



## **GLOBAL CAMPUS ACADEMIC CATALOG**

**2023 - 2024**

The information and requirements included in this catalog are effective for the 2023-2024 academic year. This catalog is not a contract. Emmaus Bible College reserves the right to change policies or revise the information contained in this catalog at any time. Information regarding revisions and updates is available from the Registrar's office.

Emmaus Bible College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Emmaus Bible College  
2570 Asbury Road  
Dubuque, IA 52001  
(800) 397-2425  
(563) 588-8000

<https://www.emmaus.edu/global-campus>

## Letter from the President

Dear Student:

Thank you for considering Emmaus Bible College and taking the time to look at our distance learning course offerings. Students have been attending Emmaus for over 75 years because they want to be transformed by the study of God's Word, to have their character shaped by Christ, and to prepare for a life of service. With Emmaus Global Campus, we have the opportunity to expand the reach of our mission beyond the walls of our campus in the heart of Dubuque, Iowa. We can now offer in-depth study of the Scriptures and other topics to students all over the United States and around the world.

Today's courses and programs at Emmaus are designed to prepare you to serve the Lord in your local church, your ministry, the community in which you will live. The choices at Emmaus Bible College are designed to thoroughly prepare you for your calling in life—to fulfill your passion to serve the Lord, lead your family, serve and lead in the church, and excel in your chosen profession.

Emmaus Global Campus provides instruction in an online format, but our core values, institutional and educational goals, and educational philosophy remain the same. Our mission remains to glorify God by educating and equipping learners to impact the world for Christ through faithful and effective service in their ministries, professions, and communities.

Whether you are considering Emmaus Global Campus or have already taken classes with us, we welcome you to experience Emmaus Bible College in person. If you have the opportunity, we would love for you to visit our campus, attend a class and have lunch with our faculty and current students. Whether you spend your nights in one of our three residence halls or your own home, we welcome you as part of the Emmaus family.

Please stop by my office if you make it to campus, email me, or call our campus and ask for me. I would love to say hello and personally welcome you!

A handwritten signature in blue ink, appearing to read "P. Boom", followed by a long horizontal flourish.

Philip Boom  
President

## Mission

Our mission as a biblical higher education community is to glorify God by educating and equipping learners to impact the world for Christ through faithful and effective service in their ministries, professions, and communities.

## Theme Verse

*“Then beginning with Moses and with all the prophets, He explained to them the things concerning Himself in all the Scriptures.”*  
(Luke 24:27 NASB)

## The Emmaus Experience

In a context of academic excellence, the *Emmaus Experience* is characterized by:

- Educational programs infused with biblical content
- Meaningful relationships between faculty, staff, and students
- An environment conducive to spiritual and personal growth

## Vision

Emmaus Bible College will be flourishing, relevant, and accessible as a trusted name for transformational learning rooted in biblical truth.

## Core Values

- **Biblical authority.** As God’s inspired Word, the Bible speaks as the final authority on all issues of faith, life, and practice. Biblical truth is at the core of our programs and guides our institutional decision-making.
- **Academic rigor.** Responsible Christian discipleship involves bringing every thought captive to the obedience of Christ. Emmaus Bible College endeavors to train the mind through rigorous programs of study designed to enhance knowledge, develop critical thinking skills, and shape biblical worldview.
- **Godliness.** God calls His people to live in alignment with His character and will. Emmaus Bible College seeks to be a community in which relationships and actions are guided by godly character and consistently reflect honesty, integrity, and accountability.
- **Dignity of each individual.** Every person bears God’s image and is loved by God. The Emmaus Bible College community purposes to reflect this biblical perspective in all relationships and to value each individual in light of this truth.
- **Biblical diversity.** In Christ, believers from diverse cultures and backgrounds are one body. Emmaus Bible College endeavors to be a community characterized by unity while learning from and appreciating our diversity.
- **Culture of excellence.** In response to the biblical injunction to do all things for the glory of God, the Emmaus Bible College community strives for excellence in its programs and services.
- **Heart of service.** Following Christ’s model of servant-leadership, the Emmaus Bible College community seeks to be characterized by service and love for one another and for our communities and constituencies.
- **Our heritage.** Emmaus Bible College values its history and identity within the Plymouth Brethren movement and teaches principles of church life rooted in New Testament truth, including the centrality of Christ, plurality of leadership, and priesthood of all believers.

## Institutional Goals

Emmaus purposes to:

- Empower learners to realize their full potential through high-quality academic and student life programs that are biblically grounded and culturally relevant.
- Provide an attractive, safe environment conducive to learning and spiritual and personal growth.
- Encourage the personal welfare and professional development of each faculty and staff member.
- Sustain and enhance the human, physical, and financial resources needed to achieve mission and vision.
- Enrich external constituencies through education, ministry, and service.

## Educational Goals

Through its academic programs, Emmaus purposes to:

- Increase understanding and application of the Bible and Christian theology.
- Encourage spiritual growth and development of Christian character.
- Challenge for the development and integration of a biblical worldview.
- Develop foundational knowledge and skills to support lifelong learning.
- Cultivate educated contributors to contemporary society.
- Equip servant-leaders with skills and knowledge appropriate to their chosen professions or fields of service.

## Educational Philosophy

The educational philosophy of Emmaus Bible College is framed by our beliefs about the nature of truth and learning.

- **Biblical/Christian Education**

We recognize the final authority of the Bible in all that it affirms. The direct study of the Bible is part of every academic program at Emmaus. This is educationally significant not only in Bible and theology coursework but also in general education, ministry and professional studies, and co-curricular and extra-curricular programs and activities.

- **Higher Education**

We are committed to providing a high-quality educational experience for every student. Students are admitted on the basis of their ability to be successful at the undergraduate level.

- **Freedom of Inquiry**

We believe that all truth has God as its ultimate source and needs to be pursued with honest, thorough, and open inquiry. At the same time, we recognize the limitations of individuals in the process of determining what information is relevant and how that information should be appropriately interpreted.

- **Foundation for Lifelong Learning**

We believe that learning is a lifelong pursuit. Curricular, co-curricular, and extra-curricular experiences are designed to foster a desire for lifelong learning in the lives of students.

- **Holistic Education**

We seek to educate the whole person, not simply the mind. Curricular, co-curricular, and extra-curricular activities are all intended to contribute to personal growth and development in the lives of students. This holistic approach to education is articulated more specifically in the Student Life Philosophy below.

## Student Life Philosophy

As an institution of higher learning, Emmaus Bible College seeks to create a learning environment in which students are challenged to develop intellectually, spiritually, vocationally, and personally.

- Through partnerships between academic and student life, students are challenged in and out of the classroom to increase their knowledge of the Bible and their understanding of the world and to pursue their personal role in God's plan through their chosen ministry or vocation.
- Through co-curricular programs, students are challenged to grow spiritually and build qualities of Christian character into their personal lives.
- Through internship and practicum opportunities and the Servant Leader Training (SLT) program, students are challenged to develop ministry and vocational skills and competencies.

## Curriculum

The academic programs at Emmaus Bible College are designed to meet our institutional mission and educational goals in the lives of learners. Programs of study are organized into the following curricular areas:

- **Arts and Sciences Department**

General Studies Core, English, History, Music

- **Behavioral and Health Sciences Department**

Counseling Psychology, and the following cooperative and consortial programs: Cross-Cultural Nursing (LPN/RN), Nursing (RN), Allied Health, Pre-Professional Health Sciences (concentration). Cooperative programs in Nursing and Cross-Cultural Nursing and Allied Health fields are offered in partnership with Northeast Iowa Community College. The concentration in Pre-Professional Health Sciences is offered in partnership with the University of Dubuque.

- **Bible and Ministry Department**

Bible/Theology Core, Biblical Studies, Archaeology, Biblical Languages, Pastoral Ministry Educational Ministries  
Intercultural Studies

- **Business and Technology Department**

Applied Mathematics, Business Administration, Computer Information Systems, Computer Science

- **Teacher Education Department**

Elementary Education, ESL Education/TESOL, Secondary Education

## Assessment of Student Learning

Emmaus Bible College is committed to providing a high-quality educational experience for each student. The assessment of the student learning process provides a mechanism for evaluating the effectiveness of the academic programs at Emmaus. Each academic program has established a set of learning outcomes to be met by program graduates. Evaluation tools are used at the program level and at the institutional level to assess whether or not learning outcomes are being met. The evidence collected is then analyzed and used to make academic program changes or improvements.

### Doctrinal Statement

The teaching of Emmaus Bible College is based on the following:

- The Bible is inspired of God, inerrant in the original documents, and of final authority in all matters of faith and practice.
- There is one God, eternally existent in three Persons, Father, Son, and Holy Spirit.
- The Lord Jesus Christ is fully God and fully man. He was born of a virgin and is sinlessly perfect. His sacrifice is substitutionary and representative. He rose bodily from the dead and ascended to His Father's right hand where He now ministers as our Great High Priest. He will come to rapture His Church and subsequently return to reign over the earth.
- Each member of the human race is fallen, sinful, and lost, and regeneration by the Holy Spirit is absolutely essential for the salvation of man. Redemption is wholly by the blood of Christ, and salvation is by grace through faith in our Lord Jesus Christ.
- The Holy Spirit indwells the believer who is thus empowered to live a godly life.
- There will be a resurrection of the saved and of the lost, of the saved unto eternal life and of the lost unto eternal, conscious judgment.
- The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ. These believers are united to Him and to one another by the indwelling Spirit. The Church's calling, hope, and destiny are heavenly, and its chief functions are to glorify God and to witness for Christ until His return.
- Christ, the risen head of the Church, is the giver of spiritual gifts to all believers. Gifted individuals such as evangelists, pastors, and teachers are responsible to Him for their service and are given "for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ."
- There are two Christian ordinances, baptism and the Lord's Supper. Baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life. The Lord's Supper is a memorial feast, instituted by the Lord Himself exclusively for His own.
- Every true child of God possesses eternal life, and being justified, sanctified, and sealed with the Holy Spirit is safe and secure for all eternity.
- The personal imminent return of the Lord Jesus Christ to translate His Church will be followed by the Tribulation and the inauguration of Christ's reign over the earth. He will then deliver up the Kingdom to God the Father that the Triune God may be all in all.

The teaching of Emmaus Bible College follows the historic, evangelical interpretation of the Scriptures, which has, in general, been accepted by the Christian church since its inception. It recognizes no sectarian barriers and seeks to declare the whole counsel of God without over-emphasizing any single line of truth

In 1938 a young missionary in Belgian Congo became burdened by the need for a school in North America where young people could gather for intensive study of the Bible in a context where the principles of New Testament Christianity could be taught without compromise. Shortly thereafter, R.E. Harlow left his Congo mission station and returned to Toronto. In collaboration with two friends, John Smart and C. Ernest Tatham, he undertook the work of organizing Emmaus Bible School. The growth of the school's ministry is indicative of the divine blessing it has enjoyed.

The school's name appears just once in the Bible in Luke 24:13. Although Emmaus was a very small village, the events that occurred near there make its name one to be remembered. Three days after the death of the Lord Jesus, two of His disciples were walking from Jerusalem to Emmaus. They were depressed that their Master had been killed because they were hoping it was He who was going to redeem Israel. The Lord joined them in their walk, and through they didn't recognize Him, He talked to them about His resurrection and showed them in all the Scripture "the things concerning Himself." These disciples, later reporting the incident to other disciples, recounted with joy,

Did not our hearts burn within us while He talked with us on the road and while He opened the Scriptures to us?  
(Luke 24:32)

This incident explains the use of the name Emmaus. It expresses the purpose of the college, a place where young men and women come to have the Scriptures opened to them, where they learn "the things concerning Himself."

### **1941**

Evening school classes commence in Central Hall, Toronto, Canada, under the leadership of the school founders, R.E. Harlow, John Smart, and C. Earnest Tatham.

### **1942**

The correspondence school is established to meet a need for systematic Bible study materials for men and women serving in the military during World War II.

### **1945**

Resident school classes begin in Central Hall, Toronto.

### **1946**

Increased enrollment necessitates the purchase of a building at 81 Harcourt Avenue, Toronto.

### **1947**

Growing enrollments lead to the establishment of a campus on Normal Avenue, Chicago, Illinois. The school offers a one-year Biblical Studies program.

### **1949**

The Chicago, Normal Avenue campus begins to offer an upper level, senior division of studies.

### **1953**

To accommodate continuing growth, the school acquires a former YMCA building at 156 N. Oak Park Avenue, Oak Park, Illinois. Co-founder R. E. Harlow is named Principal of Emmaus Bible School.

### **1954**

The Toronto and Chicago campuses merge. All classes are now offered at the Oak Park campus.

### **1956**

Emmaus Bible School becomes a member of the Evangelical Training Association (ETA).

### **1959**

William McDonald becomes the second President of Emmaus Bible School.

### **1960**

The school purchases a 20-unit apartment building in close proximity to the Oak Park campus to house additional resident students.

### 1965

John Smart, one of the three founders, assumes the presidency of Emmaus.

### 1966

Property adjacent to the Oak Park Avenue building is purchased for future expansion. The school adds a missions program to the curriculum.

### 1967

The Groveland Apartment building provides housing for male resident students.

### 1968

Construction of a new faculty wing is completed.

### 1972

Emmaus Bible School hosts its first Missionary Emphasis Week focused on overseas missions.

### 1974

Renovation of the Oak Park building results in the addition of an 1800-square-foot student center.

### 1976

Daniel H. Smith is inaugurated as the fourth President of Emmaus Bible School.

### 1979

Emmaus Bible School hosts its first Home Worker's Week focused on ministries in North America.

### 1983

The school hosts its first Christian Ministries Seminar combining the Missionary Emphasis Week and Home Worker's Week into a program highlighting avenues for service both at home and abroad. The board approves the purchase of the former Aquinas Institute of Theology campus in Dubuque, Iowa.

### 1984

Emmaus Bible School becomes Emmaus Bible College and relocates to its new 17-acre campus in Dubuque, Iowa

### 1985

Emmaus offers college-level evening courses in the Dubuque area.

### 1986

Emmaus receives accreditation from the Accrediting Association of Bible Colleges (AABC) and begins to grant bachelor degrees. The Trust Services department is established to assist the Lord's people with their estate planning and financial stewardship needs.

### 1989

The College purchases adjacent land for a future athletic field.

### 1991

Emmaus celebrates its 50<sup>th</sup> anniversary. Work on the new athletic field is completed.

### 1992

The college establishes the Emmaus Archives to preserve the unique history of Emmaus Bible College.

