoring (40 Units)

1. **Description of Track II:**

This track is designed to help students maximize their leadership and organizational potential. Students are equipped to lead growth and development strategies by identifying and equipping current and future leaders. Students will sharpen their ability to critically evaluate their organizations (e.g. ministries, nonprofits, and parachurch organizations) through various leadership assessments. Students will learn how to conduct coaching and mentoring for management and executive leaders so that performance goals are obtained and organizations can thrive in the diverse contexts of the contemporary postmodern world.

2. **Sequence of Courses in Track II (Transformational Leadership)**

Year	Semester	Format of Course	Course Number / # of Units	Course Title
Year One	Before 1st Semester	At home, online.	OLDR 9101 (Online) / 2 units	Introduction to Online Learning and a Research Design and Analysis Project (I)
	1st Semester	Online/5-Day Class Session	OLDR 9201 /3 units	Organizational Leadership
		Online/5-Day Class Session	**OLDR 9303 /3 units**	**Professional Development and Mentoring**
		Online/5-Day Class Session	OLDR 9901 /2 units	Dissertation I: Research Design and Tutorial I (Crafting a Dissertation Proposal) (2 Units)
	2nd Semester	Online/5-Day Class Session	OLDR 9301 /3 units	Best Practices of Effective Leaders
		Online/5-Day Class Session	OLDR 9204 /3 units	Research Methodology: Qualitative, quantitative and mixed methods
			OLDR 9902 / 2 units	Dissertation II: Research Method and Tutorial II (Literature Review)
		Online/5-Day Class Session	OLDR 9203 /3 units	Organizational Behavior, Theory, and Design

Year Two	3rd Semester	Online/5-Day Class Session	OLDR 9302 /3 units	Coaching and Mentoring Strategies and skills
			OLDR 9903B / 2 units	Dissertation III: Coaching/Mentoring and Tutorial III
	4th Semester	Online/5-Day Class Session	OLDR 9202 / 3 units	Strategic Leadership & Management of Global Change
		Online/5-Day Class Session	OLDR 9304 /3 units	Personal and Executive Coaching
			OLDR 9904B /2 units	Dissertation IV: Strategic Coaching/Mentoring and Tutorial IV (Proposal Defense)
Year Three	5th Semester		OLDR 9905 /3 units	Dissertation Writing
	6th Semesters		OLDR 9906 /3 units	Dissertation Defense & the final dissertation

Notes:

At the end of each semester, students are required to submit their updated dissertation work (i.e., OLDR Dissertation Courses I-IV)

3. **Course Descriptions for Track II:**

YEAR 1: THEORETICAL AND LEADERSHIP STUDY

OLDR 9101 Introduction to Online Learning, Research Design and Analysis (2 Units)
In this program's foundational course, students learn research methods and online learning tools. Research is vital for this program, therefore students are taught skills that will help them understand the learning management system as well as research strategies and sources, which are foundational tools for this program.

OLDR 9201 Organizational Leadership (3 Units)
Students will learn leadership and management theories. The evolution of leadership and management concepts will be explored. Students will hone leadership and management skills so that measurable impact can be made throughout various organizational contexts.

OLDR 9303 Professional Development and Mentoring (3 units)
The course engages in the examination of mentor behavior and skills focused on mentee development through observation, research and field experience practice. It provides the educational setting that focuses on high-quality learning experiences, coaching and feedback. Using collaborative teaching and learning strategies, it also emphasizes on developing a range of mentoring practices to correspond with adult learning theories, including performance problems specific to the needs of a mentee.

OLDR 9901 Dissertation I: Research Design and Tutorial I (Crafting a Dissertation Proposal) (2 Units)
In this course students will identify a research topic. Students will then create a problem statement. This problem statement will guide their research. The problem statement will be clear, concise and practical. Students will form their dissertation committees composed of three faculty (including external leaders) and craft their initial dissertation proposals.

OLDR 9301 Best Practices of Effective Leaders (3 units)
This course examines best practices of exemplary leaders. The focus of the course will be on actions and behaviors of proven effective leaders. The fundamentals of outstanding leadership will be explored in detail. This course will provide students guidance regarding their leadership style and aid them in maximizing their leadership potential.

OLDR 9204 Research Methodology: Qualitative, Quantitative and Mixed Methods (3 Units)
In this course, students will learn about research methodology, data collection, and statistical analysis. Qualitative, quantitative, and the mixed methods (the combination of qualitative and quantitative) will be explored. The respective concepts for each method will be reviewed, including introductions to the accompanying research instruments (i.e. software) required to conduct each research methodology.

OLDR 9902 Dissertation II: Research Method and Tutorial II In this course, students are required to perform extensive literature review and begin to integrate the two research papers for Year I into dissertation chapters.

YEAR 2: STRATEGIC AND EFFECTIVE COACHING AND MENTORING

OLDR 9203 Organizational Behavior, Theory, and Design (3 Units)
Students will gain a comprehensive view of organizational theory and design. Topics will include various leadership styles, workflow designs, human behaviors, motivation, and personality traits.

OLDR 9302 Coaching and Mentoring Strategies and Skills (3 units)
The course focuses on developing vision, perspectives, tools and commitments to ensure strategic and theologically guided ministry in a contextualized coaching/mentoring ministry. This course designs a system for coaching (individuals and small groups) and mentoring to facilitate leadership development and enhance individual and group performance. This course design is structured to foster student's discovery, observation, experiences, experimentation and the adoption of current processes, strategies, and skills for real world coaching and mentoring application.

OLDR 9903B Dissertation III: Coaching/Mentoring and Tutorial III (2 Units)
In this course, students will build on the work done in OLDR 9203 and OLDR 9302 and will work closely with their assigned advisors to develop the research paper for the classes a dissertation chapter.

OLDR 9202 Strategic Leadership & Management of Global Change (3 Units)
In this course, students will focus on leadership decision making. Analysis, implementation, and assessment methods for the purposes of strategic planning and organizational change. Students will learn about organizational performance, cultural competency, and change theory.

OLDR 9304 Personal and Executive Coaching (3 units)
This course introduces students to principles and techniques, ethical and legal concerns, coaching techniques and models, regarding the role of personal and executive coaching. Overall, this course

focuses on building a coaching strategy and business plan to help organizations create a culture for coaching and leadership development.

OLDR 9904B Dissertation IV: Strategic Coaching/Mentoring and Tutorial IV (Proposal Defense)
In this course, students will build on the work done in OLDR 9202 and OLDR 9304 and will work closely with their assigned advisors to develop the research paper for the classes a dissertation chapter. Furthermore, students are to defend their finalized dissertation proposals.

Year 3: INTEGRATING RESEARCH RESULTS INTO A DISSERTATION

OLDR 9905 Dissertation Writing (3 Units)
In this course candidates will complete the writing of their doctoral dissertations.

OLDR 9906 Dissertation Defense & Final Dissertation (3 Units)
In this course candidates will defend their dissertations. In addition, students will post their finalized dissertation for public access.

AEU's Academic Policies begin on the next page.

Academic Policies

General Academic Guidelines & Policies

Academic Terms / Semesters

The school year at America Evangelical University is divided into two regular semesters, fall and spring, and into two intensive sessions, summer intensives and a winter intensive. The Fall and Spring Semesters have 15 to 17 weeks of class work. The summer and the winter sessions are divided into several two-week terms running during the summer and the winter vacations. The Fall Semester typically begins the last week of August and ends in December. The Spring Semester typically begins the last week of January and ends in May.

Full/Part-Time Status

The basic unit for credit earned is the semester-hour, represented by one hour of class work per week for 15 weeks. In field education, 30 hours of work is required for one unit.

For Undergraduate Students: Undergraduate students who register with 12 or more credits in a semester are considered full-time students. Students who register for less than 12 hours are considered part-time. To maintain half-time status, undergraduate students must register for at least 6 hours.

The normal load for full-time undergraduate students is 15 to 18 credits per semester (= 15 to 18 hours of class per week). Special permission must be granted to enroll in more than 18 hours per semester. Such permission must be given in writing from the Academic Dean's office before registration. Any student whose GPA in a previous semester is 3.5 or above can request to register for up to 21 semester units with the Dean's approval.

For Graduate Students: Graduate students who register for 9 credits or more in a semester are considered full-time. To maintain half-time status, graduate students must register for at least 6 (six) hours.

Class Attendance Policies

Regular classroom attendance is vital for academic success and for preparation for ministry. Students, therefore, are expected to attend class sessions. Class absences may be penalized at the discretion of the professor. Consequences for missing classes will be specified in the course syllabus. For online courses, professors may stipulate consequences for missing required elements such as video lectures or live group sessions. Such consequences will be specified in the course syllabus. A student who has been absent due to illness or family crisis, and who requests a reduction of the penalties specified in the course syllabus, must explain the absence directly to the professor.

For students on Federal Student Aid (FSA), absences exceeding one-third of the total scheduled class periods will result in the student being placed on Financial Aid Warning (see **Financial Aid Warning**, below).

In certain exceptional cases, such as an extended illness or family crisis in which it is impossible for a student to complete a semester's work, he or she may present a written request to the Dean of Academic Affairs for permission to withdraw from all courses in the semester without penalty.

Small Group Interaction

Some classes include time for small group interaction so that students may process what they learn through discussion, sharing, and prayer.

