

DEVELOPING WORLD-CHANGING
PENTECOSTAL LEADERS FOR THE 21ST CENTURY

07/01/2026 - 06/30/2027
ACADEMIC CATALOG

Approved July 2026

Messenger College
2705 Brown Trail
Bedford, TX 76021
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GRK -- Greek
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HUM -- Humanities
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2026-2027 Academic Calendar

August – December 2026

Residential Fall Semester – Student Orientation	August 14
Residential/Online Fall Semester Begins – first day of classes	August 17
Labor Day – Residential Classes Dismissed	September 7
Last day of First Block – Residential/Online Students	October 9
Columbus Day – Residential Classes Dismissed	October 12
First day of Second Block – Residential/Online Students	October 13
Veterans Day – Residential Classes Dismissed	November 11
Thanksgiving Break – Classes Dismissed	November 23-27
Last Day of Fall Semester – Residential/Online Students	December 11

January – July 2027

Residential Spring Semester - Student Orientation	January 8
Residential/Online Spring Semester Begins – first day of classes	January 11
Martin Luther King Day	January 18
President's Day – Residential Classes Dismissed	February 15
Last day of First Block – Residential/Online Students	March 5
Spring Break – Classes Dismissed	March 8-12
First day of Second Block – Residential/Online Students	March 15
Good Friday – Residential Classes Dismissed	March 26
Residential/Online Spring Semester Ends	May 7
Spring Commencement	May 8
Memorial Day	May 31
Residential/Online Summer Semester Begins	June 7
Residential/Online Summer Semester Ends	July 30

Introduction

ACCREDITATION

Messenger College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), an accrediting agency recognized by the United States Department of Education and approved by the Council for Higher Education Accreditation (CHEA).

From the TRACS website, www.tracs.org: "TRACS is recognized by both the United States Department of Education, and the Council for Higher Education Accreditation, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is also a member of the International Network for Quality Assurance Agencies in Higher Education. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering associate, baccalaureate, and graduate degrees.

TRACS was established in 1979 to promote the welfare, interests, and development of postsecondary institutions, whose mission is characterized by a distinctly Christian purpose, as defined in our Foundational Standards. TRACS encourages each affiliated institution to develop its own distinctive, while providing quality postsecondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values.

Messenger College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org), having been awarded Reaffirmation Ill of its Accredited Status as a Category II institution by the TRACS Accreditation Commission on October 25, 2022. This status is effective as of January 1, 2023, and is good for a period of ten years. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

- **TRACS**
  15935 Forest Road
  Forest, Virginia 24551
  804.525.9539

PHILOSOPHY

Typically, students who enroll at Messenger College desire to develop their potential and to make a meaningful contribution to their world. The faculty and administration have an important role in assisting each student to become that kind of person. At Messenger College, we realize that each student is comprised of spirit as well as mind and body. Without compromising academic standards, Messenger College emphasizes the importance of developing personal disciplines, evangelical Christian values, and character along with a rich and authentic spiritual life. Our Christian philosophy of education is based on our commitment to the developmental needs of the whole student – with the intent to graduate an integrated person: spiritually alive, intellectually alert, and physically disciplined.

At Messenger College, our philosophy compels us to provide an environment conducive to learning where students can develop a mature relationship with God, in light of the teachings of Jesus. We are committed to providing rigorous academic studies which challenge the student to view the subject matter taught from both an intellectually informed and a Christian perspective, while developing an understanding of the universe, mankind, and self in light of the Gospel of Christ. We provide a classroom environment where students are encouraged to think critically and express their views candidly. Our faculty are dedicated Christians who hold the appropriate academic credentials for their areas of instruction. At Messenger College, students are provided opportunities for the development of Christian character and wholesome social attitudes.