### 1993

Emmaus joins the National Christian College Athletic Association and officially begins competing in men's and women's basketball at the collegiate level.

### 1994

Construction of the Pollard Field House is completed. Emmaus is approved by the Accrediting Association of Bible Colleges to offer a degree in Elementary Teacher Education.

### 1996

Emmaus marks 50 years of commencement exercises and awards degrees to the first graduates from the Elementary Education program.

### 1997

The State of Iowa Department of Education approves the Elementary Education program for teacher licensure. The Robbie Pile Dining Hall is dedicated.

### 1998

Three new double majors are added to the academic offerings: Biblical Studies/Intercultural Studies, Biblical Studies/Youth Ministries, and Biblical Studies/Computer Systems Management.

### 1999

The Emmaus Ministry Resources project is instituted in partnership with Stewards Ministries.

### 2000

Kenneth A. Daughters is inaugurated as the fifth President of Emmaus Bible College. Dr. Daniel Smith is appointed the first Chancellor. Daniel H. Smith Hall opens in October to house maintenance shops, business offices, the computer classroom and lab, and three dormitory floors.

### 2001

The first issue of *Journey* magazine is published in the spring, followed by the first Iron Sharpens Iron conference in May. Emmaus Trust Services becomes Believers Stewardship Services.

### 2001

Emmaus celebrates its 60<sup>th</sup> anniversary.

### 2002

Emmaus Correspondence School becomes ECS Ministries.

### 2003

The college community engages in a comprehensive institutional self-evaluation in preparation for an accreditation team visit from the Higher Learning Commission.

### 2004

Emmaus Bible College achieves candidate status with the Higher Learning Commission of the North Central Association of Colleges and Schools.

### 2005

A new double major in Biblical Studies/Music Ministry is added to the academic offerings. Work is completed on a new Science Lab.

### 2006

Emmaus Bible College is regionally accredited by The Higher Learning Commission and becomes a member of the North Central Association of Colleges and Schools. The college also receives reaffirmation of accreditation from the Association for Biblical Higher Education (ABHE) and reaffirmation of State of Iowa approval of the Elementary Education program for teacher licensure.

### 2007

Two new programs in Biblical Studies/Nursing and Biblical Studies/Business Administration are offered in cooperation with Northeast Iowa Community College.

### 2008

Emmaus Bible College is recognized for “the extraordinary and exemplary community service contributions of its students, faculty, and staff in meeting community and national needs” by The President’s Higher Education Community Service Honor Roll.

### 2009

Two new double majors are added to the academic offerings: Biblical Studies/Business Administration and Biblical Studies/Counseling Psychology. Men’s soccer and women’s volleyball are added as intercollegiate sports. The David A. Glock auditorium is dedicated. The college celebrates 25 years in Dubuque, Iowa.

### 2011

The Higher Learning Commission of the North Central Association of Colleges and Schools reaffirms regional accreditation for Emmaus Bible College until 2020-2021.



### 2012

The State of Iowa reaffirms approval of the Elementary Education program for teacher licensure and approves Secondary Education programs in business, psychology, and world history. A Camp Ministries major, offered in cooperation with Camp Forest Springs (WI), and an Associate of Arts degree in General Studies are added to the academic program offerings.

### 2013

Mr. Philip Boom is inaugurated as the sixth president of Emmaus Bible College.

### 2014

Several new programs are added to the academic offerings: Associate of Arts in Secondary Education, Secondary Education Math endorsement, and minors in Archaeology and Spanish Language.

### 2015

Emmaus Bible College begins offering online courses through Emmaus Global Campus. The college continues to expand academic opportunity through the addition of new programs including minors in History and Mathematics, an Associate of Arts in Youth Ministry, and a major in ESL Education.

### 2016

Emmaus Bible College continues to expand academic offerings with the addition of new programs including majors in Applied Mathematics, Computer Science, and Cross-Cultural Nursing, a concentration in Pre-Professional Health Sciences, and a Continuing Education Certificate in TESOL.

### 2019

Emmaus Bible College develops new concurrent enrollment programs with Northeast Iowa Community College (Dental Assistant, Medical Assistant, Paramedic, Radiology Technology, and Respiratory Care). The College also developed a 3 + 1 transfer program with the University of Dubuque.

### 2020

The college continued expansion of academic options with the addition of the Certificate in Missions. The State of Iowa renewed full approval of the teacher preparation programs offered by Emmaus Bible College on March 26, 2020.

### 2021

Emmaus Bible College is approved by the Higher Learning Commission and the Association for Biblical Higher Education to offer 100% online programs. The online program is renamed Emmaus Global Campus.

### 2022

The Associate of Arts in Biblical Studies and a degree completion program for the Bachelor of Science in Biblical Studies can be completed through Emmaus Global Campus. The Computer Science department offers a Bachelor of Science in Cybersecurity. The Higher Learning Commission reaffirmed the college's accreditation.

### 2023

The full Bachelor of Arts degree in Biblical Studies as well as the Certificate in Missions can be completed through Emmaus Global Campus.

## **Higher Learning Commission (HLC)**

Emmaus Bible College is accredited by the Higher Learning Commission.

The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604  
(800) 621-7440  
[www.hlcommission.org](http://www.hlcommission.org)

## **Association for Biblical Higher Education (ABHE)**

Emmaus Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), formerly the Accrediting Association of Bible Colleges (AABC). ABHE is a member of the Council for Higher Education Accreditation (CHEA) and is recognized by the U.S. Department of Education (USDE) as the accrediting agency for biblical higher education.

The Association for Biblical Higher Education  
5850 T.G. Lee Boulevard, Suite 130  
Orlando, Florida 32822  
(407) 207-0808  
[www.abhe.org](http://www.abhe.org)

## **State of Iowa Department of Education**

[www.boee.iowa.gov](http://www.boee.iowa.gov)

Emmaus Teacher Education (K-6, 5-12, and K-12) programs are approved by the State of Iowa for teacher licensure. Successful program graduates are eligible to be recommended for an Iowa Teachers' License.

## **United States Citizenship and Immigration Service (USCIS)**

Emmaus Bible College is authorized under Federal law to enroll nonimmigrant alien students.

## **Veterans' Benefits**

The Iowa State Approving Agency has granted approval of most Emmaus courses for the enrollment of veterans, reservists, and other eligible persons for benefits under the provisions of Chapters 30, 32, 33, 35, and 36 of Title 38, US Code Chapter 1606 and 1607 of Title 10 US Code and the applicable Code of Regulations. See the Financial Aid section of the catalog for more information.

## Officers of the Board

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Pastoral & Teaching Ministry

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Mt. Pleasant, Wisconsin  
Pastoral & Teaching Ministry  
President,  
Good Tidings Publishing

Abraham Thomas  
Kerala, India  
National President, SBS India

Mr. Robert Warner  
Plano, Texas  
Human Resource Manager, Group Dynamix

\* Executive Committee Members

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Murfreesboro,  
Tennessee

Mr. Stephen C. Wilson  
Cedar Falls, Iowa

## The Faculty

### **Reagan P. Banasky**

B.S., Bible Exposition and Theology, Emmaus Bible College  
 M.A., Ministry Leadership, Columbia International University  
 2017 – present  
 Emphasis: Educational Ministries

### **Janice G. Bennett**

Registrar  
 B.S., English Education, Bob Jones University  
 B.S., Biblical Studies, Emmaus Bible College  
 M.A.E., College Student Personnel Services, University of Northern Iowa  
 2014 – Present

### **Philip Boom**

President  
 B.S., Chemical Engineering, New Jersey Institute of Technology  
 M.B.A., International Business and Marketing, Temple University  
 Doctoral Candidate, Lancaster Bible College, Capital Seminary and Graduate School  
 2010 – present

### **David M. Broussard**

B.A., Psychology and English, McNeese State University  
 M. Div., Psychology and Counseling, New Orleans Baptist Theological Seminary  
 Ed. D., Psychology and Counseling, New Orleans Baptist Theological Seminary  
 2023- present  
 Emphasis: Counseling Psychology

### **Joel G. Carter**

Chair, Teacher Education Department  
 B.S., Bible Exposition and Exegesis, Secondary Education, Emmaus Bible College  
 M.Ed., Curriculum and Instruction: History, Liberty University  
 2019 – present  
 Emphasis: Teacher Education

### **Israel C. Chavez**

Vice President/Dean for Student Life  
 B.S., Biblical Studies, Emmaus Bible College  
 M.Ed., Student Affairs, Regent University  
 2017 – present

### **Elisa C. Cooper**

Chair, Arts and Sciences Department  
 B.M., Piano Performance, Wheaton College  
 M.M., Piano Performance, Indiana University  
 2005 – present  
 Emphasis: Music

### **Daniel L. Degeer**

Diploma, Kawartha Lakes Bible College  
 B.A., Psychology, Trent University  
 M.A., Biblical Studies, Dallas Theological Seminary  
 D.Min., Homiletics, Gordon-Conwell Theological  
 Seminary Emphases: Bible, Homiletics

**Stephen J. Elliot**

B.S., Biblical Studies and Computer Information Systems, Emmaus Bible College  
M.S., Computer Science, Colorado Technical University  
Doctoral Studies, Computer Engineering, University of New Mexico  
Doctoral Candidate, Information Technology, Capella University  
2014 – present  
Emphasis: CIS, Computer Science, Cybersecurity

**Timothy J. Iverson**

Certificate, Emmaus Bible College  
B.A., Mathematics, University of Northern Iowa  
M.A., Mathematics, University of Northern Iowa  
M.S., Science Education, Institute for Creation Research Graduate School  
1995 – present  
Emphases: Mathematics, Science

**John B. Jimo**

Diploma, Emmaus Bible College  
B.A., Elementary Education, Northeastern Illinois University  
Th.M., Bible Exposition/Academic Ministries, Dallas Theological Seminary  
Doctoral Studies, Teaching and Learning, University of Northern Iowa  
Professional Teaching Licenses: Illinois, Texas  
2004 – present  
Emphasis: Teacher Education

**Dan Kachikis**

B.A., English/Education, University of Wisconsin-Parkside  
Th. M., Dallas Theological Seminary  
D. Min., Dallas Theological Seminary  
Graduate study in Intercultural Studies, Columbia International University 2024-  
Emphasis: Intercultural Studies

**Roy A. Kosin**

B.S., Chemical Engineering, Clemson University  
Th.M., Pastoral Ministries, Dallas Theological Seminary  
2016 – present  
Emphases: Biblical Studies, Pastoral Ministries

**Lori R. Kratzer**

B.S., Elementary Education and Biblical Studies, Emmaus Bible College  
M.Ed., Curriculum and Instruction, Doane College  
Doctoral studies, Educational Psychology, University of Iowa  
2019 – present  
Emphasis: Teacher Education

**Raju D. Kunjummen**

Vice President/Dean for Academic Affairs  
B.S., C. Phil., Biochemistry, University of Minnesota  
Th.M., Old Testament, Grace Theological Seminary  
M.A., Near Eastern Languages and Cultures (Semitics), University of California at Los Angeles  
Doctoral Studies, Near Eastern Languages (Semitics), University of California at Los Angeles  
2016 – present  
Emphases: Biblical Studies, Biblical Languages, Biblical Interpretation and Exegesis

**Arthur T. Manning**

B.S., Electrical Engineering, University of Minnesota  
M.S., Electrical Engineering, University of Texas at Austin  
M.S., Cybersecurity, Kennesaw State University  
2001 – present  
Emphases: CIS, Computer Science, Cybersecurity

**Kari E. McDowell**

B.A., Bible/Theology & History, Multnomah University  
M.A., History, Baylor University  
2021 – present  
Emphasis: History

**Kim S. Parcher**

Chair, Business and Technology Department  
B.A., Biblical Studies, Christian Heritage College  
M.Div., Grace Theological Seminary  
M.B.A., Human Resources/Business, Indiana Institute of Technology  
Ph.D., Global Leadership, Indiana Institute of Technology  
2015 – present  
Emphases: Business, Management and Leadership

**Jeffrey D. Riley**

B.S., Biblical Studies, Emmaus Bible College  
M.A., Christian Education/Academic Track, Dallas Theological Seminary  
Doctoral Candidate, Educational Ministries, Dallas Theological Seminary  
2010 – present  
Emphasis: Educational Ministries

**Jonathan J. Routley**

Certificate in Biblical Studies, Emmaus Bible College  
B.A., Archaeology and Near Eastern Studies, Wheaton College  
M.A., Theological Studies, Faith Baptist Theological Seminary  
Th.M., Systematic Theology, Western Seminary  
Ph.D., Theological Studies, Columbia International University  
2012 – present  
Emphases: Biblical Studies, Theology, Archaeology

**Christopher R. Rush**

B.S., Biblical Studies, Emmaus Bible College  
B.A., English and Secondary Education, Clarke University  
M.A., Literature and Writing, Union Institute and University  
Ph.D. Studies, Humanities, Faulkner University  
2018 – present  
Emphases: English Literature, Writing

**John H. Rush**

Director of Library Services  
B.S., Social Studies Education/English, Bob Jones University  
M.L.S., Rutgers University  
1983 – present

**Mark R. Stevenson**

Chair, Bible and Ministry Department  
Certificate, Kawartha Lakes Bible College  
B.S., Biblical Studies, Emmaus Bible College  
M.Div., Trinity Evangelical Divinity School  
Ph.D., Historical Theology, University of Wales  
1999 – present  
Emphases: New Testament, Church History, Theology, Biblical Languages

**Yi Young Yuk**

B.A., English Literature and English Education, Dongduk Women's University, South Korea  
M.Div., Christian Ministry, Southeastern Baptist Theological Seminary  
Ed.D., Southeastern Baptist Theological Seminary  
Professional Teaching License: Korean Ministry of Education  
2018 – present  
Emphases: Teacher Education, ESL Education, TESOL

**Emeritus Faculty****John H. Fish**

B.A., Linguistics, Brown University  
Th.M., Semitics and Old Testament, Dallas Theological Seminary  
Th.D., New Testament Literature and Exegesis, Dallas Theological Seminary  
1969 – present  
Emphases: Biblical Languages, Biblical Studies

**David J. MacLeod**

B.S., Secondary Education/American History, Worcester State College (Worcester State University)  
Th.M., New Testament Literature and Exegesis, Dallas Theological Seminary  
Ph.D., Systematic Theology, Dallas Theological Seminary  
1983 – present  
Emphasis: Bible, Systematic Theology