Grading (or, Standards for Student Achievement)

America Evangelical University utilizes letter grades. Grades are reported to students in writing from the Registrar's Office. Grades are designated as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
E	Retest ("E" can be raised up to a grade "B" by passing the retest.)
I	Incomplete ("I" can be raised up to "B" by the end of the next semester when all course requirements have been satisfied.)
CR	Credit ("CR" will not be included in the computation of grade point average.)
NC	No Credit
W	Withdrawal (does not affect a student's GPA.)
P	Pass
NP	No Pass

Time Limits for Completion of a Degree Program

The maximum time limit for completing a program at AEU is twice the length of the standard timeframe for completing that program. All courses and examination requirements must be completed within the time limit. For any student enrolled in a degree program at AEU, the start-date for figuring their time limit is the first day of class of the first course in which a student is enrolled at America Evangelical University. Examples:

> For a two-year associate's degree, the time limit is four years.
> For a four-year bachelor's degree, the time limit is eight years.
> For a two-year master's degree (e.g., MSCIS, MAML, or MAC), the time limit is four years.
> For the MDiv (a three-year program), the time limit is six years.

Any extension beyond these time limits can be granted only for significant extenuating circumstances, and must be approved by the Academic Dean.

Double Degrees

Anyone who wants to be awarded with a double degree has to submit an academic petition. After reviewing the petition, the Academic Dean will respond to the request.

Retention of Student Records

Important documents including student registrations, transcripts, and finances are preserved in a fire-proof cabinet and in the form of a computer disc. In the case of the permanent closing of the school, the Union Evangelical Church will preserve the documents. Student academic and financial records will be maintained for five years, student transcripts are kept for fifty years.

Leave of Absence

In the case of discontinuing course work due to serious illness or other valid reasons, permission for a leave of absence will be granted by the Dean of Academic Affairs. The student, however, must submit a petition through a form provided in the office.

Enrollment

Registration

To begin study, all students without exception must submit registration forms each semester, approved by the instructor, advisor, and/or dean. Student information, the title and number of the course, instructor and financial charge must be written down correctly on the registration form. The tuition of pre-registered students can be reduced by 5% of the total amount, and late registration brings a penalty charge of 5%.

Auditing

Regularly matriculated students as well as those not enrolled in the School may audit a course upon the written permission of the professor involved and the Dean of Academic Affairs. An application to audit must be submitted and the auditing fee must be paid before auditing. Credit is not given to auditing students. There are no scholarships available for auditing students. The auditing fees are listed in the Schedule of Current Chares in the Financial Information section, below.

Cancelling Registration

Registration constitutes a kind of contract between students and the school, nonetheless, it may be canceled at any time by students without hindrance. The contract and cancellation form is available in the office. Concerning possible tuition refunds, see the Financial Information section later in this catalog.

Dismissal for Failure to Continue to Enroll

Any student who goes two consecutive semesters without registering for any courses without providing the university with advance written notice in which they request that they be maintained as a student will be dismissed automatically for failure to continue to enroll in the program. Any student who was dismissed for failure to continue but who later desires to be re-admitted must go through the normal application process again in order to be re-admitted.

Graduation

General Graduation Requirements
- Students must satisfactorily complete the full course of study (the required courses and the full number of credit hours) required for the program in which they are enrolled.
- Students must achieve the minimum overall GPA required by their program.

[On a four-point scale: Bachelor degrees require a minimum overall GPA of 2.0; master's degrees require a minimum overall GPA of 2.5; doctoral programs require a minimum overall GPA of 3.0.]

- If their program requires it, students must also achieve the minimum GPA for the courses in their major. [E.g. All master's degrees require a minimum of a 2.5 overall GPA in order to graduate. But some programs, such as the Master of Science in Computer Science (MSCS), further require the student to achieve a cumulative GPA of 3.0 in their major.]

- Students must pass any concluding comprehensive exam or proficiency exam required by their program (such as the Comprehensive Bible Exam required for MDiv students).

- All financial obligations to the university must be satisfied.

Residence Requirement

Historically, AEU has required students to be in residence for at least half of their total program. [A minimum of 4 semesters in residence is required for a bachelor's degree, 3 semesters for the M.Div. degree, 2 semesters for MAC and MAML degrees, etc.] AEU is currently granting some flexibility on this in view of the current health situation, and is offering more courses online. The Academic Dean's office will have AEU's current requirements and options for residency.

Students who are enrolled through a branch campus may take their courses through a branch campus, or online. They are not required to take any courses at AEU's main campus.

Application for Graduation

Students must file their applications and pay their graduation fee for graduation at the time of enrollment for their last semester of resident study. All financial accounts are to be in satisfactory order before a student is permitted to graduate. Students are expected to be present for graduation. Graduation in absentia will be permitted only by special approval of the Dean of Academic Affairs in response to a written request which cites reasons.

Bible Examination

All prospective graduates in the BAML and the MDiv programs must pass a Bible comprehensive examination. The exam is offered twice a year, normally once in the Fall and once in the Spring. Out of 150 questions (75 from the Old Testament and 75 from the New Testament) at least 100 questions must be answered correctly in order to pass. The questions are from the text of the Bible itself. Students may take the examination an unlimited number of times.

Satisfactory Academic Progress Standards Required to Receive Federal Student Aid (FSA)

Preliminary Notes:

- *AEU's full policy on Financial Aid in general, and on Federal Student Aid (FSA) in specific, is spelled out in AEU's **Financial Aid Handbook** ("Financial Aid Policies and Procedures"). The following paragraphs summarize the main points of the Handbook. The Handbook is the authoritative statement of AEU's policies on Financial Aid.*

- *This present section addresses academic standards required to be eligible to receive Federal Student Aid (FSA). The issue of **academic probation**, and possible dismissal from the university on academic grounds, is addressed separately, in the major section following the present one.*

Federal financial aid for students (Federal Student Aid, "FSA") for higher education is authorized by **Title IV of the Higher Education Act of 1965**. "FSA" and "Title IV financial aid" are the same thing.

The U.S. Department of Education has set academic standards that students must meet in order to receive Federal Student Aid (FSA), either grants or loans. Meeting those standards is referred to as "Satisfactory Academic Progress." AEU follows those requirements. Satisfactory Academic Progress is comprised of two Standards: (1) Qualitative Standards, and (2) Quantitative Standards. Students who do not continue to meet those two standards may become ineligible for FSA, as explained below.

[For the procedures for applying for FSA, see the **Financial Information** section, later in this catalog.]

Satisfactory Academic Progress Standards – General Description & Explanation

1. The Qualitative Standards (= required GPA)

   The "Qualitative Standard" refers to a student's overall GPA. Students must be in good academic standing, in terms of their GPA, as defined by the current University Catalog, in order to continue to receive FSA.

   In specific, undergraduate students must maintain a C (2.0) average in all courses attempted at America Evangelical University and a C (2.0) total cumulative GPA for all courses that apply to the student's program. Graduate students must maintain a B-/C+ (2.5) average in all courses attempted at AEU and a B-/C+ (2.5) total cumulative GPA for all courses that apply to the student's program.

   [To Note: The "total cumulative GPA" includes all courses attempted at AEU and also all courses taken at other schools which have been accepted by AEU (transferred courses) to apply to that student's degree program.]

   A student whose GPA falls below the above required Qualitative Standards will be placed on "Financial Aid Warning"; see below.

   [To Note: A grade of "W" does not affect a student's GPA ("qualitative standard"). But by its nature, it does affect the quantitative standard = it constitutes a course not completed.]

2. The Quantitative Standards

   The "Quantitative Standard" measures whether a student is successfully completing enough courses (earning enough units) to complete his or her degree program within the time limit allowed by the Dept. of Education for that program.

   a. Definitions: Units Attempted vs. Units Earned.

   Earned units include: A, A- ,B, B+, B-,C, C+, C-, D, D+, D-, CR, P, and all transfer units.

   Attempted units include: A, A-, B, B+, B- C, C+, C-, D, D+, D-, F, E, I, CR, NC, P, NP, W, repeat, and all transfer units.

   Grades of: F, I, NC, W, count as courses attempted, but with no credits earned.

   b. Standard Timeframe, and FSA Time Limit, for Completing an Academic Program.
   The school will define a **standard timeframe** for completing each program.
   [The typical standard timeframe for a bachelor's degree is four years. For master's degrees, the standard timeframes are commonly two or three years.]

   The maximum amount of time (= the **time limit**) for which a student may receive FSA is 150% of the standard timeframe for the program in which they are enrolled as defined by the school's catalog.
   [E.g.: The maximum of time for which a student can receive FSA for a four-year bachelor's degree is six years.]

   However, a student WILL NOT BE ELIGIBLE for additional Title IV federal financial aid once he/she has received aid for the total number of approved hours in the program.

c. Satisfactory Progress.
A student must be completing enough courses each semester / each academic period in order to complete their program within the time limit required by the Dept. of Education. This means that a student must be completing at least 67% of the courses necessary to complete their program within the school's standard timeframe for that program.

   [E.g.: A student is enrolled in a four-year, 120 credit program. In the standard timeframe, a student needs to complete 15 credits each semester (= 30 credits each year) in order to finish in four years. The Dept. of Education requires that a student must be completing at least 67% (= 10 credits per semester = 20 credits per year) in order to remain eligible for FSA. For courses that are 3 credits, a student must complete at least 7 courses a year (= 21 credits) to remain eligible.]

d. The school must monitor a student's progress toward completing their program. Students whose course-completion progress fails to meet the above required Quantitative Standards will be placed on "Financial Aid Warning"; see below.

e. Students who change their majors are eligible for financial aid until they attempt 150% of the additional number of units required for the new degree.

f. Students pursuing a double major are eligible for financial aid until they attempt up to 150% of the number of units required to complete ONLY one degree.