STATEMENT OF FAITH

As a Christian College operating under the auspices of the Pentecostal Church of God, Messenger College is firmly committed to the evangelical, Pentecostal position of its sponsoring denomination. Messenger College holds to the following truths:

We believe that it is the express purpose of God, our Heavenly Father, to call out of the world a people who shall constitute the Body, the Church of Jesus Christ, built and established upon the foundation of the Apostles and Prophets, Jesus Christ Himself being the Chief Cornerstone.

We further believe that members of the Body, the Church, are enjoined to assemble themselves together for worship, fellowship and instruction in the Word of God, the work of its ministry, and for the exercise of those spiritual gifts and offices provided for in the New Testament; and according to God's Word, the early Christians came together in such fellowship as a representative Body of blood-washed and Spirit-filled believers, who cooperated with, and sent out, evangelists and missionaries and, under the leadership of the Holy Spirit, set over the churches, apostles, prophets, evangelists, pastors, teachers, deacons and helpers.

Therefore, we recognize ourselves as a cooperative Fellowship of Christians, endeavoring to keep the unity of the Spirit in the bond of peace, till we all come in the unity of the faith and the knowledge of the Son of God, unto a perfect man unto the measure of the stature of the fullness of Christ (Ephesians 4:3-13).

As a covenant community comprised of followers of Jesus Christ devoted to the Word of God, the Pentecostal Church of God adheres to the following essential values as foundational doctrines and those things which we hold as absolute beliefs (Luke 1:1); seeking always the global advancement of the Kingdom of God (Acts 1:8); endeavoring to be connected and serve with a Christ-honoring approach that there be no divisive disturbance of the peace and harmony within the Body of Christ (Mark 10:45, 1 Corinthians 1:10) in order that we will be a relevant voice to reach the unreached peoples of our generation and send the reached into the harvest (Acts 13:36).

- **The Scriptures**

The Scriptures of the Old and New Testaments are the inspired Word of God (2 Timothy 3:16) presenting to us the complete revelation of His will for the salvation of men and constituting the Divine and only rule of Christian faith and practice (2 Peter 1:21).

- **The Godhead**

We believe there is but one true and living God, who is everlasting, infinite in power, wisdom and goodness; that He is the Creator of all things, visible and invisible, and Preserver of all things (Romans 1:20; Colossians 1:16). In the unity of this Godhead, there are three persons of one individual essence, who are co-equal, co-existent and co-eternal; namely, the Father, the Son, and the Holy Ghost (Matthew 3:16, 17; 28:18, 19; 2 Corinthians 13:14; John 1:1, 2, 18; 10:33; 14:26; 15:26; Philippians 2:6; Hebrews 9:14).

The Son is the eternally begotten of the Father and accepted earthly limitations for the purpose of incarnation, being true God and true man; conceived by the Holy Ghost and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our great High Priest, and He will return again to establish His Kingdom of righteousness and justice.

The Holy Spirit is a Divine Person, Executive of the Godhead on earth, the Comforter sent by the Lord Jesus Christ to indwell, to guide and to teach the believer, and to convince the world of sin, of righteousness and of judgment (John 16:8).

- **Man, His Fall and Redemption**

Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world (Romans 5:12). "All have sinned and come short of the glory of God." (Romans 3:23). "As it is written, there is none righteous, no, not one." (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil, and gave His life and shed His blood to redeem and restore man to God (1 John 3:8).

- **Salvation**

Salvation is made possible through the meritorious work of Jesus Christ on the cross and through Holy Spirit conviction. Godly sorrow works repentance and makes possible the experience of the new birth, and Christ formed within us is the gift of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7).

Man is a free moral agent and can at any time after the new birth experience turn away from God and die in a state of sin, with the consequences of hell to look forward to.

Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

- **The Church**

The true Church, built upon the Foundation of Jesus Christ (1 Corinthians 3:11; Ephesians 2:20), is the Body of our Lord (Romans 12:5; 1 Corinthians 12:27); Christ being the Head (Ephesians 1:22; Colossians 1:18). Its earthly constituents are all true believers, born again of the Spirit (John 3:6) and of the Word (1 Peter 1:23), who are living an overcoming Christian life (Ephesians 5:27; Revelation 21:27). To the Church, through its members, is delegated the various gifts and offices of the Holy Ghost (1 Corinthians 12:7-11, 27, 28) which are necessary for the successful evangelization of the world and the perfecting of the Body of Christ (1 Corinthians 12:7; Ephesians 4:11, 12).