**Adjunct Faculty****Lauren R. V. Bingham**

B.S., Mathematics, Michigan Technological University  
M.S., Mathematics, Texas A&M University  
2019 – Present  
Emphasis: Mathematics

**George F. V. Bristow, Jr.**

B.S., Architecture, Carnegie-Mellon University  
M.B.A., Management, Northwestern University, Kellogg School of Management  
M.A., Theology, Wheaton College  
Postgraduate Certificate, Theology, University of Wales, International Baptist Theological Seminary  
Ph.D., Theology/Contextual Missiology and Comparative Theology, Vrije Universiteit

**Ben R. Brown**

B.S., Bible Exposition and Theology, Emmaus Bible College  
M.A., Teaching, Trinity International University  
Graduate Studies, History, Liberty University  
Illinois Teaching License  
2012 – present  
Emphasis: History, Education

**Aaron M. Campbell**

Thomas Edison State University, B.A. 2014  
Emmaus Bible College, Continuing Education Certificate in Biblical Studies, 2020  
M.A., Intercultural Studies, Columbia International University  
2023 - present  
Emphasis: Intercultural Studies, Missions

**Michael R. Eells**

B.S., Biblical Studies, Emmaus Bible College  
M.Div., Trinity Evangelical Divinity School  
Th.M., Systematic Theology, Trinity Evangelical Divinity School  
2015 – present  
Emphasis: Biblical Studies



**Christine L. Faulkner**

B.S., Biblical Studies, Emmaus Bible College  
M.A., Biblical Counseling, Dallas Theological Seminary  
2016 - present  
Emphasis: Counseling, Psychology

**Daniel Fleming**

B.S., Biblical Studies and Computer Information Systems, Emmaus Bible College  
M.Div., Research Ministry, Trinity Evangelical Divinity School  
M.A., Bioethics, Trinity Graduate School  
Doctoral Studies, Systematic Theology, Trinity Evangelical Divinity School  
2017 – present  
Emphasis: Biblical Studies

**Amber R. Gerringer**

B.S., Counseling Psychology & Bible/Theology, Emmaus Bible College  
M.S., Professional School Counseling, Buena Vista University  
2023 –  
Emphasis: Counseling Psychology

**Bruce Henning**

B.S., Mathematics, Michigan State University  
Teacher Certification, Secondary Education Mathematics and History, Michigan State University  
M.Div, Pastoral Studies, Moody Theological Seminary  
Ph.D., New Testament, University of Aberdeen  
Emphasis: Biblical Studies

**Joel Hernandez**

B.S., Biblical Studies, Emmaus Bible College  
Th.M., Pastoral Ministries, Dallas Theological Seminary 2007 – present  
Emphasis: Intercultural Studies, Missions

**Paul T. Jensen**

B.A., History, North Park College  
M.Div., Th.M., Systematic Theology, Trinity Evangelical Divinity School  
J.D., University of Iowa  
Ph.D., Philosophy and Religious Studies, University of Virginia  
2009 – present  
Emphasis: Business Law, Philosophy

**Ki Tae Kim**

B.A., Theology, Chongshin University, South Korea  
M.Div., Christian Ministry, Southeastern Baptist Theological Seminary  
Th.M., Missions, Southeastern Baptist Theological Seminary  
2020 – present  
Emphasis: Intercultural Studies

**Thomas J. Kook**

B.S., Marketing, Iowa State University  
M.B.A., Organizational Leadership, Ashford University  
2016 – present  
Emphasis: Business Administration

**Michael J. Leary**

B.S., Biblical Studies, Emmaus Bible College  
M.A., New Testament History, Trinity Evangelical Divinity School  
Ph.D., New Testament and Early Christian Origins, University of Edinburgh, New College  
2016 – present  
Emphasis: New Testament

**Sean Lillis**

B.S., Biblical Studies, Emmaus Bible College  
M.T.S., Midwestern Baptist Theological Seminary  
2020 – present  
Emphasis: Biblical Studies

**Mark J. Newland**

B.S., Applied Mathematics, Statistics, California Polytechnic University  
M.B.A., Computer Information Systems, National University  
2016 – present  
Emphasis: Computer Studies

**Andrew B. Scott**

B.A., Mathematics Teaching, University of Northern Iowa  
M.S., Applied Statistics and Decision Analytics, Western Illinois University  
2023 –  
Emphasis: Teacher Education (Mathematics)

**Amy E. Rush**

B.S., Elementary Education and Biblical Studies, Emmaus Bible College  
M.Ed., Regent University  
2016 - present  
Emphasis: Elementary Education

**John D. Smith**

B.S., Chemistry, University of Dubuque  
B.S., Elementary Education and Biblical Studies, Emmaus Bible College  
M.A., Special Education, Clarke University  
Doctoral Studies, Educational Leadership, Concordia University  
2012 – present  
Emphasis: Teacher Education

**Shara Sparrgrove**

BBA University of Wisconsin (Whitewater) International Business Emphasis  
MBA University of Wisconsin (Whitewater) International Business Emphasis  
2023 – present  
Emphasis: Marketing, General Business

**Joe M. Sprinkle**

B.S., Industrial Engineering, University of Oklahoma  
M.Div., Trinity Evangelical Divinity School  
M.Phil. Hebraic and Cognate Studies, Hebrew Union College - Jewish Institute of Religion  
Ph.D. Hebraic and Cognate Studies, Hebrew Union College - Jewish Institute of Religion  
2020 – present  
Emphasis: Bible, Old Testament

## Administration

### **President**

Mr. Philip Boom

### **Vice President/Dean for Academic Affairs**

Mr. Raju Kunjummen

### **Vice President for Administration and Finance**

Mr. Joseph R. Abdy

### **Vice President for Advancement**

Mr. Chad E. Cunningham

### **Vice President for Enrollment and Marketing**

Mr. Thomas J. Kook

### **Vice President/Dean for Student Life**

Mr. Israel C. Chavez

## Admissions Requirements & Policies

### Global Campus Entrance Requirements

Emmaus Bible College selects candidate for admissions from applicants who give evidence of knowing the Lord Jesus Christ as their personal Savior; have sufficient academic ability to pursue college-level work; and moral character, personal integrity, and desire to pursue educational programming that is infused with biblical content.

Engaging with a college community requires a desire for harmonious living and an ability to cooperate. Like any community, certain guidelines are necessary. The Global Campus Student Handbook (<https://global.emmaus.edu/documents-and-details>) contains information on the student's relationship to social activities, general conduct, and the college family. A teachable spirit, a healthy attitude, and reasonable compatibility are expected of every student. These qualities are evaluated by considering each applicant's academic record, autobiographical statements (from the application for admission), test scores and recommendations.

### Application for Admission

All prospective students must complete an application for admission. Global Campus students who have not taken a course in the past 2 years must reapply.

### Secondary School Record

Emmaus Bible College requires a certificate of graduation from a school providing secondary education or the recognized equivalent of such a certificate (GED – General Equivalency Diploma or HiSET – High School Equivalency Test) for admission as a degree-seeking student. Students educated in a home school setting will be recognized as meeting this requirement as long as their home school has met the home school laws of their state. Students who graduated but did not maintain a cumulative GPA of 2.0 or higher during high school may be admitted on Academic Assistance.

Students must submit a transcript of courses and grades from their secondary school. Students who are admitted prior to high school graduation are required to submit a final high school transcript listing their graduation date after graduating. **All transcripts must be sent directly from the school or delivered in a signed and sealed school envelope.**

### Entrance Tests – ACT/SAT/CLT

Satisfactory scores on the American College Testing Assessment Program (ACT) or the Scholastic Assessment Test of the College Entrance Examination Board (SAT) or the Classic Learning Test (CLT) are required of all applicants to the freshman class and transfers who, at the time of application, have not completed at least 24 semester hours of college credit post high school graduation. Emmaus' code for the ACT test is 1371 and the code for the SAT test is 1215. Students taking the CLT should select Emmaus Bible College from the list of colleges. Students receiving an ACT score under 18 or an SAT Score (new SAT test as of March 2016) under 940 or a CLT score under 61 may be admitted on Academic Assistance. Exemption of the ACT/SAT/CLT may be granted to first year students who have been out of high school for more than two years and have not previously taken either test. **All test scores must be sent directly from the testing service.**

### Recommendation

A recommendation form must be completed by a church leader who knows the applicant well.

### College Transcripts

Emmaus Bible College requires all applicants to submit transcripts of any college coursework taken prior to attending Emmaus Bible College whether or not credit was earned. This includes first year students who have taken college courses while in high school and transfer students. If a transfer student does not have an incoming cumulative grade point average (GPA) of at least 2.0, the student may be admitted on Academic Assistance. **All transcripts must be sent directly from the college or delivered in a signed and sealed school envelope.**

### Program Limits for the Global Campus

Emmaus Bible College is approved to offer online courses up to 50% of a program. To complete an academic credential at Emmaus, degree-seeking students are required to take 50% of their coursework in residence on the Dubuque campus. Information about degree options at Emmaus is provided in the Academic Catalog available at: <http://www.emmaus.edu/academiccatalog>

### Application Procedures

#### Degree Seeking

Students must complete the following steps to be considered for admission to Emmaus Global Campus:

1. Submit a completed Emmaus Global Campus application form. The application form is available at <https://www.emmaus.edu/global-campus-application>.
2. Request that the secondary school send an official transcript of credits, including grade point average. **Transcripts must be sent directly from the school or delivered in a signed and sealed school envelope.**

3. If any college courses have been taken (even if no credit was earned), request that the college send an official transcript of credits and grades. **All transcripts must be sent directly from the college or delivered in a signed and sealed school envelope.**
4. Arrange for a church or educational leader to complete the recommendation form: [www.emmaus.edu/reference](http://www.emmaus.edu/reference)
5. Take the ACT or the SAT or the CLT and have the score reports sent to the Admissions Office directly from the testing agency
6. International Students from non-English speaking countries must take the Test of English as a Foreign Language (TOEFL or Duolingo). Arrange to have your Test Scores sent to the Admissions Office.
  - TOEFL ([www.ets.org/toefl](http://www.ets.org/toefl)).
    - Minimum test score of 535 PBT or 70 IBT is required
    - Emmaus Bible College TOEFL Code: 1215
  - Duolingo ([www.englishtest.duolingo.com](http://www.englishtest.duolingo.com))
    - Minimum test score of 95 required
    - Request that Duolingo send results directly to Emmaus

### Non-Degree Seeking Students

Students who do not intend to pursue a degree at Emmaus may apply as a non-degree-seeking student. Non-degree-seeking students are not eligible for federal, state, or institutional aid. These students must complete and submit the Non-Degree Seeking Application for Admission (<https://www.emmaus.edu/global-campus-application>) and have a church or educational leader complete a Reference Form ([www.emmaus.edu/reference](http://www.emmaus.edu/reference)). If a student who has been previously admitted as a non-degree seeker wishes to continue enrollment as a degree-seeker they must complete the normal application procedure as described above.

### High School Students enrolled in Dual Credit

High School students who have completed their sophomore year in high school may apply for admission as an Emmaus Jump Start Student and enroll in college-level courses at Emmaus Bible College while also enrolled in high school. Such students may take up to 18 semester credit hours at a reduced tuition rate (contact Admissions or the Student Accounts Office for current rates). Jump Start students are considered non-degree seeking students and they are not eligible for federal, state or institutional aid. These students must complete and submit a Non-Degree Seeking Application for Admission (<https://www.emmaus.edu/global-campus-application>), their current high school transcript showing completion of their sophomore year, and have a church or educational leader complete a Reference Form ([www.emmaus.edu/reference](http://www.emmaus.edu/reference)). If a student who has been previously admitted as a Jump Start student wishes to continue enrollment as a degree-seeker upon high school graduation they must complete the normal application procedure as described above.

### Admission Decisions

Applications for Admission will be processed upon receipt of all required forms and transcripts. Admission decisions are made on a rolling basis until capacity for a particular semester has been reached or the semester of enrollment begins.

### Academic Assistance

Students who do not meet the academic standards for normal admission may be admitted on Academic Assistance on a case-by-case basis. This program is designed to help students succeed academically and may include regular meetings with a Faculty Advisor and personnel from the Student Development Office. Documented study hours may also be required.

## Credits and Advanced Standing

### Transfer Credit

Transfer credit may be given for courses from other accredited institutions with demonstrated quality, comparability, appropriateness, and applicability to those of Emmaus. Courses with grades below C (or a grade-point below 2.0) are not transferable. Students must earn a grade of C or better for the transfer of undergraduate courses completed within the last fifteen years or must earn a B or better in order to transfer credits completed within the past thirty years. Transfer credits do not affect GPA. Total credits received in the transfer cannot exceed 50% of the total credits required for the program (see academic program information for program-specific transfer requirements). Students may not transfer remedial courses, orientation to college courses, or capstone courses. Transfer decisions at Emmaus are not made solely on the source of accreditation of a sending program or institution.

### Transfer Policy for Credits from Non-Accredited Institutions

Students coming to Emmaus from non-accredited schools may receive up to a maximum of 24 credits toward Bible/Theology requirements at Emmaus. Transfer decisions will be made on a case-by-case basis upon review of submitted course descriptions and/or course syllabi. Emmaus will only consider approving credit for courses where the student receives a letter grade, and that grade must be a "C" or higher. "Pass/fail" or satisfactory/unsatisfactory" grades are not transferable to Emmaus.

## Transfer Agreements

Emmaus Bible College has a transfer agreement with Free Lutheran Bible College. For more information, please contact the registrar at (563) 588-8000 x1117 or [registrar@emmaus.edu](mailto:registrar@emmaus.edu)

Emmaus Bible College has transfer agreements with the following non-accredited institutions: Ethnos360 Bible Institute, Jackson Hole Bible College, Nicolet Bible Institute, and Ambassador College of Bible and Ministry. For more information, please contact the registrar at (563) 588-8000 x1117 or [registrar@emmaus.edu](mailto:registrar@emmaus.edu)

## College Level Examination Program (CLEP)

Emmaus accepts up to 18 credits of College Level Examination Program (CLEP) credit as administered by The College Board. College credit will be given for *subject* exams only, and only for those subjects that are comparable to Emmaus courses. CLEP credit will not exceed the credit given for a comparable course at Emmaus Bible College. Acceptable scores vary with each exam. The incoming student should request that The College Board send scores directly to the Emmaus Registrar's office. The Emmaus school code is 1215. **Current students planning to take CLEP subject examinations to meet program requirements should seek preapproval from their academic advisor.**

## Advanced Placement (AP)

Emmaus will grant credit for Advanced Placement (AP) if the credit is validated by the appropriate AP exam administered by The College Board. Acceptable scores vary. The student should request that The College Board send scores directly to the Emmaus Registrar's office.