Satisfactory Academic Progress Standards for Undergraduate Students

1. Qualitative Standards

   AEU undergraduate students must maintain a C (2.0) average in all courses attempted at America Evangelical University and also a C (2.0) total cumulative GPA for all courses that apply to the student's program.

2. Quantitative Standards

   For an associate's degree whose standard time frame is two years, students may be eligible for FSA for up to three years.

   For an associate's program for which the standard timeframe is three years (such as for students taking evening and weekend courses through a branch campus, or who are enrolled online), students may be eligible for FSA for up to 4.5 years.

   For a bachelor's program whose standard timeframe is four years, students may be eligible for FSA for up to six years.

   For bachelor's programs for which the standard timeframe is five years (such as for students taking evening and weekend courses through a branch campus, or who are enrolled online), students may be eligible for FSA for up to 7.5 years.

   However, all undergraduate students must also continue to earn, in each semester / each grading period, at least 67% of the credits needed to complete their program in the standard timeframe.

Satisfactory Academic Progress Standards for Graduate Students

Students pursuing a graduate degree may receive federal financial aid (FSA) until they reach the maximum time limit allowed by the Dept. of Education to complete their academic program, or until they have received FSA for the total number of credit hours required for the program, whichever comes first.

1. Qualitative Standards

   AEU graduate students must maintain a B-/C+ (2.5) average in all courses attempted at

America Evangelical University and a B-/C+ (2.5) total cumulative GPA for all courses that apply to the student's program.

2. Quantitative Standards

For a master's degree for which the standard time frame is two years, students may be eligible for FSA for up to three years.

For a master's program for which the standard timeframe is three years (such as for students taking evening and weekend courses through a branch campus, or who are enrolled online), students may be eligible for FSA for up to 4.5 years.

However, all graduate students must also continue to earn, in each semester / each grading period, at least 67% of the credits needed to complete their program in the standard timeframe.

Being Placed on Financial Aid Warning Status

The university will monitor the GPA ("qualitative standard") and the progress toward completing their degree ("quantitative standard") for AEU students who are receiving FSA. Their status will be evaluated at the end of each semester / each academic period, to confirm that they are meeting SAP standards.

Students who fall below the above standards for Satisfactory Academic Progress will be placed on **Financial Aid Warning** status. A student is considered to be making unsatisfactory academic progress while on Warning but is still eligible for financial aid (FSA).

A student can also be placed on Financial Aid Warning status for missing more than 1/3 of his or her scheduled classes for that semester / that academic period (AEU 2019-2020 Financial Aid Handbook, p. 29).

The school will promptly notify any student who has been placed on Warning status.

A student can be placed on Financial Aid Warning status more than once; however, **the warning periods can never be consecutive**.

At the end of the period of warning, a student will either: (1) achieve SAP and/or satisfy AEU's attendance requirements, and therefore be removed from Warning status, or, (2) fail to do so, and become ineligible for FSA.

Being Removed from Financial Aid Warning Status

If at the end of the period of Warning a student has achieved SAP, they will be removed from Financial Aid Warning status, and will be in good academic standing.

Likewise, for an AEU student who was placed on Warning status due to inadequate attendance, if their attendance is satisfactory during the period of Warning, they will be removed from Warning status. **But please note:** Such students must also maintain SAP standards for their GPA and their progress toward completing their degree during their period of Warning status.

Becoming Ineligible for FSA = Having FSA Suspended

If by the end of the Warning period a student has either: (1) not brought their overall GPA and/or their progress toward completing their program up to SAP standards, or, (2) if they were placed on Warning due to inadequate attendance, but has not met AEU's class attendance standards while on Warning status, then the student will become ineligible for FSA = their FSA will be suspended. The student will be notified by AEU that their FSA has been suspended.

Appealing a Suspension of FSA

A student whose FSA has been suspended for failing to meet SAP standards or AEU attendance requirements while on Warning status may appeal to have their FSA continued. To appeal, **a student must file a written request within 5 working days of receiving written notification that their financial aid has been suspended**. The appeal form can be found in the Financial Aid Director's office. The student's appeal should include any mitigating circumstances as to why the student failed to make SAP, and should also include what has changed that will now allow the student to make SAP at the next evaluation period (usually = by the end of the next semester).

If the appeal is denied, the student's FSA remains suspended; the only way the student can again become eligible for FSA is to again fully meet the standards for Satisfactory Academic Progress (SAP).

If the appeal is successful, the student will be placed on **Financial Aid Probation Status** (see below), and the student's aid will be reinstated.

Financial Aid Probation Status

A student whose FSA was suspended (as described above), but who wins their appeal to have it reinstated, will be placed on **Financial Aid Probation**. They may receive financial aid while on probation status.

A student on probation status may receive financial aid in this status for only <u>one</u> semester. If a student fails to meet SAP by the end of their financial aid probation period, then that student will be placed on financial aid suspension. **A student who has failed to meet SAP requirements while on financial aid probation status may not file another appeal.** The only way such a student can become eligible for financial aid is to once again met SAP requirements (AEU 2019-2020 Financial Aid Handbook, p. 31).

Reestablishing Eligibility for Federal Student Aid (FSA)

A student can lose their eligibility for FSA in at least the following two ways:

(1) They fail to maintain SAP standards while they are on Financial Aid Warning, have their financial aid suspended, and either do not appeal the decision, or else lose their appeal.

(2) They have successfully appealed their FSA being suspended, and are then placed on Financial Aid Probation, but then fail to maintain SAP standards while on probation.

A student who has become ineligible for FSA may regain eligibility for FSA when the student is again meeting the SAP qualitative and quantitative standards (described above). A student who is again meeting SAP standards may again apply for FSA.

Academic Probation, and Possible Dismissal on Academic or Other Grounds

> ***Please Note:***
>
> *This present section discusses polices & procedures related to **academic probation** and **possible dismissal from the university** on academic or other grounds. These policies apply to <u>all</u> students enrolled at AEU, whether or not they are receiving Federal Student Aid (FSA). Policies and requirements related to students receiving FSA are discussed in the section,* "**Satisfactory Academic Progress Standards Required to Receive Federal Student Aid (FSA),**" *above.*

Academic Probation

Please Note:

Academic Probation *is <u>not</u> the same thing as* "**Financial Aid Probation**." "Financial Aid Probation" *pertains to students who are receiving FSA; it is discussed separately, above.*

1. The Primary Factor concerning Academic Probation: GPA

Academic Probation at AEU is concerned with a student's **overall GPA**. A student whose overall GPA falls below what is required for their program will be placed on Academic Probation for the following semester / the following academic period. The minimum GPA requirements are as follows:

- For undergraduate programs: a 2.0 average (a "C").
- For master's degree programs: a 2.5 average (a "C+/B-").

A student whose overall GPA falls below the required standard will be placed on academic probation, and will be notified by AEU that they are on academic probation. Students who are placed on probation will be given an initial appointment with either the Dean of Students or the Academic Dean to assess the cause.

2. Attendance as a Possible Factor concerning Academic Probation:

Students will not be placed on academic probation for poor attendance, in and of itself. However, individual professors may stipulate attendance as a grading factor in their course syllabus. Therefore, poor attendance can negatively affect a student's grades, and may contribute to a student being placed on academic probation.

3. Continuing to Enroll while on Academic Probation:

A student who is on academic probation may continue as a student at AEU as long as they maintain the required minimum GPA on their subsequent coursework. However, they remain on academic probation until their overall GPA meets or exceeds the required minimum for their program. If their overall GPA rises to the required minimum level, they will be removed from academic probation.
To Note: Even though a student on academic probation may continue to enroll in courses at AEU as long as they maintain the required minimum GPA on their subsequent coursework, nonetheless, in order to graduate, they must eventually raise their overall GPA to meet their program's minimum GPA standard.

4. Progress toward Completing a Degree Program, and Maximum Time Limits:

Unlike the case for students who are receiving FSA, who are required to satisfy academic progress standards set by the Dept. of Education ("quantitative standards"; see above), for students who are <u>not</u> receiving FSA, there is no academic progress standard that a student is required to meet in order to avoid being placed on academic probation. A student may take just one or two courses per semester, and as long as their overall GPA meets their program's minimum requirement, they will not be placed on academic probation.

However: **AEU's maximum time-limit for completing one of its academic programs still applies.**
Again, an AEU student whose overall GPA meets or exceeds the minimum requirement for their program will not be placed on academic probation. But in order to receive a degree for the program in which they are enrolled, a student must complete the entire program of required courses within the maximum time limit for that program. The maximum time limits for AEU's programs are equal to twice the "standard timeframe" for completing that program.
[For a two-year associate's or master's degree, the maximum time limit is four years. For a four-year bachelor's degree, the maximum time limit is eight years, etc.]

A student may continue to enroll and to take courses in their program after they have exceeded the maximum time limit for that program. But starting from the current semester and working backwards, any courses that were taken before the length of time allowed to complete their program will not apply, and must be repeated.

> [Example: A student is enrolled in a bachelor's degree program The maximum time limit for bachelor's degrees is eight years. The student does not complete the program within the eight-year time limit, and enters the first semester of a ninth year. Any courses taken in that student's first semester of their first year at AEU no longer count toward their degree, and must be repeated.]

Possible Dismissal on Academic Grounds:

As mentioned above, a student who is on academic probation may continue to enroll at AEU as long as they meet the required minimum GPA standards in their subsequent coursework. However, in order to graduate, they must eventually raise their overall GPA to meet their program's minimum GPA standard.

If a student who is on academic probation does not achieve the required minimum GPA for their program in their subsequent coursework, they will be dismissed from the school on academic grounds. However, they may appeal for a one-semester extension, as described next.

Appealing for a One-Semester Extension

For a student who is on academic probation, if his or her GPA for the courses they take while on academic probation does not meet the required minimum for their program, **but is better than their previous overall GPA**, they may appeal for a one-semester extension of their academic probation. The appeal must be submitted to the Academic Dean's office in writing. During that one-semester extension, their coursework **must** meet or exceed the required GPA for their program. If it does not, they will then be dismissed from the school on academic grounds, with no further option to appeal.

Re-applying to AEU after a Student has been Dismissed on Academic Grounds

If a student has been dismissed from AEU on academic grounds, they must wait two years to apply again to enroll in AEU, and they must go through the normal application process.

Possible Dismissal for Other Reasons

In addition to dismissing a student for academic grounds, the institution reserves the right to dismiss any student who violates academic honesty standards or the school's lifestyle policy, and/or fails to meet his/her financial obligations to the school.

Academic Rights and Ethics

Right to Review their Academic Record

Students have the right to review their own academic records on file. To review them, a request form must be filed. Any errors will be corrected.

(Academic Freedom policies are on the next page.)

Academic Freedom Policies

The content of these policies reflects and is compatible with the American Association of University Professors' 1940 Statement of Principles on Academic Freedom and Tenure.

The fundamental goals of institutions of higher education are served by the free search for truth and its free exposition. AEU's academic freedom policy involves four spheres, set forth below: (1) courses & the classroom, (2) research & publications, (3) public statements by faculty, and (4) the academic freedom of students.

(1) Courses & the Classroom

In a confessional religious university (such as AEU), academic freedom for faculty is substantial, but not absolute. All AEU faculty members, prior to their employment, are to have read and freely signed AEU's Statement of Faith, and by their signature, they attest that they affirm it personally and will do so in the classroom. The following gives practical guidance:

- Faculty members are fully permitted to present and discuss views and positions that are not in line with the university's convictions, and they may explain their logic and point out their merits.
- It is acknowledged that classroom discussions sometimes move beyond the immediate topic & focus of the course; this is well within a university academic environment. But faculty should be careful not to introduce controversial matters which have no relation to the subject.
- Faculty members may not use their position or classroom as a platform to demand adherence by students to a personal theological viewpoint, political preference, or social agenda.

(2) Research & Publications

(*This paragraph pertains only to AEU's regular, full-time faculty.*)
Teachers are free to conduct research and to publish their results, subject to the adequate performance of their other academic duties; but research which may result in monetary return requires a written agreement with the university stipulating the division of any possible monetary return.

(3) Statements by Faculty in the Public Arena

Instructors bring three social roles to their work: they are citizens, members of a learned profession, and representatives of America Evangelical University. When they speak or write as private citizens, they should be free from institutional censorship or discipline; however, their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may well judge their profession and our institution by what they say in public. Therefore, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make it clear whether they are speaking in their capacity as a representative or employee of the university, or as a private citizen.

(4) Academic Freedom of Students

Students also have academic freedom to address topics and to express their views in class. However, rules of common courtesy and the rights of all students to express their views should be respected when classroom discussions touch on topics about which there is a diversity of opinion.

Academic Ethical Standards

Students are expected at all times to conduct themselves as mature Christians. This expectation extends to their academic work. General student conduct is under the supervision of the Dean of Students. AEU reserves the right to dismiss any student whose conduct is found to be unsatisfactory on the basis of the moral, spiritual and ethical principles found in Scripture and in America Evangelical University standards.

In the sphere of academic work, high ethical standards are entirely complementary with intellectual growth, as well as with spiritual and emotional growth. Honesty and respect for the academic work of others fosters a spirit of community among students, faculty, and administrators where such development can take place. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern where openness and integrity prevail.

AEU emphasizes the dignity of each individual in pursuing self-improvement and developing their full personal potential. While supporting an atmosphere of constructive cooperation, AEU also affirms and encourages free competition and independent intellectual effort.

Violations of academic ethics include dishonesty, cheating, or plagiarism in any form (failing to give proper credit to someone else's work). Improper ethical conduct also includes: furnishing false information to the school with prior knowledge, and also the forgery, alteration, or misuse of any AEU documents. AEU reserves the right to deny admission to any student who knowingly submits false information on their application to AEU.

AEU students who violate these ethical principles are subject to discipline and possible dismissal from the school. Any student who is accused of such violations will be given due process and the opportunity to explain and defend themselves, as described in the **Student Discipline** section of the Student Handbook.

Financial Information begins on the next page.

Financial Information

Schedule of Current Charges

Please note that all fees except tuition are non-refundable. All tuition and fees are mandatory and are subject to change without prior notice.

General Schedule of Tuition & Fees

Name & Purpose of Charge	Amount
Application (one time charge)	$100
Registration (Each Semester)	$50
Student Activity (Each Semester)	$50
Late Registration Fee	$50
Tuition (Each Unit / Credit)	
Undergraduate in Leadership & Ministry	$250
Undergraduate Business	$180
MBA	$280
MSCS	$500
MSCIS	$500
MDiv	$300
MAML	$300
MAC	$300
DMin	$375
DC	$375
PhD in Org & Global Leadership	$700
Auditing Fee (each unit / each credit)	$60
Bible Comprehensive Exam	$20
Thesis Fee	$200
Graduation Fee	$300
Transcript (per copy)	$10 (more details in request for certification)

Schedule of Estimated Total Expenses for One Academic Year (first academic year)

Associate or Bachelor of Arts in Ministry Leadership

Tuition	$7,500 (30 units x $250)
Application Fee	$100 (one time)
Registration ($50 each semester)	$100
Student Activity ($50 each semester)	$100
Textbooks	$500 (estimated)
Total	$8,300

Bachelor of Arts in Business Administrations

Tuition	$5,760 (32 units x $180)
Application Fee	$100
Registration ($50 each semester)	$100
Student Activity ($50 each semester)	$100
Textbooks	$500 (estimated)
Total	$6,560

Master of Arts in Business Administration

Tuition	$6,440 (23 units x $280)	
Application Fee	$100	
Registration ($50 each semester)	$100	
Student Activity ($50 each semester)	$100	
Textbooks	$500 (estimated)	
Total	$7,240	

Master of Science in Computer Science

Tuition	$9,000 (18 units x $500)	
Application Fee	$100	
Registration ($50 each semester)	$100	
Student Activity ($50 each semester)	$100	
Textbooks	$500 (estimated)	
Total	$9,800	

Master of Science in Computer Information Systems

Tuition	$9,000 (18 units x $500)	
Application Fee	$100	
Registration ($50 each semester)	$100	
Student Activity ($50 each semester)	$100	
Textbooks	$500 (estimated)	
Total	$9,800	

Master of Divinity

Tuition	$7,200 (24 units x $300)	
Application Fee	$100	
Registration ($50 each semester)	$100	
Student Activity ($50 each semester)	$100	
Textbooks	$500 (estimated)	
Total	$8,000	

Master of Arts in Counseling / Master of Arts in Ministry Leadership

Tuition	$6,000 (20 units x $300)	
Application Fee	$100	
Registration ($50 each semester)	$100	
Student Activity ($50 each semester)	$100	
Textbooks	$500 (estimated)	
Total	$6,800	

Doctor of Ministry

Tuition	$7,500 (20 units x $375)
Application Fee	$100
Registration ($50 each semester)	$100
Student Activity ($50 each semester)	$100
Textbooks	$500 (estimated)
Total	$8,300

Doctor of Counseling with Marriage and Family Therapy

Tuition	$7,500 (20 units x $375)
Application Fee	$100
Registration ($50 each semester)	$100
Student Activity ($50 each semester)	$100
Textbooks	$500 (estimated)
Total	$8,300

PhD in Organizational & Global Leadership

Tuition (the average of the 1st two years)	$11,900 (17 units x $700)
Application Fee	$100
Registration ($50 each semester)	$100
Student Activity ($50 each semester)	$100
Textbooks	$500 (estimated)
Total	$12,700

AEU does not supply or charge for equipment, housing, transportation, supplies, or other expenses. There are no shop or studio fees at AEU.