## ACE Transcripts

American Council on Education credit recommendations, including military credits, will be considered for transfer; and courses found to be similar in content to Emmaus Bible College courses may be awarded transfer credit. In general, vocational-technical training and Military Occupational Specialty courses are not awarded transfer credit. Up to seven credits will be considered from providers such as *StraighterLine* or *ALEKS*.

## International Baccalaureate (IB)

Emmaus Bible College recognizes the rigor of the IB curriculum and may grant up to 24 credits for Higher Level (HL) courses with examination scores of 4, 5, 6, and 7. Standard Level (SL) courses are not transferable. HL course credit may be applied toward General Studies core requirements or may be used to fulfil elective credit(s).

## Disability Services

Emmaus Bible College seeks to ensure that qualified individuals with disabilities receive equal access to all college services, activities, facilities, and privileges. Disabilities may include specific learning disabilities, attention deficit/hyperactivity disorder, visual impairments, deaf and hard of hearing, acquired brain injury, physical and functional disabilities, psychiatric disabilities, and other disabilities specifically diagnosed by licensed professionals.

All documentation of disabilities is considered personal health information, and thus, falls under the privacy protection of HIPPA. Disabilities are not considered during the admission process at Emmaus, and no disability information will appear on transcripts or other documents (other than health records). For more information on Disability Services, see page 26 of the Distance Learning Catalog.

## Policy of Non-Discrimination

Emmaus Bible College is non-discriminatory and admits students who are personally committed to faith in Jesus Christ of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. Emmaus Bible College does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational and admission policies and other college-administered programs.

## Financial Information

Emmaus Bible College operates on the principle of faith in God for direction and supply of its needs and seeks to honor this principle in the administration of its financial affairs and publicity of its activities. In answer to believing prayer and through faithful Christian stewards, the Lord has supplied the needs of the college since the days of its founding.

### Student Fee Schedule

For current costs of Emmaus Bible College's Global Campus Courses (online), please review tuition information at [www.global.emmaus.edu/tuition-fees](http://www.global.emmaus.edu/tuition-fees).

### Payment Due Date

Payment for tuition is due no later than the first day of class. Failure to pay balance in full may result in being unenrolled from the course. Any account adjustments during the term (e.g., less financial aid) that increases financial responsibility must be immediately addressed by the student.

### 24/7 Access to Student Accounts

Students can access their accounts at any time through Emmaus' online web portal. (POPULI at <https://ebc.populiweb.com/>) Students are expected to check their balance periodically and use that information along with their payment plan to make accurate, timely payments on their account. We currently do not have an option to provide parental or third-party login credentials, but students may grant, at their own discretion, others (parents, guardians, sponsors, etc.) access to their POPULI accounts by providing their own login credentials to share financial information and facilitate bill payment.

### Payments

Payment by check with the student ID# noted on the check can be sent via U.S. mail to the college address, attention Student Accounts. Payments via debit or credit card (Visa, MasterCard, or Discover) can be made online through the Student Information System (POPULI at <https://ebc.populiweb.com/>). Students must give access to their POPULI account for others to make online payments. Payments other than cash or check may be subject to a service charge. All payments must be in U.S. dollars.

### Overdue Accounts

Overdue accounts are subject to service charge of 1% of the balance due (\$5.00 minimum), the month in which account becomes overdue, and then, on the first of each following month the account remains overdue. Transcripts of course work and certificates or degrees will not be released if a student owes a balance to the college. Students must be current in their account to enroll in additional classes. The college reserves the right to report overdue accounts to credit bureaus and to send overdue accounts to a collection agency.

### Communication

Communication with the Student Accounts office is very important. The Student Accounts office will contact you about any issues that arise with your account. If you cannot make the required payments, contact the Student Accounts office immediately at 563-588-8000, ext 2210, or email at [StudentAccounts@emmaus.edu](mailto:StudentAccounts@emmaus.edu). We cannot consider your situation unless you share it with us. If payments are not received and you do not communicate extenuating circumstances for us to consider, your account will be considered delinquent, and appropriate action will be taken.

### Refunds/Withdrawing

When a student withdraws or is dismissed from Emmaus Global Campus, he or she may be entitled to a refund of charges **and/or** may be required to return some of the federal funds awarded. The student may also be eligible for a refund of a portion of the tuition, fees, and room and board paid to Emmaus for the term. If the student received financial assistance from outside of his or her family, then a portion of the refund will be returned to the grant, scholarship, or loan source from which the assistance was received.

If a student wishes to withdraw, he or she should contact his or her academic advisor or email Janelle Routley, Global Campus Student Services Advocate at [jroutley@emmaus.edu](mailto:jroutley@emmaus.edu) and a staff member will guide you through the process. This includes filing a Withdrawal Form that can be obtained from the Registrar's office or accessed online through the Emmaus Navigator website.

Emmaus' refund policy exists for calculating the refund of institutional charges. Students who withdraw from Global Campus courses will receive a pro-rated refund of tuition according to the following schedule:

100%	During Week 1
80%	During Week 2
50%	During Weeks 3 and 4
0%	After Week 4

\*Students who do not begin a course will not be billed for the course.

Student service or program fees may be refunded until the end of the first day of class. After the first day of classes, fees are un-refundable. Students are responsible for any unpaid balance at the time of withdrawal.

## Financial Aid Information

Emmaus Bible College offers a quality education in the study of God's Word at the lowest possible cost. The charge to students is only a portion of the total cost of their education; additional funding is received from friends and alumni of the college. The need for financial aid exists for many of our students.

The responsibility for paying for education rests with the student and his or her family. The costs of attending college can be met in a variety of ways, including summer and part-time employment, family assistance, federal grants and loans, state grants, institutional scholarships, and other private aid such as scholarships or private educational loans. Planning is vital, but most important, we pray that you will trust the Lord to provide for your educational expenses.

### Federal and/or State of Iowa Student Aid\*

Students who are interested in Federal and/or State of Iowa Student Aid should fill out the Free Application for Federal Student Aid (FAFSA). You can apply online at <https://studentaid.gov/h/apply-for-aid/fafsa>. Request that the results be sent to Emmaus Bible College (Title IV school code 016487). Completing the FAFSA will enable the student to be considered for the following programs:

Source	Eligibility	Amount
Federal Pell Grant	Expected Family Contribution (EFC) of \$0 - \$6,656	Up to \$7,395 for 2023-2024
Federal Supplemental Educational Opportunity Grant (FSEOG)	Extremely high need on FAFSA	Up to \$600
Subsidized Federal Stafford Loan	Need on FAFSA	See Emmaus website for more information
Unsubsidized Federal Stafford Loan	Students who do not demonstrate need on FAFSA	See Emmaus website for more information
Iowa Tuition Grant	See Emmaus website for more information	Up to \$7,500 (established annually by the State of Iowa)

### Important Notes:

Students who do not file a FAFSA will not be considered for Federal Aid. The sooner the FAFSA is completed the sooner need-based aid can be awarded. The latest the FAFSA should be filed is one month before starting classes. Students taking Emmaus Global Campus courses only cannot be considered for the Iowa Tuition Grant.

\*All Iowa Opportunity Scholarship  
Education and Training Voucher  
Iowa National Guard Service Scholarship

### Institutional Aid

As a rule, Institutional aid is not available for Emmaus Global Campus students. International students may contact admissions at [admissions@emmaus.edu](mailto:admissions@emmaus.edu) to inquire about possible aid.

### Veterans Benefits

Emmaus is honored to serve veterans and active-duty members of the U.S. military and their dependents. Veterans new to Emmaus should email the VA Certifying Official at [registrar@emmaus.edu](mailto:registrar@emmaus.edu) or go to the website at [www.emmaus.edu/service-members-veterans](http://www.emmaus.edu/service-members-veterans) for instructions to begin activation of benefits. Enrolled veterans must make Satisfactory Academic Progress as defined by federal student aid programs. For details see <http://www.emmaus.edu/academic-progress-policy>

All of Emmaus Bible College's degrees have been approved by the appropriate agency, under Title 38, U.S. Code Chapters 30, 33, 35, 1606, 1607 and Vocational Rehab (Chapter 31), (this excludes certificate programs).

### Veterans Benefits and Your Payments

Those wishing to use their VA benefits should keep in mind that due to the time needed for processing, the veteran may not receive initial benefits for several weeks and will need to plan accordingly. Payments are due in full by the first day of class for each term. If the benefit is in the form of Chapter 31 Vocational Rehab or Post 9/11 Chapter 33 and the benefit will cover 100% of the student's charges and the student has been corresponding with the certifying official, an exception to having their balance paid in full by the due dates will be granted. For benefits that are less than 100%, students are required to pay the remaining balance to Emmaus immediately upon notification from Student Accounts of the balance due, or make arrangement with Student Accounts to work out a payment plan.



## Withdrawing from all Classes

If a student is a recipient of federal student aid and withdraws from all classes after the enrollment period starts, the federal “Return of Title IV funds” formula dictates the amount of Federal Title IV student aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student who receives federal aid (Pell, FSEOG, Stafford Student Loans, PLUS Loans) and who withdraws on or before the 60% point in the semester. Funds are returned to the appropriate aid program in the following order as applicable (worksheets used to determine the amount to be returned are available upon request):

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal PELL Grant
- FSEOG

Note: If federal grants (Pell or FSEOG) funds are released directly to a student because of a credit balance on the student’s account, he or she may be required to repay some of the federal grants if he or she withdraws. For more information on the financial aid refund policy, please see: [www.emmaus.edu/financial-aid-refund-policy](http://www.emmaus.edu/financial-aid-refund-policy)

## Academic Progress

All students who receive federal government aid, including Veterans benefits, and/or State of Iowa student aid must be making Satisfactory Academic Progress in their program of study (i.e., 2.0 cumulative GPA, satisfactory course completion, etc). For more information on Satisfactory Academic Progress, please see: [www.emmaus.edu/academic-progress-policy](http://www.emmaus.edu/academic-progress-policy)

## Refund Policy for Iowa Tuition Grant and Iowa Grant

If a student discontinues attendance before the end of any term after receiving payment under a state grant program, the entire amount of any refund due that student, up to the amount of any payments made under the annual grant, shall be paid by the college or university to the State of Iowa.

If funds remain after the return of Title IV aid and the return of Iowa State aid, such funds will be issued to repay Emmaus financial aid and other private sources of assistance. If funds still remain and the student does not have an unpaid balance, such funds will be returned to the student.

## More Information

Federal Aid: [www.studentaid.gov](http://www.studentaid.gov)

Iowa State Aid Programs: [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov)

Emmaus financial aid: [www.emmaus.edu/tuition-aid](http://www.emmaus.edu/tuition-aid)

## Student Life

### Online Student Services

#### Emmaus Navigator

The Emmaus Navigator site <http://navigator.emmaus.edu/> provides comprehensive information on a variety of topics of interest to Global Campus students. Students can access curriculum planners, library resources, the academic calendar, academic forms and information, and other embedded links to the learning management and student records systems. The site also provides links to online support services.

#### Financial Aid Advising

Financial aid information is posted on the Emmaus website at <http://www.emmaus.edu/tuition-aid>. The Global Campus Student Advocate can answer general financial aid questions and make referrals to the Financial Aid Director as needed for more in depth financial aid advising. Contact information for all Global Campus Student Advocates is included in the College Support Services folder in each Global Campus course.

#### Academic Support Services

Upon admission, Global Campus students are assigned to a Global Campus Student Advocate who assists students by connecting them with the programs and services they need to be successful. Your assigned advocate will assist you with registration and payment processes and help you connect with the specific services you need to meet your academic goals.

Links to general academic services are provided on Emmaus Navigator and in the College Support Services folder in each Emmaus Global Campus course.

#### Academic Advising

Each Global Campus student is assigned to an academic advisor. Degree-seeking students are assigned to a faculty advisor in their chosen field of study. Non-degree-seeking students are assigned to the Student Services Advocate. Upon admission as a degree-seeking student, the Global Campus Student Services Advocate will assist you to schedule an appointment with your advisor to discuss your academic goals and plans. Degree-seeking students can contact their advisors by phone or email for further consultation as they progress with their studies.

#### Tutoring Services

Global Campus course instructors are available to provide additional help and support as needed for each course. If more assistance is needed, peer tutoring services are provided through the Academic Success Center (ASC). ASC also provides testing services for students with approved testing accommodations. All ASC services are free-of-charge. Information about tutoring services is provided in the Student Resources folder in each Global Campus course.

#### Disability Services

Emmaus Bible College seeks to ensure that qualified individuals with disabilities receive equal access to all college services, activities, facilities, and privileges. Disabilities may include specific learning disabilities, attention deficit/hyperactivity disorder, visual impairments, deaf and hard of hearing, acquired brain injury, physical and functional disabilities, psychiatric disabilities, and other disabilities specifically diagnosed by licensed professionals.

Reasonable academic accommodations will be made on an individual basis by application (available at ([www.emmaus.edu/disability-services](http://www.emmaus.edu/disability-services))). Accommodations may include services such as extended time for testing, oral exams, audio books, tutors, and other appropriate strategies.

Students with documented disabilities that might affect their academic performance at Emmaus and require accommodations or other services should contact the Vice President for Academic Affairs at [rkunjummen@emmaus.edu](mailto:rkunjummen@emmaus.edu) to discuss possible accommodations.

All documentation of disabilities is considered personal health information, and thus, falls under the privacy protection of HIPPA. Disabilities are not considered during the admission process at Emmaus, and no disability information will appear on transcripts or other documents (other than health records).

#### Technical Support Services

All Global Campus courses are hosted on the Schoology LMS platform. Schoology provides extensive technical support resources in the Help Center at the top right of each page. Global Campus students can also contact the Emmaus Support Contact by email directly from the Schoology Help Center. The Support Contact will respond to your question within 24 hours (often less) and either fix the issue or pass it on to Schoology for review. Your Global Campus Student Services Advocate is also available to assist you in addressing the issue and connecting you with the help you need.

## Counseling/Personal Support Services

Counseling services are coordinated through the office of the VP/Dean for Student Life. Pastoral and personal counseling services are provided by the Student Life Office, and members of the faculty. Should the need arise for more specialized clinical counseling, referral services are available to connect you with licensed mental health professionals in your area, who can provide counseling service beyond the scope of general pastoral counseling. Contact information for counseling services is provided in the Student Resources folder in each Global Campus course.