Schedule of Estimated Total Tuition & Fees by Program

AAML Degree Program (2 years, 60 units)

Total Tuition	$15,000 ($250/unit)
Total Fees	$800 (Application $100, Semester fees, Graduation $300)
Total for Degree	$15,800

BAML Degree Program (4 years, 120 units)

Total Tuition	$30,000 ($250/unit)
Total Fees	$1,200 (Application $100, Semester fees, Graduation $300)
Total for Degree	$31,200

BABA Degree Program (4 years, 128 units)

Total Tuition	$23,040 ($180/unit)
Total Fees	$1,200 (Application $100, Semester fees, Graduation $300)
Total for Degree	$24,240

MBA Degree Program (2 years, 45 units)

Total Tuition	$12,600 ($280/unit)
Total Fees	$800 (Application $100, Semester fees, Graduation $300)
Total for Degree	$13,400

MSCS Degree Program (2 Years, 36 units)

Total Tuition	$18,000 ($500/unit)
Total Fees	$800 (Application $100, Semester fees, Graduation $300)
Total for Degree	$18,800

MSCIS Degree Program (2 Years, 36 units)

Total Tuition	$18,000 ($500/unit)
Total Fees	$800 (Application $100, Semester fees, Graduation $300)
Total for Degree	$18,800

MDiv Degree Program (3 Years, 72 units)

Total Tuition	$21,600 ($300/unit)
Total Fees	$1,000 (Application $100, Semester fees, Graduation $300)
Total for Degree	$22,600

MAML or MAC Degree Program (2 years, 40 units)

Total Tuition	$12,000 ($300/unit)
Total Fees	$800 (Application $100, Semester fees, Graduation $300)
Total for Degree	$12,800

DMin Degree Program (2 years, 40 units)

Total Tuition	$15,000 ($375/unit)
Total Fees +	$1,000 (Application $100, Semester fees, Graduation $300, Thesis)
Total for Degree	$16,000

Doctor of Counseling Program (2 years, 40 units)

Total Tuition	$15,000 ($375/unit)
Total Fees	$1,000 (Application $100, Semester fees, Graduation $300, Thesis)
Total for Degree	$16,000

PhD in Organizational & Global Leadership (3 years, 40 units)

Total Tuition	$28,000 ($700/unit)
Total Fees:	$1,000 (Application $100, Semester fees, Graduation $300)
Total	$29,000

Student Tuition Recovery Fund (STRF)

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education:

> **Bureau for Private Postsecondary Education**
> 1747 N. Market Blvd., Ste. 225,
> Sacramento, CA 95834
> Phone: (916) 574-8900   Toll Free: (888) 370-7589;
> Fax: (916) 263-1897
> Online: http://www.bppe.ca.gov

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or a representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

Up through 2020, the STRF assessment rate was zero dollars ($0) per one thousand dollars ($1,000) of institutional charges from each student in an educational program who is a California resident or is enrolled in a residency program. However, **effective Feb 8, 2021**, the STRF assessment rate was changed to fifty cents ($.50) per $1,000 of institutional charges from each student in an educational program who is a California resident or is enrolled in a residency program.
[Post-secondary educational institutions are required to complete and submit the STRF Assessment Reporting Forms issued by the Bureau. Institutions are also required to maintain all back-up documentation supporting the information reported on their STRF Assessment Reporting Forms.]

Bankruptcy

The AEU has no pending petition in bankruptcy. The AEU is not operating as a debtor in possession. The AEU has not filed a petition within the preceding five years, nor has 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.

Questions

Any question a student may have regarding the enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

> **Bureau for Private Postsecondary Education**
> 1747 N. Market Blvd., Ste. 225
> Sacramento, CA 95834
> Phone: (916) 574-8900   Toll Free: (888) 370-7589
> Fax: (916) 263-1897
> Online: http://www.bppe.ca.gov

Payment of Tuition & Fees

Payment Schedule

All tuition and fees are due at registration. Students taking nine (9) semester units or more for graduate students, and twelve (12) semester units or more for undergraduate students, who are financially unable to pay all tuition and fees at registration may be allowed to pay by installment as follows:

- 1/2 tuition and fees at registration.
- 1/4 tuition and fees by the end of the 4th week.
- 1/4 tuition and fees by the end of the 8th week.

For students who do not pay their tuition and fees on time as required by the above payment schedule, the university will charge interest at an annual rate of 5% on the unpaid balance until the amount owed is fully paid. Students will not be permitted to register for a new semester unless all financial obligations of prior semesters to the school have been settled.

NOTICE OF STUDENT RIGHTS

1. **STUDENT'S RIGHT TO CANCEL**:
   The student has the right to cancel their Enrollment Agreement and withdraw from the university at any time. The notice of cancellation must be submitted to the university's **Registrar**, either in writing, or by email (**Registrar@aeu.edu**).

   Students who withdraw from the university may be eligible for a refund of their tuition. The refund of tuition to which a student might be entitled is governed by university's **Refund Policies**, summarized on the Enrollment Agreement which you signed, and stated below in detail. **Please note: Cancelling the Enrollment Agreement does *not* relieve the student of the obligation to repay education loans which he or she may have taken out.**

2. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

3. 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.

4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370- 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov.

5. 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:

   Bureau for Private Postsecondary Education
   1747 N. Market Blvd., Ste. 225
   Sacramento, CA 95834
   Phone: (916) 574-8900   Toll Free: (888) 370-7589
   Fax: (916) 263-1897
   Online: http://www.bppe.ca.gov

Refund Policies

A student may withdraw from the university at any time. The following policies govern whether or how much of a refund the student will receive for the fees, tuition, and other expenses the student might have paid to AEU.

Fees and Expenses that Will Not Be Refunded

Application Fee, Registration Fee, Student Government Fee and STRF fees are non-refundable items.

Books, supplies and any other items purchased by the student from the university are not returnable. Once received by the student, such items belong to the student and may not be returned for a refund.

Tuition Charges that Were Not Paid By the Student will be Refunded to the Actual Payer.

If a student has received federal student financial aid funds, he or she may be entitled to a refund of monies <u>not</u> paid from federal student financial aid program funds. But any tuition charges paid by the government will be refunded (according to AEU's Tuition Refund Schedule, which is posted on AEU's Enrollment Agreement) to the government.

If any portion of the tuition was paid from the proceeds of a loan from a third party, the refund due for that portion shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan, according to the rules & regulations of the Department of Education.

Tuition Refunds during the Cancellation Period

The "cancellation period" is the window of time at the beginning of an enrollment period in which a student can withdraw from the university with the result that the university will refund the full amount of the tuition paid for that semester / session.

The cancellation period for AEU is the first week (= the first seven total days) of the session. If a student cancels a course on or before the end of the first week of the session, 100 percent of the amount paid for tuition will be refunded within 45 days of the day the student notified AEU that he/she was cancelling. [Example: If classes begin on a Monday, a student needs to notify the university Registrar no later than 11:59 p.m. the following Sunday in order for the tuition to be fully refunded.]

Cancellation & Refund Example

A student enrolls in a degree program 13 days before it is scheduled to start. The student personally pays the $100 Application Fee, the $50 Semester Registration Fee, the $50 Student Activity Fee, and also pays $3,000 toward tuition. Three days before the scheduled start, the student decides he no longer wants to enroll. That same day the student submits a cancellation form to AEU. Within 45 days of the first academic day of that session / semester, the student will receive a refund equal to the full amount of tuition paid, $3,000. There will be no refund of the fees.

Refunds after Cancellation Period

After the cancellation period, the University provides a pro-rated refund of all funds paid for tuition charges for students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period for the entire course has occurred, no refunds will be issued. The amount of the pro-rated tuition refund is governed by AEU's Tuition Refund Schedule, which may be found in AEU's Enrollment Agreement, which each student signs and receives a copy.

If the amount that has been paid is more than the amount that is owed for the time the student attended, a refund will be made within 45 days of the official withdrawal date. The way the official withdrawal date is determined is explained below.

Possible Monies Owed to the University after Withdrawal

The amount of refund a student might receive is based on the Tuition Refund Schedule. If the amount that is owed is more than the amount that has already paid, the student will have to arrange with the institution to pay that balance.

Determination of the Official Withdrawal Date from the University

When a student withdraws from the university, the way their official withdrawal date is determined is based on the specific circumstances of their withdrawal.

For the following two cases, the student will be determined to have withdrawn from school on the earlier of:

1. The date they notified the Registrar of their intent to withdraw in writing or by email. Only the Registrar is authorized to accept a notification of a student's intent to withdraw.

2. The date the University terminates a student's enrollment due to academic failure or for violation of its rules and policies stated in this Catalog.

For students who do not return following an Approved Leave of Absence (LOA):

1. If a student on an approved LOA notifies AEU that he or she will not be returning, the official date of withdrawal will be the earlier of: the scheduled date of return from the LOA, or, the date the student notifies AEU that he/she will not return.

2. In the event that a student fails to return from an approved leave of absence and does not notify the university, the official withdrawal date shall be the scheduled date of return from the LOA.

For students who otherwise withdraw without formally notifying the university:

1. It is the student's responsibility to notify the university that he or she is withdrawing. If a student withdraws without formally notifying the university (= the students quits attending class, no longer participates in online sessions, leaves the campus and does not return, etc.), their official withdrawal date will be the last date of that academic session.

2. When a recipient of Title IV grant or loan assistance withdraws without notifying the university after having begun class attendance during a payment period or period of enrollment, the university will determine the amount of Title IV grant or loan assistance that the student earned up to the date of withdrawal. In such cases, the withdrawal date will be determined by the rules & regulations of the Department of Education governing Title IV financial aid.

Return of Title IV Funds

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid: If you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given semester, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned.

Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the semester earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs.

A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refunds of Title IV Financial Aid

If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from Direct Loan, 2) Subsidized Loans from Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) Direct Loan, 5) PLUS (Parent) Direct Loan, 6) Pell Grant, This order would apply in accordance to the aid programs available at the institution.

Post Withdrawal Disbursement

If the calculation shows that the student received less aid than what the student earned within the payment period or enrollment period, then the student would be notified by the institution of the amount of Grant funds used to cover institutional charges incurred by the student, or the available amount from Grant funds for direct disbursement to the student for other educational related expenses. If loan funds are involved in this calculation, the institution will notify the student or parent of the loan amount it wishes to utilize to cover educational charges, the financial aid program where the funds are coming from and the student will be reminded of the responsibilities involved in receiving loan funds.

The student or parent in the case of PLUS will be given 14 days to respond and accept or reject part or all of the loan funds available. The institution will honor late acceptances only at the institutional discretion.

Once this calculation is finalized, the institution will then perform a *second and different calculation* using the net funds retained (original tuition payments minus amounts refunded) to determine the amount of institutional charges earned by the institution during the payment or enrollment period. That calculation is known as the institutional refund policy calculation.

Student Defaults on the Loan

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1)   The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2)   The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If any students have loans, they must complete Exit Loan Counseling prior to leaving AEU.

Federal Student Aid (FSA)

The cost of higher education has increased significantly and paying for higher education is a challenge for many students. Many students are forced to rely on some outside help to pay for the rising costs of postsecondary education. Some students work while attending school, others seek educational loans. Federal Student Aid (FSA) is available for America Evangelical University (AEU) students. AEU is committed to helping students apply for and receive FSA based on their eligibility.

The financial aid office at AEU will do its best to assist students in the application process for FSA, answer questions, and process all FSA in a professional and timely manner.

Requirements for Eligibility for Federal Student Aid (FSA)

Requirements for Eligibility are the following:
- The student must be a citizen or eligible non-citizen.
- Have a high school diploma or GED.
- Must be enrolling in an eligible educational program.
- Working toward a degree or certificate.
- Making satisfactory academic progress.
- Must not be in default of a previous federal educational loan or Pell grant.
- If a student already has a Bachelor's degree he/she is not eligible to receive Pell grants but educational loans are available.
- Register with the Selective Service (if a male between the age of 18-25)

If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at AEU financial aid department may be found in student guide "Funding Education Beyond High School" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center at 1 (800) 433-3243, TTY 1 (800) 730-8913, or logging on to the Internet at http://studentaid.ed.gov.

Compliance Statement

The federal Privacy ACT of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

Financial Aid Mechanism

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of school's attendance. Financial aid includes grants and loans. Grants do not have to be repaid.

Loans usually have low interest rates that a student must repay in accordance to the individual loan program terms.

Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

Title IV Student Financial Aid Programs

The college is approved for, and does participate in the following USDE Title IV programs intended to defray the costs of attending for those students eligible for financial aid considerations:

GRANT (FREE) AID (This aid does not have to be repaid)

For 2020-2021, the Federal PELL Grant Program maximum annual limit is $6,345 (**this Pell grant does not require repayment).** For more specific information on each program please refer to the student guides available at Student Guide web site:

http://studentaid.ed.gov/students/publications/student_guide/index.html

LOANS TO STUDENT AND/OR PARENT

(THIS AID MUST BE REPAID! THESE LOANS ARE NOT DISCHARGED BY BANKCRUPTY)

Direct Federal Stafford LOANS: If student obtain a loan, the student will have to repay full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

- **Subsidized loans (Interest charged while in school and during grace period is covered by the USDE).

- **Unsubsidized loans (Interest earned while in school and during grace period may be delayed until the repayment period and will be added to the loan balance).

- **Parent loans (PLUS) (Interest due from parents as last disbursement on a loan is made) Perkins loan program (Interest earned while in school and during grace period is covered by the USDE).

STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGRESSIVELY COLLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specifically designated to the course of study at this institution. For example, If the student attended two years at a community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and not 3rd loan level.

For more specific information on each program please refer to the student guides available at Student Guide

http://studentaid.ed.gov/students/publications/student_guide/index.html
Direct Loan Basics for Students -http://www.direct.ed.gov/student.html
Direct Loan Basics for Parents - http://www.direct.ed.gov/parent.html

Application for Aid, Procedures and Forms

Financial aid application for this institution is Free Application for Federal Student Aid (FAFSA). this form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

Federal Pell Grant Program:

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2017-18, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.

Renewal Process: A Federal PELL Grant award is received for one award year (July 1 to June 30 of the following year) and **is not** automatically renewed for the next award year. Students must re-apply for the Federal PELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office for each award year.

Disbursement: They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

William D. Ford Federal Direct Student Loan Programs

Funds received from either of the following federal direct loan programs (subsidized or unsubsidized) are required to be repaid by the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations.

Federal Direct Subsidized Loans

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need-based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government subsidizes = pays the interest on such loans *while the student is enrolled or during periods of deferment*. The student will pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education.

Maximum Annual Awards:

First level $3,500, Second level $4,500, Third level $5,500 (Max aggregate $23,000).

Federal Direct Unsubsidized Loans (also called "Stafford Loans")

The U.S. Dept. of Education also issues unsubsidized loans to students for their university-level education. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

(1) Unsubsidized loans are not need-based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must either be paid or capitalized, i.e., added to the principal.

Maximum Annual Awards:

Dependent student: **with Parent** loan: First level $2,000, Second level $2,000, Third level $2,000 (Max aggregate $8,000).

Dependent student **without Parent** loan or **independent** students: First level $6,000, Second level $6,000, Third level $7,000 (Max aggregate $14,000).

Students Possibly Receiving both Subsidized and Unsubsidized Federal Loans

Students may receive both subsidized and unsubsidized loans, provided: (1) the combined amount borrowed does not exceed applicable loan limits, and (2) the student's eligibility for a subsidized Federal Stafford Loan has been determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Application Deadline: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Disbursement: Checks are issued to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview"**

Determining Need: The information you report on the FAFSA form when you apply for aid, is used in a formula established by U.S. Congress that calculated your Expected Family Contribution.

America Evangelical University utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the U.S. Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

Cost of Attendance

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Definitions related to Financial Aid:

The following definitions correspond to some common terms used within the financial aid terminology:

ACADEMIC YEAR: 24 Semester credit-hours of instruction for a full time student. The midpoint of the academic year shall be a minimum of 12 semester credit hours. In effect, all students enrolled in courses with an academic year scheduled to be completed in less than 24/30 weeks, regardless of the number of Semester credit hours. Hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

COST OF ATTENDANCE: Institutional charges for tuition, fee, books and supplies in addition to an estimated cost to the student for living allowances as room, board, transportation and personal combined compose the cost of attendance for an academic year or less as the cost of attendance or educational budget.

CREDIT BALANCE: A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

DEPENDENT STUDENT: She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

DEPENDENT: She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

EXPECTED FAMILY CONTRIBUTION (EFC): Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON-CITIZEN:
You must be one of the following to receive federal student aid:

- U.S. Citizen
- U.S. National
- U.S. permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security showing one of the following designations:
  - Refugee
  - Asylum Granted
  - Parole for a minimum of one year that has not expired
  - T-Visa holder (T-1, T-2, T-3etc)
  - Cuban-Haitian entrant
  - Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of "Victim of Human Trafficking

IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE <u>NOT</u> ELIGIBLE FOR FEDERAL AID:

- F1 or F2 student visa
- J1 or J2 exchange visitor visa only
- G series visa (pertaining to international organizations)

INDEPENDENT STUDENT: An individual who meets one of the following criteria:

1. (45) Were you born before January 1, 1994?
2. (46) As of today, are you married? (Separated but not divorced) 3. (47) As of July 1, 2017 will you be graduate or professional student?
4. (48) Is currently serving on active duty in the U.S. Armed Forces for the purposes other than training?
5. (49) Are you a veteran of the U.S. Armed Forces?
6. (50) Do have children who will receive more than half of their support from you between July 1, 2017 and June 30, 2018?
7. (51) Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2018?

8. (52) At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court?
9. (53) As determined by a court in your state are you or were you an emancipated minor?
10. (54) As determined by a court in your state of legal residence, are you or were you in legal guardianship?
11. (55) At any time on or after July 1, 2016, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?
12. (56) At any time on or after July 1, 2016, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?
13. (57) At any time on or after July 1, 2016, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?

PARENT(S): For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

PAYMENT PERIOD: 12 semester credit hours and 12 weeks or more. It is the mid-point of the program for courses of less than 12 semester credit hours and 24 weeks.

NEED: Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

WITHDRAWALS: Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

Recoveries of Unearned Title IV Funds

Recoveries resulting from unearned Title IV funds, are due from the student and must be paid in accordance to the terms stated in the promissory note of the student loans. If funds from the grants programs still due from the student, those funds are payable at the rate of 50%. Grant funds due from the student must be repaid within 45 days from the student's withdrawal date. Students may make repayment arrangements with the U.S. Department of Education within the 45 days and present proof of such arrangements to the institution. If no repayment is received nor arrangements are presented, the institution will refer the debt to the Department of Education. The student will no longer be eligible for aid until informed by the U.S. Department of Education.

Transfer Students

A student, who attended a Post-secondary institution before the enrollment at America Evangelical University, is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by America Evangelical University.

Verification Process

Federal regulations 34 C.F.R Part 668, subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 – executing legislation 20 U.S.C. 1094 governing the Title IV programs require schools to be sure of certain applicant-reported data. These regulations require school to develop written policies and procedures for verification. The school is requiring making these policies available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions process. To follow the regulation and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, the school may not disburse PEL grant until completion of verification.

Who must be verified:

America Evangelical University shall verify 100% of those students selected by the CPS system for verification.

Verification Exclusions: Applicants excluded from verification include:

- Death- Applicant dies during the award year or before the deadline for completing the verification.

- Incarceration- Applicant is incarcerated at the time the verification is to be performed.

- Certain spouse/parent status: - Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.