## Career Services

Information on career and ministry opportunities is posted on our College Central Network platform which can be found on the Emmaus Navigator under the Student Life tab under Career Services. This platform allows students to build a resume, and search for career and ministry opportunities. Contact information for Career Services supervisor is included in the Student Resources folder in each Global Campus course.

## Textbooks

Textbook information for Global Campus courses is posted on the Emmaus website at: <https://global.emmaus.edu/textbooks>. Books may be purchased through the Emmaus bookstore at [jrush@emmaus.edu](mailto:jrush@emmaus.edu) or online through an external provider. Please keep in mind that textbooks may be received more quickly if they purchased through an online vendor.

## Global Campus All-Student Group in Schoology

All Global Campus students are added to the All-Student Group in Schoology. This is a group for all students enrolled in Global Campus courses to provide a place for prayer requests, encouragement, and interaction outside of the setting of individual courses. The platform is also used to provide information such as live-stream events and announcements. Contact your Student Services Advocate if you would like more information about this group.

## Library Services

### Mission

The mission of the Emmaus library is to train students to be critical thinkers and effective researchers. We aim to prepare each student for Christian living and ministry by promoting a habit of lifelong learning and by fostering spiritual, intellectual, personal, and vocational development through the use of library materials.

The Emmaus library plays a primary role in the implementation of the college's mission. The library serves as a learning and resource center by providing a robust collection of print and non-print materials necessary to your academic endeavors.

Students enrolled in Emmaus Global Campus courses have access to the Emmaus library resources that are available to all Emmaus students. The online catalog, research databases, research guides, and tutorials to use these tools are available on the Emmaus Navigator Library pages.

### Contact

For ready-reference, general information, and research assistance, students may contact the Emmaus Librarian by phone at 563-588-8000 x1003, email or [jrush@emmaus.edu](mailto:jrush@emmaus.edu). The Librarian will promptly respond to your queries. The Library Hours of Operation are located on the Emmaus Library pages on the Emmaus Navigator.

### Emmaus Library on Navigator

The [Emmaus Library pages](#) on the Emmaus Navigator site are your portal to research. Links to the library catalog and the Gale database for you to easily access, as well as short tutorials demonstrating how to use these tools.

### Document Delivery and Interlibrary Loan

Global Campus students are encouraged to first use the online databases or their local public, church, and community college libraries to fill their information needs. If books and/or journal articles cannot be found online or locally, they may be requested from the Emmaus library by filling out the online library materials request form located on your student portal. If the items are in the library, they will be sent directly to the student at the college's expense. Students must pay return postage for the item. Please allow one to two weeks for delivery.

For items not owned by the Emmaus library, Global Campus students may initiate an ILL request through their local public or college library. The material may also be requested through the Emmaus Library, recognizing that two to three weeks should be allowed for receipt of books and photocopies of articles and book chapters. The library complies with Copyright Law 108g when filling ILL requests.

## Student Life Requirements

### Standard of Conduct

Emmaus students are expected to practice holiness of life and give themselves fully to their prescribed course of study. The school reserves the right to ask any student to withdraw whose presence is not conducive to his or her own academic and personal development or the academic and personal development of others.

In applying discipline, the college appeals to the highest form of discipline, self-discipline. We assume that most students will conduct themselves in accordance with the principles set forth in the Emmaus Global Campus Student Handbook. If efforts at self-discipline fail, other forms of discipline may be implemented by Student Life staff. Serious infractions may result in an interview with the VP/Dean for Student Life, a hearing with the Student Life Committee, and/or dismissal from the college.

### Online Community Standards

Emmaus Bible College seeks to foster a supportive and positive learning environment for students. As such, we encourage active, but respectful, communication in all courses and course formats. It is important to foster a non-threatening, supportive learning environment so that each student can reach their educational goals. For a detailed list of recommended standards, please review the Emmaus Global Campus Student Handbook.

### Sex-Based Misconduct

Emmaus Bible College prohibits Sex-Based Misconduct. Emmaus's Title IX Policy and Complaint Procedure provides an avenue for those who have been the target of or who witness Sex-Based Misconduct (as defined by the Emmaus Title IX Policy) to report such Sex-Based Misconduct, without fear of Retaliation (as defined by the Emmaus Title IX Policy). Please refer to Emmaus's Title IX Policy at <https://www.emmaus.edu/title-ix-policy> for policies and procedures specific to Sex-Based Misconduct, and for contact information for our Title IX Coordinator.

### Church Attendance

Emmaus is committed to the application of New Testament principles as they relate to church life. Each Emmaus student is expected and encouraged to actively participate in the meetings and the ministries of a local church.

## Student Concerns

### Student Concerns Procedure

The Student Concerns procedure is designed to assist in resolving problems for students who maybe having difficulties with a faculty member, staff member, or another student. It is the teaching and expectation of Emmaus Bible College that students follow the principles of Matthew 18 for confronting an issue, but if the student concern cannot be resolved through informal discussion with the individual involved, a student may choose to have the issue investigated and judged in a formal setting through the Student Concerns Procedure. See the Emmaus Global Campus Student Handbook for further details.

### Formal Complaints

It is the desire of Emmaus Bible College to adhere to the accreditation standards of the Higher Learning Commission (HLC) and the Association for Biblical Higher Education (ABHE). If issues arise causing a student to question the college's adherence to the standards of HLC or ABHE, the following procedure should be followed. A student wishing to lodge a formal complaint must do so in writing to the following:

#### Academic Issues

Mr. Raju Kunjummen  
Vice President for Academic Affairs  
Emmaus Bible College  
2570 Asbury Road  
Dubuque, IA 52001  
(563) 588-8000, ext. 1204

#### Financial or Operational Issues

Mr. Joseph R. Abdy  
Vice President for Finance and Administration  
Emmaus Bible College  
2570 Asbury Road  
Dubuque, IA 52001  
(563) 588-8000, ext. 1125

#### Student Life Issues

Mr. Israel C. Chavez  
Vice President for Student Life  
Emmaus Bible College  
2570 Asbury Road  
Dubuque, IA 52001  
(563) 588-8000, ext. 1122

#### Philosophical Issues

Mr. Philip Boom  
President  
Emmaus Bible College  
2570 Asbury Road  
Dubuque, IA 52001  
(563) 588-8000, ext. 1101

It is the teaching and expectation of the college that members of the Emmaus community follow Matthew 18 principles for confronting an issue. However, in the event that you address the proper college authority and the issue remains unresolved, you may contact either accrediting association at the following addresses:

**The Higher Learning Commission**  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
(800) 621-7440  
[www.hlcommission.org](http://www.hlcommission.org)

**Association for Biblical Higher Education**  
5850 T.G. Lee Boulevard, Suite 130  
Orlando, FL 32822  
(407) 207-0808  
[www.abhe.org](http://www.abhe.org)

Emmaus Teacher Education (K-6, 5-12, and K-12) programs are approved by the State of Iowa for teacher licensure. Students with unresolved concerns related to Teacher Education programs at Emmaus may contact the State of Iowa at the following address:

**State of Iowa Department of Education**  
**Board of Educational Examiners**  
Grimes State Office Building  
400 East 14th St.  
Des Moines, Iowa 50319-0147  
(515) 281-3245  
[www.boee.iowa.gov](http://www.boee.iowa.gov)

**Iowa Department of Education: Iowa College Aid - Student Dispute Resolution Form**  
Document questions, concerns and student complaints related to postsecondary educational institutions in Iowa.  
<https://www.iowacollegeaid.gov/StudentComplaintForm>

## **Academic Life**

### **Academic Policies**

#### **Calendar and Unit of Credit**

The Emmaus academic calendar is based on the semester system. The Emmaus Global Campus course schedules loosely align with on-campus semesters. Global Campus offers two 8-week terms and one 15-week term each fall and spring semester and two additional 8-week terms in the summer months.

The college utilizes the Carnegie Unit as the basis for the credit hour, with 50 minutes of instruction with transitional and/or break time equating to one hour. Credit hours are assigned based on the specific learning objectives and expected outcomes of each course. Generally, one unit of credit represents a total of three hours per week of in-class and out-of-class work. The specific amount of time spent on coursework by each student will vary based on levels of interaction and reading and processing skills.

The Emmaus Global Campus courses, a unit of academic credit is the measure of the total time commitment an average student is expected to devote to learning per week of study. The specific amount of time spent on coursework by each student will vary based on levels of interaction and reading and processing skills; however, it is typical for students in an 8-week, 3-credit, online course to spend 15-18 hours per week on coursework. Some of this time will be in the online (academic engagement); the rest will be independent preparation. Online classes are designed with an average of 4-6 hours of academic engagement and 11-12 hours of preparation time each week for 8-week courses and 3 hours of academic engagement and 6 hours of preparation time each week for 15-week courses.

#### **Credit Hour Load**

Twelve credit hours a semester (or two 3-credit courses per 8-week Global Campus term) is considered a full-time load. Due to the concentrated nature of online learning, permission to take more than 12 credits a semester (or two 3-credit courses per 8-week Global Campus term) must be requested from the Vice President/Dean for Academic Affairs. Twelve credit hours is the maximum summer load allowed.

#### **Classification**

Students are classified as follows:

- Freshman: High school graduate or equivalent
- Sophomore: Completion of 30 semester hours and 30 grade points
- Junior: Completion of 60 semester hours and 60 grade points
- Senior: Completion of 90 semester hours and 90 grade points

Full-Time Student: 12-18 credit hours

Part-Time Student: Less than 12 credit hours

#### **Online Attendance Policy**

Students are expected to regularly participate in their online classes at Emmaus. Attendance in an online class is defined as participating in an academic activity within the online classroom. This may include, quizzes, discussion forums, written assignments, journal entry, or any required tasks for the course.

Students who do not attend class within the first two weeks (14 days) period will be dropped from the course. A student will confirm their intent to attend their online class by completing any of the following items: the course checklist, a forum post, an assignment or complete a quiz. After a student participates in the course and then desires to withdraw, they will follow the Class Withdrawal Policy.

#### **MLA Style**

Students are required to use MLA formatting for papers. Here is a link to an MLA formatting and Style Guide that may be helpful: [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/mla\\_formatting\\_and\\_style\\_guide/mla\\_formatting\\_and\\_style\\_guide.html](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html). Remember to use in-text citations for the body of the paper (author's last name and page number) and then a works cited or bibliography at the end of the paper.

#### **Student Identity Verification**

The purpose of this policy is to ensure that Emmaus Bible College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires “institutions that offer distance education or correspondence education to have a process in place through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the course or program and receives the academic credit.”

Emmaus Global Campus issues a secure login and system generated random pass code to each individual student upon acceptance. The pass code provided is a random selection of lowercase, uppercase, numbers, and symbols. The student is required to change his or her pass code upon initial login. The pass code is not to be shared by the student with anyone.

## Late Work

Late assignments may not be accepted or grades on late assignments may be reduced at the discretion of individual instructors. It is the student's responsibility to understand each instructor's late work policy.

## Cheating/Plagiarism Policy Statement

Emmaus Global Campus students are required to sign an academic integrity commitment at the beginning of each course. Students are responsible to complete all of their own work. Dishonesty in the completion of assignments, papers, presentations, examinations or any other academic work is contrary to biblical principles of Christian living and is unacceptable at Emmaus.

Plagiarism is the deliberate presentation of another person's ideas or words as your own, or the failure (intentional or unintentional) to cite the source of your ideas. Below are some examples of plagiarism:

1. The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student's paper, tapes, etc.) without acknowledging the source.
2. A student submits work done by another student—in part or whole—in place of his or her own work.
3. A student submits assignments received from commercial firms or any other person or group.
4. A student knowingly aids another student in plagiarizing an assignment as defined above.
5. A student submits work in which the style, language or grammar has been altered by any one besides the writer.

Other violations of academic integrity include unauthorized collaboration, violation of the conditions under which the work is to be done, fabrication of data, and excessive revision by someone other than the student.

Cheating, plagiarism, or other violations of academic integrity will result in academic penalty, which may include failure of the assignment, exam, or paper, failure of the course, and further disciplinary action brought by the Student Life Committee. The Vice President/Dean for Academic Affairs and the Vice President/Dean for Student Life will be notified.

## Academic Assistance

A student will be placed on a minimum of 8 weeks of Academic Assistance if his or her cumulative GPA drops below 2.0, or if his or her GPA is below 1.5 in any given semester. To provide the student additional academic support, the following measures may be applied:

- Phone or video conferences with an Emmaus Global Campus staff member
- Time-management assistance or training with the Global Campus Student Services Advocate or peer tutor

## Grades, Grade Points, Credits

The following system of grading is used in reporting the quality of student work

Grade	Quality Points	Percentage
A+	4.3	99-100
A	4.0	93-98
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	65-66
F	0.0	0-64
I	Incomplete	
W	Withdraw	
WP	Withdraw Passing	
WF	Withdraw Failing	

The Grade Point Average (GPA) is determined by dividing the total number of grade points by the total number of credit hours taken.

## Grade Appeal Process

Students who wish to dispute a final grade they have received in a course should use the following process:

1. The parties involved (student and instructor) shall discuss the problem and attempt to reach an agreement.
2. If a satisfactory agreement cannot be reached through discussion, a written appeal must be filed with the VP/Dean for Academic Affairs within the first four weeks of the following term. The VP/Dean will discuss the issue with both parties and seek a resolution.
3. Should efforts toward conciliation be unsuccessful, the VP/Dean will call the Academic Committee to review the appeal. The decision of the Academic Committee will be deemed final.

## Repeat of Courses

Students may elect to repeat a course in which they have earned a C-, D+, D, or F. Students may repeat a course in which they have previously received a failed grade (F) as many times as needed to successfully pass the course. Students may repeat a course one time in which they have previously earned a C-, D+, or D. Additional course repeats or repeats of higher earned grades must receive approval from the VP/Dean of Academic Affairs prior to enrollment.

When a course is repeated, the highest grade will be used to calculate the current and cumulative GPA. Each course attempt will remain on a student's transcript with the original grade, but will be marked with an R to indicate the course was repeated, and the lower grade will not be calculated in the student's GPA. Students will be charged the current tuition rate for each credit repeated course.

## Student Leave of Absence

Students that register for the Emmaus Global Campus Courses are expected to engage in course activities as scheduled in the syllabus and complete all course assignments during the course term (8 or 15 weeks). Under unavoidable circumstances and for justifiable reasons, a student may be granted a Leave of Absence. A leave is only available if absolutely necessary, and if the student intends to complete the course(s) after the planned leave is complete. In some cases, the student may be counseled to withdraw from the course. Students seeking a leave of absence should notify the registrar.