- Completed verification- If the student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:

- Letter stating that the verification process was completed, copy of the application data that was verified, and if the student was awarded Federal PELL Grant, a copy of the signed SAR/ISIR and a completed Financial Aid transcript.

- Pacific Island residency status- Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoa, and the Commonwealth of the Northern Mariana Islands. To qualify for this exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address

- No funds disbursed- The applicant will not receive federal aid funds.

Required Verification Documents: Examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least half-time students in postsecondary educational institutions.

- Adjusted gross income (AGI) or adjusted gross family income (AGFI) for the base year (2015).
- U.S. income tax paid for the base year (2015).
- Certain untaxed income and benefits for the base year if certain conditions would apply include: Social Security benefits, child support, untaxed payments to IRA or Keogh, foreign income, earned income credit, interest on tax free bonds.

America Evangelical University shall resolve inconsistent application information for all applicants, in agreement with requirement of 34. C.F.R. part 688.16 (f)

Documentation Required: Tax filer student, spouse and/or parents (as applicable) IRS Tax Return Transcript and Copy of tax return. Non tax filler student, spouse and/or parents (as applicable) form W-2, form 4868, Signed statement, or agency documentation for SNAP (food stamps) benefits. Applicants shall complete the appropriate sections of the Verification Worksheet. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid office may require/provide other appropriate forms.

Time Period for Providing Documentation: Applicants must provide the required documentation within 14 days from the request of FAO. America Evangelical University may not disburse FSA funds until the student has completed required verification.

Applicant Responsibilities: To be eligible to receive Title IV funds, we require applicants to provide requested information during the time-period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date verification:

- Number of family members in the household

- Number of family members in the household now enrolled as at least half-time students on postsecondary institutions

- Change in dependency status

- Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application.

- This process does not apply if the change occurs due to marriage

- Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage

- The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

Consequences of Failure to provide documentation within the specified time period(s):

If the student cannot provide all require documentation, the school cannot complete the verification process within 14 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options:

- The student may continue their education on a cash-payment basis.
- The student may withdraw, and re-enroll later at no additional charge. There will be no loss of credit earned when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/she was no eligible, discovered during verification.

Interim Disbursements: The school may make interim disbursement for one disbursement if FAO have no reason to question the accuracy of the information on the FAFSA.

Tolerance: If there are non-dollar errors and if the error in the dollar items total is less than $25.00 there is no requirement to recalculate the students EFC.

Referral Procedure: The school shall forward to the Secretary of Education, referral of fraud cases.

Institutional Financial Assistance

AEU offers a variety of institutional academic scholarships semi-annually to both incoming and current students. The conditions for receiving this assistance differ with each scholarship. Applicants may obtain the information and applications by writing to or visiting the school office.

The preferences for awarding institutional scholarships are based on the following:

1. Leadership potential
2. Academic excellence
3. Need
4. Graduate student level
5. International student status
6. Full time student status
7. Student spouses who are both enrolled

Scholarships

Students cannot be awarded more than one scholarship each semester except in the case of a student employment scholarship. The scholarship will be awarded at the beginning of each semester and the recipients will receive the credit for the amount of scholarship toward the tuition. The total scholarship cannot exceed the tuition that the student should pay.

1. Scholastic Achievement Scholarship

    In recognition of scholastic achievement, one student is chosen at the end of each regular semester. All or part of the tuition of the recipients will be waived during the next semester. To qualify for this scholarship, the student must obtain a G.P.A. of 3.5 or above for the semester.

2. Overseas Mission Scholarship

    This scholarship shall be awarded to those students who came for study from other countries with the missionary purpose of being trained at America Evangelical University to be pastors, teachers or missionaries. The amount of this scholarship, whether full or partial, shall be decided by the Scholarship Committee of the school.

3. Student Couple Scholarship

    The student couple scholarship shall be awarded to one of the student couples when both of them are registered as full-time students. The one selected shall be awarded with the full amount of his/her tuition.

4. Student Employment Scholarship

    This scholarship will be awarded to a student who shows financial need. This is a work-study program. The school does make an effort to place every student desiring work on or off campus according to a student's ability, capacity to handle the added burden of employment, and

financial need. The work assignment and pay-rate are decided by the dean of the school. This scholarship must be renewed every semester.

5. Tuition Assistance Scholarship

A tuition assistance scholarship shall be given to those students with financial difficulty who have applied for various scholarships of the school but have not been selected as recipients of any specific scholarships. This scholarship shall be given to those applicants according to the proportionate amount of tuition decided by the Scholarship Committee of the school.

All applicants for scholarship should attain a 3.0 GPA or above in the previous semester. However, exceptions can be allowed for up to two semesters in rare cases of overseas students who have a Korean language problem. Other matters that are not stipulated clearly shall be discussed and decided by the Scholarship Committee of the school which is ordinarily held once each semester.

Paying Tuition in Installments through AEU

AEU itself does not make educational loans. However, for full-time students who are unable to pay their semester's tuition in full when they register, AEU does allow them to pay it in installments. See the paragraph below entitled, **"Paying a Semester's Tuition by Installment Payments."**

Paying a Semester's Tuition by Installment Payments

For full-time students who are unable to pay their semester's tuition in full when they register, AEU does allow them to pay it in installments over the course of that semester. The schedule is as follows:

- 1/2 tuition and fees at registration.
- 1/4 tuition and fees by the end of the 4th week.
- 1/4 tuition and fees by the end of the 8th week.

For students who do not pay their tuition and fees on time as required by the above payment schedule, the university will charge interest at an annual rate of 5% on the unpaid balance until the amount owed is fully paid. Students will not be permitted to register for a new semester unless all financial obligations of prior semesters to the school have been settled.

Scholarship Applications

Any student who wants to receive financial assistance must submit a scholarship application form at the time of registration each semester. The form will be supplied at registration or can be obtained at the office.

Scholarship Committee

The Scholarship Committee has a task of screening the awarding scholarships, fund-raising, and managing the fund. The scholarship committee includes the following: President (Chair), Dean of Academic Affairs, Dean of Student Affairs, Business Director, Directors of the Board, others whom the Chair recommends.

Procedure of Scholarship Remittance

After the scholarship applications are reviewed and finalized by the Scholarship Committee, the awarded students will be notified. The student must pay all the tuition and fees, and the school pays the scholarship to the student in five working days after the student clears his/her balance due.

Student Life and Services

Student Life

Student Fellowship

Every student enrolled in the America Evangelical University is a member of the Student Fellowship. The student activity fee funds student activities. It seeks to stimulate prayer and fellowship among students and organizes the mountain prayers and "Praise the Lord" program.

Student Government Council

Comprised of students elected annually by the general student body, the Student Government Council promotes students' interests and conducts activities which directly relate to student life. For example, the Student Government Council nominates students to serve on various faculty/student committees, presents the needs and desires of students to the seminary, and organizes social events for fellowship during the school year.

Worship and Spiritual Life

The students, faculty and staff at the AEU gather together regularly for worship. Chapel services are held once a week during the school year. The Student Government Council arranges a time and place for mountain prayer.

Alumni

Every graduate of this school with a degree is a America Evangelical University Alumni. The Alumni membership fee will be collected annually and funds alumni activities. It seeks to assist alumni members' ministries, the sharing of experiences and provides various information in different areas.

Student Conduct, Discipline and Complaints

Sexual Harassment

As required in CEC 94385, America Evangelical University has a policy prohibiting any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on University premises, which includes University's classrooms and classroom buildings, the resort area and any location used for an off-site school function. Sexual Assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery or threat of sexual assault.

If you, as the victim, believe a sexual assault act has been committed, report the assault immediately to the nearest faculty or staff member, who will, in turn notify the school Dean of Student Affairs and the police.

Any observer of a sexual assault crime should notify the school Dean of Student Affairs immediately rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities. The police will arrive to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility.

Confidentiality is required in order to protect all parties involved with the assault. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the University Dean of Student Affairs to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with academic difficulties resulting from the crime. Should another student, faculty members, or staff member be accused of the crime, appropriate disciplinary action will occur until a formal investigation is completed. The victim will be informed of any further disciplinary action or appeal in connection with the sexual assault. Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as expressing strong disapproval, using self- defense techniques, and increasing awareness of what sexual assault means.

Local Counseling Center
Tyrannus International Ministries
616 Westmoreland
Los Angeles, CA90005
(213) 382-7600/(213) 382-5400

Discipline/Probation/Dismissal Policy

Any student who violates a law or regulation of the school intentionally and continuously will be disciplined. Any student whose GPA is below 2.0 on the 4.0 scale will be put on probationary status. Any students whose moral standard falls seriously short of the Christian faith will be disciplined. Any cheating, plagiarism, drunkenness, sexual assault, physical violence, adultery, homo-sexual conduct, and stealing are taken seriously and disciplined. Discipline will be finalized through the procedure of the Student Discipline Committee. There are four categories of discipline: warning, probation, suspension and dismissal.