## Class Withdrawal Policy

### Drop/Add – Weeks 1 and 2

Students may add or drop a course without penalty and without a record on their transcript. Students adding a course after first week must have permission for the Director of the Global Campus and the instructor of the course.

### WP/WF – Weeks 3 and 4

Students may withdraw from a class with a grade of WP (withdraw passing) or WF (withdraw failing) during Weeks 3 and 4. The instructor indicates whether the student is passing or failing at the time of withdrawal. This grade appears the student's transcript to show that the credits were attempted but not earned. This grade does not affect the GPA. This type of withdrawal requires approval from the instructor, the advisor, and the Vice President/Dean for Academic Affairs.

### Grade of F – Weeks 5 through 8

Students dropping a class after the below time periods will receive a grade of "F". This "F" will appear on the transcript and will affect GPA.

## Withdrawal from All Courses

Any student wishing to withdraw from his or her studies at Emmaus should begin the process by communicating with the Student Services Advocate. This communication must clearly state the student's intent to withdrawal from the course. Once this communication is delivered, the Student Services Advocate will communicate the necessary steps for withdrawal from the course.

## Administrative Withdrawal

Under most conditions, the responsibility for withdrawal from a class or from the college rests with the student. However, in certain situations, it may be in the best interest of the student and/or the college community to implement an administrative withdrawal from course(s), a program, or from the college. Students may be withdrawn at any time during the term with written notice, due to (but not limited to): 1) incarceration; 2) inability to comply with student visa regulations; 3) extenuating circumstances due to medical or mental health conditions; 4) behavioral/academic misconduct violations as defined in the Student Handbook; 5) a failed drug test, background check, and/or health requirement as mandated by individual programs; or 6) other situations as deemed appropriate by college administration.

If administratively withdrawn, students will receive a letter from the college indicating the rationale and any re-enrollment procedures. Any adjustments in tuition and fees due to an administrative withdrawal will be based on the college's published tuition refund policy. All circumstances leading to an administrative withdrawal will be documented and a record of action maintained in the student's academic record.



## Final Credits

To receive a degree or certificate from Emmaus Bible College, students must complete a minimum of approximately 50% of required credits at Emmaus. (See specific requirements for each academic program.) Additionally, bachelor degree students must complete 24 of their last 30 credits at Emmaus Bible College and must be enrolled at the college during the semester in which the degree will be conferred. (If a policy exception is granted by the VP/Dean for Academic Affairs, the graduate must submit a letter of reference from an evangelical church leader regarding church attendance, service and ministry, and Christian character.)

## Transcripts of Record

Upon written request, students may obtain official copies of their permanent records from the Registrar. Requests should be accompanied by \$5.00 for each copy desired. Transcripts cannot be processed without a completed and signed transcript form. The forms can be found on the Emmaus website at [www.emmaus.edu/transcript](http://www.emmaus.edu/transcript).

## Additional Major

A person who holds a bachelor's degree from Emmaus Bible College may complete an additional major by fulfilling the following requirements:

- Be readmitted to Emmaus Bible College;
- Earn at least 30 hours beyond the granting of the original degree in residence at Emmaus Bible College;
- Complete all requirements for the additional major. If previous courses satisfy some of the major requirements, the department will designate courses from other areas that will enhance the major.

Students pursuing more than one associate degree must complete a minimum of 15 unique credits beyond the first degree to achieve the second.

## Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets forth requirements which govern the access to and release of educational records, and the right of students to inspect and review their records. FERPA allows institutions to release information from a student's record without the written consent of the student to school officials who have "legitimate educational interest" and who need access to the information to fulfill their professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff.

Students have three primary rights under FERPA: (1) the right to inspect and review their education records; (2) the right to seek to amend education records; and (3) the right to have some control over the disclosure of information from their education records.

## Directory Information

Unless students have requested that their directory information be listed as confidential through the Office of the Registrar, information designated as Directory Information may be disclosed without the consent or knowledge of the student. Directory information at Emmaus includes the following information:

Student's name	Participation in officially recognized activities and sports
Date of birth	Weight and height of members of athletic teams
Marital status	Previous institutions attended
Photo	Academic program
Addresses	Degree(s) and certificate(s) earned
Telephone information	Honor(s) and award(s) received
Email addresses	Graduation date
Dates of attendance	

Students who wish to release confidential academic or financial information to a parent, guardian, or other interested individual must complete a FERPA disclosure form which can be obtained from the Student Accounts or Student Accounts Office. All forms must be authorized by the student and returned to the Student Accounts. Completed forms will last for the duration of the student's enrollment at Emmaus unless otherwise notified by the student.

A copy of The Family Educational Rights and Privacy Act (FERPA), in addition to questions concerning additional student rights, can be obtained from the Office of the Registrar ([registrar@emmaus.edu](mailto:registrar@emmaus.edu)).

## Academic Life Requirements

### Bible Reading

All certificate and degree graduates must complete the Bible-reading requirement, a reading of the entire Bible. This is usually accomplished through completion of required reading in Old Testament Survey 1 & 2 and New Testament Survey. Bible reading must be completed by one week prior to the date of conferral.

### English Composition Requirement

Degree-seeking students must earn a minimum grade of C- in English Composition (ENG 101) to pass the course. Ordinarily, the course will be completed within the student's initial 30 credit hours at Emmaus. Course withdrawal is rarely granted, and only when a formal request with written documentation of extreme hardship is provided to the VP/Dean for Academic Affairs. Students may not access 300 and 400 level courses until they pass ENG 101 with a grade of C or higher.

## General Graduation Requirements

The following requirements must be met in order to graduate from Emmaus Bible College:

- Passing grades in all required courses
- Passing grades in chapel for each semester of full-time attendance\*
- Completion of minimum credit hours required by program
- Minimum cumulative GPA of 2.0 (2.5 for Teacher Education graduates)
- Completion of the Bible reading requirement
- Completion of required units of Servant Leader Training (SLT)

\*Only applicable to students in full-time residential programs. However, regular attendance and active participation in your home church is encouraged and expected.

### Schedule for B.S. Biblical Studies/English Bible

#### Biblical Studies – English Bible Track

#### **B.S. Biblical Studies – English Bible**

##### **Global Campus**

Biblical Studies is a four-year program of study designed to equip graduates with thorough knowledge of the Bible and Christian theology. The English Bible track is available through Emmaus Global Campus, providing excellent training leading to a sound understanding of the Bible and Theology, skill in interpreting and applying the biblical text, and growth in the Christian life.

**Program Director:** Dr. J. J. Routley

#### **Program Learning Outcomes**

The student will evidence

1. Knowledge of the content of the Bible.
2. A detailed understanding of Christian theology.
3. Ability to defend biblical truth and the Christian faith.
4. Practice of proper methodology for interpreting and applying the English Bible.
5. Skill in communicating the teaching and application of a biblical passage.
6. Commitment to growth in Christian character and lifestyle.
7. **English Bible:** In-depth knowledge of specific areas of Bible and Christian theology

Emmaus Global Campus courses are 100% online courses. Most courses are 8-week courses and allow students to complete this degree in about 4 years. Students may begin this program during any term 1 of year one from the schedule below. Courses marked with an asterisk (\*) may be offered by another college but available through Emmaus as part of a consortium.

### **General Education (40 credits)**

Communication elective (3 credits)\*  
Fundamentals Computer Literacy (3 credits) or Equivalent Microsoft Office Applications\*  
English Composition (3 credits)  
Introduction to Literature (3 credits)\*  
Foundations for Academic Success (3 credits)  
Western Civilization 1 (3 credits)  
Christian Life and Worldview (3 credits)  
College Mathematics (3 credits)  
World Religions (3 credits)  
Basic Sciences Elective & Lab (4 credits)\*  
Social Science Elective (3 credits)\*  
General Studies Electives (6 credits)\*

*\* currently offered through Acadeum*

### **Bible/Theology Core (56 credits)**

Old Testament Survey 1 (3 credits)  
Old Testament Survey 2 (3 credits)  
New Testament Survey (3 credits)  
Introduction to Biblical Interpretation (3 credits)  
Survey of Doctrine (3 credits)  
Biblical Hermeneutics (3 credits)  
Life of Christ (3 credits)  
God, Creation, and Sin (3 credits)  
Christ, Holy Spirit, and Salvation (3 credits)  
Church and Final Things (3 credits)  
Praxis of Interpretation (3 credits)  
Homiletics 1 (3 credits)  
Apologetics (3 credits)  
Biblical and Practical Theology of Transformation (3 credits)  
Church History (3 credits)  
Missions and Evangelism (3 credits)  
Contemporary Theological Issues (3 credits)  
Servant Leader Training Introduction (0.5 credits)  
Servant Leader Training (4.5 credits)

### **English Bible Track (15 credits)**

New Testament Book Study Elective (3 credits) – Romans, 1 Corinthians, or Acts/Paul  
Old Testament Book Study Elective (3 credits) – Psalms/Proverbs  
Biblical or Systematic Theology Elective (3 credits)  
Bible/Theology Electives (6 credits)

### **Open Electives (9 credits)**

Cultural Anthropology (3 credits)  
Cross-Cultural Communications (3 credits)  
History of Missions (3 credits)

## Suggested Planner Year 1

Fall Term A		
FND 105	Orientation for Online Learning	P/F
BT 102	Old Testament Survey 1 (15 week course)	3 credits
BT 151	Survey of Doctrine (15 week course)	3 credits
FND 110	Foundations for Academic Success	3 credits

Fall Term B		
BT 102	Old Testament Survey 1 (continued)	
BT 151	Survey of Doctrine (continued)	
BT 120	Introduction to Biblical Interpretation	3 credits

Spring Term A		
BT 104	Old Testament Survey 2 (15 week course)	3 credits
BT 106	New Testament Survey (15 week course)	3 credits
HUM 111	Christian Life and Worldview	3 credits

Spring Term B		
BT 104	Old Testament Survey 2 (continued)	
BT 106	New Testament Survey (continued)	
BT 220	Biblical Hermeneutics	3 credits

Summer Term A		
BT 221	God, Creation, and Sin	3 credits
MAT 140	College Mathematics	3 credits
FND 115	Servant Leader Training Introduction	0.5 credits

Summer Term B		
ICS 104	Missions and Evangelism 1	3 credits
ENG 101	English Composition	3 credits

## Year 2

Fall Term A		
BT 352	Biblical and Practical Theology of Transformation	3 credits
	Introduction to Literature*	3 credits
FND 120	Servant Leader Training	0.5 credits

Fall Term B		
BT 236	New Testament Book Study Elective (1 Corinthians)	3 credits
	Communication elective*	3 credits

Spring Term A		
BT 320	Praxis of Interpretation	3 credits
	Fundamentals Computer Literacy (or Equivalent*)	3 credits
FND 120	Servant Leader Training	0.5 credits

\* offered through Acadeum

Spring Term B		
BT 322	Homiletics 1	3 credits

Summer Term A		
BT 247	Life of Christ	3 credits
HIS 131	Western Civilization 1	3 credits
FND 120	Servant Leader Training	0.5 credits

Summer Term B		
BT 321	Christ, Holy Spirit, and Salvation	3 credits

## Year 3

Fall Term A		
	Basic Sciences elective & Lab*	4 credits
ICS 308	World Religions	3 credits
FND 120	Servant Leader Training	0.5 credits

Fall Term B		
ICS 314	Open Elective (Cultural Anthropology)	3 credits
BT 350	Apologetics	3 credits

Spring Term A		
BT 334	Bible/Theology Elective (Acts/ Paul)	3 credits
	Social Science Elective*	3 credits
FND 120	Servant Leader Training	0.5 credits

Spring Term B		
BT 331	Church and Final Things	3 credits

Summer Term A		
BT 376	Church History	3 credits
FND 120	Servant Leader Training	0.5 credits

Summer Term B		
BT 335	Bible/Theology Elective (Romans)	3 credits
ICS 330	Open Electives (Cross-Cultural Communications)	3 credits

\* offered through Acadeum

## Year 4

Fall Term A		
BT 365	Old Testament Book Study Elective (Psalms/Proverbs)	3 credits
	General Studies Elective*	3 credits
FND 120	Servant Leader Training	0.5 credits

Fall Term B		
BT	Biblical or Systematic Theology Elective	3 credits

Spring Term A		
	General Studies Elective*	3 credits
FND 120	Servant Leader Training	0.5 credits

Spring Term B		
ICS 106	Open Electives (History of Missions)	3 credits

Summer Term A		
FND 120	Servant Leader Training	0.5 credits

Summer Term B		
BT 495	Contemporary Theological Issues	3 credits

\* offered through Acadeum

## Schedule for B.S. Biblical Studies/English Bible Adult Degree Completion Program

### B.S. Biblical Studies Global Campus

The Bachelor of Science degree in Biblical Studies is designed for working adults over 24 years of age who have completed approximately two years of undergraduate studies, typically concentrating on required general studies course work.

**Program Director:** Dr. J. J. Routley

#### Program Learning Outcomes

The student will evidence

1. Knowledge of the content of the Bible.
2. A detailed understanding of Christian theology.
3. Ability to defend biblical truth and the Christian faith.
4. Practice of proper methodology for interpreting and applying the English Bible.
5. Skill in communicating the teaching and application of a biblical passage.
6. Commitment to growth in Christian character and lifestyle.
7. **English Bible:** In-depth knowledge of specific areas of Bible and Christian theology

#### Required Coursework

Emmaus Global Campus courses are 100% online courses. Two or more courses are offered each 8-week term. Individuals taking two courses each term can finish in twelve 8-week terms, or two years.