Student Complaint Procedure

Students with complaints relating to a particular class, grade or instructor should discuss them first with that instructor. If the complaint is not resolved satisfactorily, the student should then contact the Dean of Student Affairs. The Dean of Student Affairs will review the complaint with all parties concerned, and investigate all documents. The complaint will be determined either unfounded and rejected or valid, at which time a compromise or settlement will be determined and monies will be returned. The Dean of Student Affairs will write a decision within five days, notifying the student(s) by mail and a copy of the decision and complaint will be placed in the student's academic file. The complaint will be logged on the complaint record. The Dean of Student Affairs' decision is considered final. If you feel your grievances were not adequately resolved and would like further assistance, please contact:

Bureau for Private Postsecondary Education
1747 N. Market Blvd., Ste. 225
Sacramento, CA 95834
Phone: (916) 574-8900   Toll Free: (888) 370-7589
Fax: (916) 263-1897
Online: http://www.bppe.ca.gov

Filing a Complaint

Please note that while we encourage students to follow our protocol of the grievance process, as per the CEC § 94909 (a)(3)(C), "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

Student Services

Bookstore

There is no bookstore on campus. However, AEU has an unwritten contract with Joy Church Supplies (213-469-9973) and Word of Life Book Store (213-382-4538) which are located within three miles of the campus. Students can purchase not only books but also stationary at these locations.

Meals: AEU does not have any cafeteria facilities. Meals are provided by students themselves.

First Aid Kit: The first aid kit is provided at the school office. It may be utilized free of charge.

Emergency and Campus Crime

Any student in an emergency situation must call 911. If anyone has a language problem in English, the LAPD Koreatown police is available (213-237-0569). If any student needs assistance, ask at the Dean of Student Affairs' office. On campus, crime is very scarce. However, to prevent any crime attempts it is recommended that you walk in a group and watch one another.

Counseling Services

Personal counseling services are available to interested graduate and undergraduate students without any fee. The Dean of Academic Affairs and other school administrators are ready to meet the need of counseling on academic affairs. For psychological or adjusting problems, professional counseling services will be provided by appointment. The request form for counseling is found in the office. In the case of an emergency, a full-time faculty member can be contacted. Although a counseling center is not in operation, we can refer students to outside counseling services when necessary.

Career Planning and Placement Services

AEU provides career planning and placement services to its students. Students will be encouraged to complete a personal career plan prior to graduation. Cooperating with local churches whose congregations are Korean-Americans, AEU provides employment placement services. AEU will often provide introductory letters to sister churches of the Union Evangelical Church and mission organizations. Also, information on job openings are posted. If requested, staff can assist students in the preparation of a resume. Please note that AEU does not guarantee jobs for its graduates.

Student Pastoring and Preacher's License

All the enrolled students are encouraged to be involved in various type of ministries, including local church pastoring. Students who enroll in the M.Div. degree program may be declared student preachers after completing 48 semester units. Upon graduation from graduate school, such students can obtain a preacher's license which is issued by the denominational agency.

Tutorial Assistance

AEU does not have a formal tutorial assistance program. Students who are in need of additional assistance on a topic are asked to contact their instructor, who will attend to their need.

Library Services

Users

Persons associated with America Evangelical University (students, faculty and staff) have borrowing privileges. Any student may receive a library card free of charge. Others must pay a membership fee ($50.00 lifetime membership or $20.00 per year) in order to borrow materials. Books may be checked out for three weeks.

Library Hours

Monday - Friday	10:00 a.m. - 10:00 p.m.
Saturday-Sunday	closed

Interlibrary Loan

If the library does not house the research materials a patron needs, he/she may request the material through the Interlibrary Loan Service. As a member of an on-line bibliographic

system (OCLC), the library has access to over 22,000,000 books, journal and audio-visual titles in North America and Europe. It takes one week to receive the material. The cost to the patron is the charge accessed by the lending library.

Special Sections

Dissertations, Christian Business Books and Books about Korean immigrants are located separately.

Copiers

Photocopies and copies made on the microform reader-printer and CD-ROM printer are all five cents per page.

Lending Policy

1. All borrowers are required to fill out a library user application form.
2. All borrowers must show a library card with student ID (for students) to check out books.
3. Books are loaned for a 3 week period. Patrons are limited to having 2 books checked-out (4 books for students) at one time.
4. The overdue fine for circulating books is 25 cents a week.
5. Renewals can be made twice unless another patron requests them.
6. Reference books and periodicals cannot be checked out.
7. The reserve shelf is located behind the circulation desk. The material is loaned for a 2 hour period and must be used in the library. Reserve items may be checked-out overnight, but they cannot leave the library until a half hour before closing and must be returned within a half hour after the library opens the following day.
8. Those borrowers who lose or severely damage a library book will be charged the replacement value ($ 10.00 minimum) or need to bring in a new book of the same title.

Library Rules

1. Unnecessary or excessive noise, or any disruptive behavior will not be permitted.
2. Consumption of food or beverages is not allowed in the library.
3. Do not re-shelve library materials. Return books to the book cart.
4. Periodicals must be returned to the original place.
5. All the library users must have their bags or books checked at the circulation desk.
6. Due to the closing library duties, please have your books checked out or renewed 10 minutes before closing.
7. Persons not complying with these policies can be asked to leave.

University Leadership

Board of Directors

Executive Committee

Chong Kon Cho
Chair of the Board
Senior Pastor

Yongsuk Shin
Secretary
Pastor

Hojoo Ryu
Treasurer
Elder, Businessman

Sanghoon Lee
President/CEO

Administration

Sanghoon Lee
President / CEO

Isaac Jun
Director of Financial Aid

Sung Ho Cho
Vice President for Administration (COO/CFO)

Miwon Lee
Senior Administrative Assistant

Young C. Kim
Vice President External Affairs

Somyung Lee
Director of Distance Education

Naeyoun Cho
Dean of Students and Spiritual Formation

Jacob Kim
Registrar

Grace Kim
Director of Academics

Yeram Choi
Assistant Administrator

Jongseock Shin
Assistant Director of Academics

Hyun K. Hong
Dean of Business School

Brian Kim
Director of Planning

Yohan Pyeon
Director of Nursing School / Computer Science

Somyung Lee
IT Manager

Douho Lim
Librarian (MLS)

University Faculty

Resident Faculty

Naeyoun Cho
Adjunct Professor of Old Testament
Dean of Students
Ph.D. Claremont School of Theology,
Candidate

Grace Choi-Kim
Professor of Counseling and Theological
Education
PhD, Garrett Evangelical Seminary, 2009
MTS, Garrett Evangelical Seminary, 1999
MDiv, Trinity Evangelical Divinity, 1997
MACE, Union Presbyterian Sem., 1993
BA, Seoul Women's University, 1988

Jonghwan Kim
Professor of Counseling
PhD, Taegu University, 1993
MA, Taegu University, 1983
BA, Seoul Theological University, 1974

Sanghoon Lee
Professor of Practical Theology & Missiology
PhD, Fuller Theological Seminary, 2008
ThM, Fuller Theological Seminary, 2002
MDiv, Seoul Theological Seminary, 2000
BA, Seoul Theological Seminary, 1997

Yohan Pyeon
Professor of Old Testament
PhD, Claremont Graduate University
MA, Claremont Graduate University
MATS, Claremont Graduate University
BA, Seoul Theological University

Jongseock Shin
Professor of Systematic Theology
PhD, Fuller Seminary
ThM, Emory University
MDiv, Presbyterian College & Theological
Seminary
BS, Konkuk University

Eui Jung Whang
Adjunct Professor of Leadership
PhD, Fuller Seminary

Mark Yoon
Professor of New Testament
PhD, Claremont School of Theology, 2004
MA, Claremont School of Theology, 1997
MA, Sogang University, 1988
BA, Seoul Theological University, 1986

Adjunct Faculty

Peter Chang
Adjunct Professor of Counseling
PhD, Claremont School of Theology

Raymond Degenkolb
Adjunct Professor of Systematic Theology
PhD, Asbury Theological Seminary

Henry H. Hong
Adjunct Professor of Business
MA, Carnegie-Mellon University

Seokgyu Jung
Adjunct Professor of Old Testament
PhD, Claremont Graduate University

Charles E. Kim
Adjunct Professor of Practical Theology
PhD, Drew University

Heran Kim
Adjunct Professor of Counseling
PhD cand., Claremont School of Theology

Daniel C. Lane
Adjunct Professor of Old Testament,
and valued volunteer administrative assistant.
PhD, Trinity Evangelical Divinity School

Yeonseung Lee
Adjunct Professor of Church History
ThD, Boston Univ. School of Theology

Somyung Lee
Adjunct Professor of Church Music
DMin. Fuller Seminary

Sungbong Choi
Adjunct Professor of Missiology
Dmin, Fuller Seminary

Sam Y. Ryu
Adjunct Professor of Business Admin.
DBA, Pacific States University, CA

Susan Truitt
Adjunct Professor
PhD, University of Texas

Bill Vermillion
Adjunct Professor of English
PhD, University of Washington

Sinyil Kim
Adjunct Professor of Missiology
DMiss, Asbury Theological Seminary

JR Woodward
Adjunct Professor of Missiology
PhD, Manchester University

Betsy Granville
Adjunct Professor of Leadership
PhD, Fuller Seminary

Neil Cole
Adjunct Professor of Practical Ministry
MDiv, Grace College & Seminary

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A request form for more information which can be mailed to AEU
is available on the next page.

Request Form for Information

Please make a copy of this page and fill it out.

SEND TO:

      Admissions
      America Evangelical University
      1204 W. 163rd St,
      Gardena, CA 90247

Tel: (323) 643-0301

Fax: (323) 643-0302

I am interested in the America Evangelical University and would like to receive the following material(s):

      (   )   Information Literature
      (   )   Application Forms
      (   )   Current Catalogue

Name:

Address:

Phone: (   )

E-mail:

*   *   *   *   *