#### Required Transfer Credits (49 credits total)

##### Foundations – 9 credits total

Written communication – 3 credits

Oral communication – 3 credits

Computer literacy – 3 credits

##### Humanities – 6 credits total

Literature – 3 credits

Humanities elective (100-300 level courses in COM, ENG, ESL, FL, MUS, PH, REL) – 3 credits

##### Social Science – 6 credits

World or American history – 3 credits

Social Science elective (100-300 level courses in ARC, ECN, GEO, HIS, PSY, SOC) – 3 credits

##### Natural Science & Quantitative Reasoning – 7 credits

Math Elective – 3 credits

Science Elective with Lab – 4 credits

##### General Studies Electives – 6 credits

100-300 level courses in ARC, COM, ECN, ENG, ESL, FLA, GEO, HIS, MAT, MUS, PHI, PSY, REL, SCI, SOC

##### Open Electives – 15 credits

**Prospective students must have a minimum of 42 credits for program admittance.**



## Fall Year One

### Term A

Dept	#	Course Title	Credits
FND	105	Orientation for Online Learning	P/F
BT	102	Old Testament Survey 1	3
BT	151	Survey of Doctrine	3
FND	110	Foundations for Academic Success	3

### Term B

BT	102	Old Testament Survey 1 (continued)	(continued)
BT	151	Survey of Doctrine (continued)	(continued)
BT	120	Introduction to Biblical Interpretation	3

## Spring Year One

### Term A

BT	104	Old Testament Survey 2	3
BT	106	New Testament Survey	3
HUM	111	Christian Life and Worldview	3

### Term B

BT	104	Old Testament Survey 2 (continued)	(continued)
BT	106	New Testament Survey (continued)	(continued)
BT	220	Biblical Hermeneutics	3

## Summer Year One

### Term A

BT	247	Life of Christ	3
BT	221	God, Creation, and Sin	3
FND	115	Servant Leader Training Introduction	.5

### Term B

ICS	104	Missions and Evangelism 1	3
BT	321	Christ, Holy Spirit, and Salvation	3

## Fall Year Two

### Term A

BT	365	Psalms/Proverbs	3
BT	352	Biblical and Practical Theology of Transformation	3
FND	120	Servant Leader Training	.5

### Term B

BT	236	1 Corinthians	3
BT	350	Apologetics	3

## Spring Year Two

### Term A

BT	320	Praxis of Interpretation	3
BT	334	Acts/Paul	3
FND	120	Servant Leader Training	.5

### Term B

BT	322	Homiletics 1	3
BT	331	Church and Final Things	3

## Summer Year Two

### Term A

BT	376	Church History	3
FND	120	Servant Leader Training	.5

### Term B

BT	335	Romans	3
BT	495	Contemporary Theological Issues	3

## Schedule for A.A Biblical Studies Associate of Arts Degree

### A.A. Biblical Studies Global Campus

The AA in Biblical Studies is a two-year program designed to equip graduates with a foundational knowledge and skills in biblical studies.

#### Program Learning Outcomes

The student will evidence

1. Knowledge of biblical content and Christian Theology
2. The essentials of a proper methodology to interpret and apply the English Bible
3. Commitment to growth in Christian character and lifestyle.

#### Program Requirements

1. Complete a minimum of 60 semester credit hours.
2. A 2.0 cumulative grade point and a passing grade in all required courses
3. At least 30 semester credit hours must be earned at Emmaus.
4. Complete the general education requirements listed in the Academic Life section of the Academic Catalog

Meet course requirements in the following courses (see next page).

## Fall Year One

### Term A

Dept	#	Course Title	Credits
FND	105	Orientation for Online Learning	P/F
BT	102	Old Testament Survey 1	3
BT	151	Survey of Doctrine	3

### Term B

BT	102	Old Testament Survey 1 (continued)	(continued)
BT	151	Survey of Doctrine (continued)	(continued)
		Fundamental of Speech (Acadeum)	3

## Spring Year One

### Term A

BT	104	Old Testament Survey 2	3
BT	106	New Testament Survey	3
HUM	111	Christian Life and Worldview	3

### Term B

BT	104	Old Testament Survey 2 (continued)	(continued)
BT	106	New Testament Survey (continued)	(continued)
BT	220	Biblical Hermeneutics	3

## Summer Year One

### Term A

HIS	131	Western Civilization 1	3
BT	247	Life of Christ (or Bible Elective)	3
FND	115	Servant Leader Training Introduction	.5

### Term B

ICS	104	Mission & Evangelism (or Bible Elective)	3
ENG	101	English Composition	3

## Fall Year Two

### Term A

		Introduction to Literature (Acadeum)	3
FND	120	Servant Leader Training	.5

### Term B

BT	120	Introduction to Biblical Interpretation	3
		Introduction to Human Biology and Lab (Acadeum)	4

## Spring Year Two

### Term A

BT	320	Praxis of Interpretation	3
		Fundamental Computer Literacy (Acadeum)	3
FND	120	Servant Leader Training	.5

### Term B

		Social Science Elective (Acadeum)	3
BT	331	Church and Final Things (or Bible Elective)	3

## Summer Year Two

### Term A

MAT	140	College Mathematics	3
FND	120	Servant Leader Training	.5

## Certificate in Biblical Studies Global Campus

The Certificate in Biblical Studies is a one-year program designed to provide a foundation for lifelong learning in biblical and theological studies.

**Program Director:** Mr. Roy Kosin

### Program Learning Outcomes

The student will evidence

1. Basic knowledge of biblical content and Christian theology.
2. Essentials of a proper methodology to interpret and apply the English Bible.
3. Commitment to growth in Christian character and lifestyle.
4. Writing skills that effectively communicate the intended message.

### Summer

#### Term A

Dept	#	Course Title	Credits
FND	105	Orientation for Online Learning	P/F
FND	115	Servant Leader Training Introduction	.5
BT		Bible Elective	3

#### Term B

ENG	101	English Composition	3
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### Fall

#### Term A

BT	102	Old Testament Survey 1	3
BT	151	Survey of Doctrine	3
BT		Bible Elective	3

#### Term B

BT	102	Old Testament Survey 1 (continued)	(continued)
BT	151	Survey of Doctrine (continued)	(continued)
BT	120	Introduction to Biblical Interpretation	3

### Spring

#### Term A

BT	104	Old Testament Survey 2	3
BT	106	New Testament Survey	3
HUM	111	Christian Life and Worldview	3
FND	120	Servant Leader Training	.5

#### Term B

BT	104	Old Testament Survey 2 (continued)	(continued)
BT	106	New Testament Survey (continued)	(continued)
BT		Bible Elective	3

## Micro-Credential Global Campus

A micro-credential is a short program of study, usually 3 to 4 courses that are focused on developing understanding and skills in a chosen field. Completing a micro-credential will earn you a digital badge and college credit that will go on your transcript. Our micro-credentials are undergraduate-level.

**Program Advisor:** Janelle Routley

- **Biblical Foundations Micro-Credential**
  - The Biblical Foundations micro-credential is designed to give learners an understanding of the complete narrative of scripture by providing an overview of the major doctrines and a survey of all 66 books of the Bible. Students who pursue this micro-credential will read the whole Bible by the end of their studies.
- **New Testament Studies Micro-Credential**
  - The New Testament Studies micro-credential is designed to give learners a survey of the New Testament books as well as a detailed study of Christ's chronological and geographical ministry. Students also have an opportunity to choose a New Testament book study to complete this micro-credential.
- **Theological Studies Micro-Credential**
  - The Theological Studies micro-credential is designed for learners who desire to deeply examine the major areas of Christian theology. Students will also explore the historical development of these major doctrines.
  - Prerequisite: Survey of Doctrine
- **Cross-Cultural Mission**
  - The Cross-Cultural Mission micro-credential is designed to give learners an understanding of the nature and challenges of engaging with people across cultural divides in the sharing of the gospel. The credential adds knowledge of religions, cross-cultural communication, and anthropology to the biblical categories of evangelism and missions.
- **Counseling**
  - The Counseling micro-credential is designed to impart to the learners foundational level knowledge, understanding, and skills in the area of counseling. The content is presented from a biblical mindset and perspective.

## Micro-Credential in Biblical Foundations Global Campus

The Biblical Foundations micro-credential is designed to give learners an understanding of the complete narrative of scripture by providing an overview of the major doctrines and a survey of all 66 books of the Bible. Students who pursue this micro-credential will read the whole Bible by the end of their studies.

**Program Advisor:** Janelle Routley

### Course List (12 credits)

- Survey of Doctrine (15 weeks)
- Old Testament Survey 1 (15 weeks)
- Old Testament Survey 2 (15 weeks)
- New Testament Survey (15 weeks)

### Course Schedule

Fall Term A			Fall Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BT 151	Survey of Doctrine	3	BT 151	Survey of Doctrine (continued)	3
BT 102	Old Testament Survey 1	3	BT 102	Old Testament Survey 1 (continued)	3

Spring Term A			Spring Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BT 106	New Testament Survey	3	BT 106	New Testament Survey (continued)	3
BT 104	Old Testament Survey 2	3	BT 104	Old Testament Survey 2 (continued)	3

## Micro-Credential in New Testament Studies Global Campus

The New Testament Studies micro-credential is designed to give learners a survey of the New Testament books as well as a detailed study of Christ's chronological and geographical ministry. Students also have an opportunity to choose a New Testament book study to complete this micro-credential.

**Program Advisor:** Janelle Routley

### Course List (9 credits)

- New Testament Survey (15 weeks)
- Life of Christ (8 weeks)
- 1st Corinthians or Romans (8 weeks) [*Romans: Prerequisite, BT 220 Biblical Hermeneutics*]

### Course Schedule

Fall Term A			Fall Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
	<i>No required courses offered</i>		BT 236	<i>1st Corinthians*</i>	3

Spring Term A			Spring Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BT 106	New Testament Survey	3	BT 106	New Testament Survey (continued)	3

Summer Term A			Summer Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BT 247	Life of Christ	3	BT 335	Romans*	3

*\*Only one of these courses are required for this micro-credential.*

## Micro-Credential in Theological Studies Global Campus

The Theological Studies micro-credential is designed for learners who desire to deeply examine the major areas of Christian theology. Students will also explore the historical development of these major doctrines.

*Prerequisite: Survey of Doctrine*

**Program Advisor:** Janelle Routley

### Course List (9 credits)

- Church and Final Things (8 weeks)
- God, Creation, and Sin (8 weeks)
- Christ, Holy Spirit, and Salvation (8 weeks)

### Course Schedule

Spring Term B		
Course Number	Course Title	Credits
BT 331	Church and Final Things	3

Summer Term A			Summer Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
BT 221	God, Creation, and Sin	3	BT 321	Christ, Holy Spirit, and Salvation	3



## Micro-Credential in Cross-Cultural Mission Global Campus

The Cross-Cultural Mission micro-credential is designed to give learners an understanding of the nature and challenges of engaging with people across cultural divides in the sharing of the gospel. The credential adds knowledge of religions, cross-cultural communication, and anthropology to the biblical categories of evangelism and missions.

Students are able to complete this credential between the latter part of Summer and the Fall.

**Program Advisor:** Janelle Routley

### Course List (12 credits)

- Missions and Evangelism
- World Religions
- Cultural Anthropology
- Cross-Cultural Communication

### Course Schedule

Summer Term B		
Course Number	Course Title	Credits
ICS 104	Missions and Evangelism	3
ICS 330	Cross-Cultural Communication	3

Fall Term A			Fall Term B		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
ICS 308	World Religions	3	ICS 314	Cultural Anthropology	3

## Micro-Credential in Counseling Global Campus

The Counseling micro-credential is designed to impart to the learners foundational level knowledge, understanding, and skills in the area of counseling. The content is presented from a biblical mindset and perspective.

***Prerequisite: Introduction to Psychology***

**Program Advisor:** Janelle Routley

### Course List (12 credits)

- COU 121 Counseling Foundations
- COU 311 Methods and Techniques of Counseling\*
- COU 323 Cross-Cultural Counseling\*
- PSY 211 Developmental Psychology

### Course Schedule

Fall Term A			Fall Term B		
Course #	Course Title	Credits	Course #	Course Title	Credits
COU 121	Counseling Foundations	3	COU 311	Methods and Techniques of Counseling*	3

Spring Term B		
Course #	Course Title	Credits
COU 323	Cross-Cultural Counseling*	3

Summer Term A		
Course #	Course Title	Credits
PSY 211	Developmental Psychology	3

***\*Prerequisite: COU 121 Counseling Foundations***

## Course Descriptions

### Biblical Studies

**BT 102 Old Testament Survey 1** 3 credits  
A survey of the books of the Old Testament covering the period from Creation through the Davidic monarchy. Attention will be given to the distinctive message and major features of each book with an emphasis on the Abrahamic, Mosaic, and Davidic Covenants as they pertain to God's purposes for Israel and the world. This is the first of two courses that together provide a survey of the entire Old Testament. The present course will cover the content of Genesis through 2 Samuel, 1 Chronicles, the book of Job, and the Psalms.

**BT 104 Old Testament Survey 2** 3 credits  
A survey of the books of the Old Testament covering the period from Solomon through the post-exilic prophets. Attention will be given to the distinctive message and major features of each book with an emphasis on the events leading up to Israel's captivity, as interpreted by the prophets, and on the nation's return from exile. Special consideration will be given to the prophetic expression of hope with respect to Israel's future. This is the second of two courses that together provide a survey of the entire Old Testament. The present course will cover the content of 2 Kings through Malachi in the English Bible, with the exception of 1 Chronicles, Job, and Psalms, which were dealt with in BT 102.

**BT 106 New Testament Survey** 3 credits  
An overview of the New Testament, including an emphasis on the distinctive message, historical setting, and theological contribution of each book. Geographical and archaeological support for each book is also considered.

**BT 120 Introduction to Biblical Interpretation** 3 credits  
This praxis-oriented course introduces the student to the basic issues and methodology involved in interpreting and applying any text. It addresses broad questions such as the nature, goal, and validity of interpretation and application alongside the specifics of dealing with language, grammar, and contexts.

**BT 151 Survey of Doctrine** 3 credits  
A basic foundation in theology is provided through a study of the major themes of the Bible, including Theology Proper, Bibliology, Christology, Pneumatology, Angelology, Soteriology, Anthropology, Hamartiology, Ecclesiology, and Eschatology. A personal Statement of Faith is required of each student as a term project.

**BT 220 Biblical Hermeneutics** 3 credits  
This praxis-oriented course builds on the foundation provided by Introduction to Biblical Interpretation (BT 120). It addresses the doctrine of Scripture and its implications for interpretation, and also addresses analysis of larger units of discourse (literary structure). Specific attention is given to the relevance of historical context, literary genre, and biblical theology for interpretation and application.

**BT 221 God, Creation, and Sin** 3 credits  
This course undertakes a biblical examination of four areas of Christian theology: (1) Theology Proper—the study of the doctrine of God, including theism and trinitarianism; (2) Angelology—the study of the existence, nature, activities and destiny of holy as well as evil angels including Satan; (3) Anthropology—the study of the origin, nature, and calling of man; and (4) Hamartiology—the study of the doctrine of sin, including its definition, character, and its role and impact on human individual and corporate life. Variant teaching and historical developments in understanding of the doctrines will also be addressed as appropriate. *Prerequisite: BT 151 Survey of Doctrine*

**BT 236 First Corinthians** 3 credits  
An exposition of Paul's First Epistle to the Corinthians with careful attention being paid to the argument of the book, its problem passages, and its contribution to New Testament church practices.

**BT 247 Life of Christ** 3 credits  
A detailed study in the life of Christ. The chronological and geographical aspects of the Lord's ministry will be stressed as He offers the Kingdom to Israel with its subsequent rejection. A term project tracing the geographical and chronological movement is required.

**BT 320 Praxis of Interpretation** 3 credits  
This course undertakes the study of one or more biblical books (Malachi and Ephesians) demonstrating sound application of hermeneutical principles with due attention to linguistic principles as well as context and structure at the detailed and larger levels. An interpretive paper is required at the conclusion of the course. *Prerequisite: BT 220 Biblical Hermeneutics.*

## Course Descriptions

### BT 321 Christ, Holy Spirit, and Salvation

3 credits

This course undertakes a biblical examination of three areas of Christian theology: (1) Christology—the study of the person of Christ, including discussion of his deity, humanity, and the hypostatic union; (2) Pneumatology—the study of the Holy Spirit, including consideration of his personhood, deity, and ministries; and (3) Soteriology—the study of salvation, including the atonement, election, justification, and saving faith. Variant teaching and historical developments in understanding of the doctrines will also be addressed as appropriate. *Prerequisite: BT 151 Survey of Doctrine*

### BT 322 Homiletics 1

3 credits

This course is an introduction to the principles and practice in the preparation of expository sermons. It addresses the nature, importance, and method of expository preaching, and focuses on the transformation of the biblical text to the message derived from it. Students will engage in a variety of exercise in the transformation of text to message with limited practice in delivering expository messages. *Prerequisite: BT 220 Biblical Hermeneutics*

### BT 331 Church and Final Things

3 credits

This course undertakes a biblical examination of two areas of Christian theology: (1) Ecclesiology—the study of the nature and character of the church in its universal and local aspects, its function and calling, and its destiny; and (2) Eschatology—the study of God's program for the culmination of history, including the Rapture, the Great Tribulation, the Millennium, and divine judgments. Variant teachings and developments in understanding of the doctrines in the course of history will also be addressed as appropriate. *Prerequisite: BT 151 Survey of Doctrine*

### BT 334 Acts/Paul

3 credits

A study of the expansion of the church from Jerusalem to the whole Mediterranean area. Special emphasis will be given to church principles, transitional problems, and missionary principles. The character and work of Paul is enlarged to include details from his writings. *Prerequisite: BT 220 Biblical Hermeneutics*

### BT 335 Romans

3 credits

A verse-by-verse exposition of the Epistle to the Romans with careful attention paid to the development of the argument of the book, the authorship, recipients, occasion, purpose, and theology of the epistle. *Prerequisite for degree-seeking students: BT 220 Biblical Hermeneutics*

### BT/PHI 350 Apologetics

3 credits

An introduction to the task and methodology of Christian apologetics. This course will explore common objections to the Christian faith and prepare students to respond in reasonable and appropriate ways. Students are also introduced to the impact of postmodernism in our culture and the challenge it presents for the apologetic enterprise. *Prerequisites: BT 151 Survey of Doctrine and at least one of BT 221 God, Creation, and Sin, or BT 321 Christ, Holy Spirit, and Salvation, or BT 331 Church and Final Things*

### BT 352 Biblical and Practical Theology of Transformation

3 credits

A biblical exploration of the doctrine of practical sanctification with focus on the New Testament, particularly, selected passages in Paul's epistles. In addition to engaging Scripture, students will do an inventory of personal conduct and set goals applying the Scriptural truths studied, with opportunity for discussion and interaction. *Prerequisite: BT 220 Biblical Hermeneutics*

### BT 365 Psalms/Proverbs

3 credits

A study of the leading principles and forms of Hebrew poetry; the content, structure, and theological emphases of the Psalms with special attention to selected psalms of various genre, and themes such as personal faith and trust in God, vengeance upon enemies, the Davidic Messiah, the future reign of God and how Christians can apply the Psalms; and a study of selected themes and sections in Proverbs with attention to the nature of the Wisdom Literature and the application of the Proverbs to the Christian life. *Prerequisite: BT 220 Biblical Hermeneutics*

### BT 376 Church History

3 credits

A survey of the development of Christianity through the centuries. Special emphasis will be placed on the history and development of Christian theology, influential leaders of the Church, and the Protestant Reformation and its heritage.

### BT 495 Contemporary Theological Issues

3 credits

Students will apply the theology they have learned to contemporary and controversial issues, seeking to develop their own viewpoints rooted in Scripture. The student will learn to integrate theology to life and will discover the significant role theological reflection ought to play in the life of a believer. *Prerequisites: The student must have taken 2 of 3 of the following: BT 221 God, Creation, and Sin, BT 321 Christ, Holy Spirit, and Salvation, and BT 331 Church and Final Things*

## Business

### BUS 250 Business as Mission

3 credits

An introductory course explaining what business as mission principles and application. Topics include an examination of strategies and platforms including tent-making, marketplace ministries, enterprise development, and business as mission, kingdom, and Great Commission companies. The focus is on how these strategies in a properly motivated and managed business can draw attention to Christ and have a profound spiritual, physical, and economic impact on the neediest and less reached in a community. Case studies are used to present examples of how kingdom professionals have successfully integrated their faith with the goals of the business and the call to share the Gospel, whether in restricted or limited access countries or a neighborhood in the United States.

## Computer Studies

### CS 222 Introduction to Computer Networking and Security

3 credits

In this course, students will learn the foundational skills of modern computer networking using Ethernet and WiFi. The student will learn the fundamentals of the most common networking standards including IPv4, CIDR, Switched Ethernet, and 802.11. In addition to learning networking skills, the student will learn basic security concepts necessary for securing a computer network. An emphasis will be placed on ensuring integrity, availability, and confidentiality. *Prerequisite: CS 101 Fundamental Computer Literacy*

### CS 230 Introduction to Operating Systems

3 credits

In this course, students will learn the popular desktop operating systems available today including Microsoft Windows, Apple Mac OS X, and Linux. The student will learn the user interface, file system, common commands, and the differences in each OS. The student will learn how to perform common tasks in each OS such as connecting to the internet, installing a program, running an application, and viewing system information. *Prerequisite: CS 101 Fundamental Computer Literacy*

### CS 318 Managing Servers

3 credits

This course is designed to introduce students to the specialized hardware and software used for server class computers. The course covers server hardware, server operating systems, virtualization, server maintenance, and documentation. The course is designed to prepare the student for the CompTIA Server+ certification. *Prerequisites: CS 217 Introduction to Computer Hardware, CS 222 Introduction to Networking and Security, CS 230 Introduction to Operating Systems*

## Counseling

### COU 121 Counseling Foundations

3 credits

An introductory course in biblically-integrated counseling. The student will gain an understanding of counseling with a biblical foundation while being exposed to various techniques and theories of counseling. A foundation will be set for basic skill and technique in counseling. Ethics, referral training, and available resources will be addressed. *Prerequisite: PSY 111 Introduction to Psychology*

### COU 311 Methods and Techniques of Counseling

3 credits

A study of the major techniques and strategies that can be appropriately and effectively used in counseling individuals or families, including ways of determining, defining, and treating problems. *Prerequisite: COU 121 Counseling Foundations*

### COU 323 Cross-Cultural Counseling

3 credits

This course is designed to develop a theology of culture, to demonstrate awareness of cultural differences, to investigate theories of Christian cross-cultural counseling, and explore counseling issues in the Western and Non-Western worlds. Attention is paid to cross-cultural issues as we counsel concerning the well-being of people, counsel concerning Christian conversion, counsel concerning growth and the development of a Christian lifestyle, and counsel concerning Christian service. *Prerequisite: COU 121 Counseling Foundations*

## English

### ENG 101 English Composition

3 credits

An introduction to the critical reading and writing skills essential for success at college. English Composition aims to prepare students for college in two ways. One, students will learn the essential writing skills needed as they start college. We will learn to do academic research, to build an argument from research and integrate it into a paper, to structure a paper and use transitions to guide readers through it, and to explain ideas in detail and with clarity. As students learn and practice these skills, they will be equipped to successfully complete upper-level writing assignments. Two, students will learn the critical thinking skills needed to as they leave college and assume responsibilities in their jobs and communities. Our world is dealing with some serious issues right now; to help students develop a thoughtful, well-supported opinion on these issues, we will read a mix of news articles and essays and discuss these in light of a biblical worldview; we will also research and write about these issues. Ultimately, students will have an opportunity to stake out a position on the important issues their communities are wrestling with and explain their position with grace and truth. My hope is that they become thoughtful, reflective people, able to engage the world from a Christian point of view. **Students must receive a C- in English Composition to advance to 300 level courses or be accepted into a degree program.**

## English as a Second Language

### ESL 210 Introduction to TESOL

3 credits

A survey of topics related to teaching English to non-native speakers, including pedagogical strategies, second language acquisition, methods and approach to the teaching of TESOL, language proficiency assessment learning styles and strategies, syllabus design, and cross-cultural communication in and out of the classroom. The course explores using TESOL as ministry. *Prerequisite: ENG 101 English Composition*

## Foundations

### FND 105 Orientation for Online Learning

P/F

This orientation is designed to help students succeed on our Global Campus. This three unit orientation will cover a number of topics to assist a student in their online studies including: navigating schoology, academic resources and online library use.

### FND 110 Foundations for Academic Success

3 credits

This course is designed to assist students in their academic adjustment to college. There is a focus on study-strategies, self-management skills, learning styles and multiple intelligences, critical thinking, and reading with intention. Students will also develop strategies for achieving success in school, at home, in their churches, and work environments.

### FND 115 Servant Leader Training Introduction

0.5 credits

The Servant-Leader Training program provides opportunity for development of skills and attitudes of servant-leaders through service in the community and local churches. This introductory seminar will guide students to better accomplish their required 8 SLT hours through specific evangelistic training, exposure to the diverse ministry opportunities, and review of scriptural principles of servant leadership.

### FND 120 Servant Leader Training

0.5 credits

Student Leader Training is designed to provide students with the opportunity to advance the learning process by applying their learning experience as servant-leaders to meet needs in their communities and local churches. The purpose of Servant Leader Training is to connect students with their communities and churches in order to provide opportunities for meaningful service. The intent of SLT is for students to develop the skills and attitudes of servant-leaders as they apply the knowledge and theories gained in the program.

## History

### HIS 131 Western Civilization 1

3 credits

This course covers the development of the West from the birth of civilization to the start of the Enlightenment (1700s). Topics include the region/countries of Mesopotamia, Egypt, Greece and Rome. A brief look at the Protestant Reformation and Renaissance will conclude the course. An important part of the course is the establishment of a model on how to conduct historical inquiry.

## Humanities

### HUM 111 Christian Life and Worldview

3 credits

This course addresses the basics of attitude and conduct that are in harmony with the Christian faith, and how these relate to one's view of reality. The practical outworking of aspects of the doctrine of sanctification will be studied and worldviews which differ from the Christian one will be considered along with how they affect thought and practice.

## Intercultural Studies

### ICS 104 Missions and Evangelism 1

3 credits

An introduction to the Great Commission, the biblical and theological foundations of the Gospel, and the practical implications of these for every Christian. Practical assignments help students become bold, articulate, and creative in sharing their faith.

### ICS 106 History of Missions

3 credits

An overview of the historical development of the missionary movement, from the beginnings of Christianity until the present time, with the goal of developing a historically-informed framework that shapes cross-cultural critical thinking.

### ICS/REL 308 World Religions

3 credits

This course is an introduction to several living world religions: African Traditional Religion, Buddhism, Hinduism, Islam, and Judaism. The goal of this course is twofold: achieve a basic understanding of the religions of the people around us, and be better equipped to share our faith with adherents of other faiths.

### ICS/SOC 314 Cultural Anthropology

3 credits

An examination of the major facets of culture, including production, economic, kinship, political, social, religious, and marriage systems. Special attention is given to the nature of a worldview, and the elements involved in effecting transformation.

### ICS/COM 330 Cross-Cultural Communication

3 credits

A study of intercultural interaction, including the theory of communication and the effect that cultural patterns of behavior have on cross-cultural communication. This course explores cultural views of time, non-verbal communication, individualism vs. collectivism, as well as determine the role of ethnocentrism, ethics, and the Bible in worldview change.

## Mathematics

### MAT 140 College Mathematics

3 credits

This course is designed to expose the student to a wide range of general mathematics with a desire to help them develop and appreciation for the beauty of mathematics, and the value of mathematical thinking. Problem Solving and Critical Thinking skills, along with the use of technology, will be emphasized and reinforced throughout the course as the student becomes actively involved in solving applied problems. Topics to be covered include: Algebra review, Problem Solving, Sets, Logic, Numeration Systems and Number Theory, Equations and Functions, Basic Geometry, and Basic Statistics. *Prerequisite: MAT 050 Introduction to Algebra or demonstrated proficiency based on Accuplacer score*

## Philosophy

### PHI/BT 350 Apologetics

3 credits

An introduction to the task and methodology of Christian apologetics. This course will explore common objections to the Christian faith and prepare students to respond in reasonable and appropriate ways. Students are also introduced to the impact of postmodernism in our culture and the challenge it presents for the apologetic enterprise. *Prerequisites: BT 151 Survey of Doctrine and at least one of BT 221 God, Creation, and Sin, or BT 321 Christ, Holy Spirit, and Salvation, or BT 331 Church and Final Things*

## Psychology

### PSY 211 Developmental Psychology

3 credits

Developmental psychology studies the continuous process of human growth and development throughout the lifespan. This course will utilize a Christian worldview to examine the major theoretical perspectives that pertain to the biological (bio-social), cognitive, psycho-social, and spiritual changes from conception through death. Students will consider the biological influences (such as genetics), the environmental aspects (such as parenting techniques or the cohort effect), and the Christian theological propositions (such as the imago Dei) that shape who we are as individuals. Developmental disabilities and the effects of atypical development are considered but not emphasized. *Prerequisite: PSY 111 Introduction to Psychology*

### PSY 311 Abnormal Psychology

3 credits

This course engages the student in the process of understanding abnormal behavior and the ways that mental health professionals study and attempt to treat it. An eclectic, multicultural approach will cover the major categories of disorders listed in the DSM-5. *Prerequisite: PSY 211 Developmental Psychology*