This universal, invisible, sanctified Church is the chaste virgin Bride of Christ (2 Corinthians1:1, 2; Ephesians 5:26, 27; Revelation 21:9, 27). It is this Bride for whom Jesus Christ will return, just prior to the Great Tribulation, to catch her away and take her to heaven (John 14:23; 1 Thessalonians 4:13-18).

- **The Ministry**

God, through the Holy Spirit, definitely calls such as He desires to serve as apostles, prophets, evangelists, pastors and teachers, and specifically endues the one called with the talents and gifts peculiar to that office or offices (Ephesians 4:11, 12). Under no circumstances should anyone be ordained or set apart to any such office unless the calling is distinct and evident.

- **Water Baptism**

Baptism in water is by immersion, a direct commandment of our Lord (Matthew 28:19) and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection (Romans 6:4; Colossians 2:12; Acts 8:36-39).

The following recommendation regarding the water baptism formula is adopted, "On the confession of your faith in the Lord Jesus Christ the Son of God, and by His authority, I baptize you in the name of the Father, and of the Son, and of the Holy Ghost. Amen."

- **The Baptism of the Holy Ghost**

The Baptism of the Holy Ghost and fire (Matthew 3:11), is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation and is received subsequent to the new birth (John 14:16, 17; Acts 1:8; 2:38, 39; 10:44-48). The Baptism of the Holy Ghost is accompanied by the speaking in other tongues as the Holy Spirit Himself gives utterance as the initial physical sign and evidence (Acts 2:4).

- **Sanctification**

The Bible teaches that without holiness no man can see the Lord (Hebrews 12:14). We believe in the doctrine of sanctification as a definite, yet progressive, work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 13:12; 2 Thessalonians 2:13; 1 Peter 1:2; Ephesians 5:26; 1 Corinthians 6:11; John 17:17; 1 Thessalonians 5:23).

- **The Lord's Supper**

The ordinance of the Lord's Supper is a commandment of our Savior; and being a memorial to His death and resurrection, is strictly limited to Christian believers (1 Corinthians 11:27). The time and frequency of its observance is left to the discretion of each congregation (1 Corinthians 11:26).

Only unfermented grape juice, the fruit of the vine, as recommended by our Lord (Matthew 26:29; Mark 14:25; Luke 22:18) shall be used in connection therewith.

- **Foot Washing**

Foot washing is recognized among many believers as a Christian practice, and the time, manner and frequency of its observance is left to the discretion of each local congregation (John 13).

- **Divine Healing**

Healing is for the physical ills of the human body and is wrought by the power of God, through the prayer of faith, and by the laying on of hands (Mark 16:18; James 5:14, 15). It is provided for in the atonement of Christ and is available to all who truly believe.

- **Resurrection of the Just**

The Bible promises, "This same Jesus…shall so come in like manner" (Acts 1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air" (1 Thessalonians 4:16, 17). Following the tribulation, He shall return to earth as King of kings and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Revelation 20:6).

- **Setting a Time for the Lord's Return**

It is unwise to teach that the Lord will come at some specified time, thereby setting a date for His appearing. It is also unwise to teach, preach or publish visions of numbers and dates which would tend to fix the time of the second coming of the Lord (Mark 13:32, 33).

- **The Coming of the Lord**

We believe the Bible presents the coming of Christ as personal, imminent, pre-tribulational and pre-millennial. We further contend that this position alone admonishes watchfulness, incites holy living, prevents spiritual declension, and provides maximum incentive and motive for urgency and zeal in evangelizing the unsaved. As demonic deception and satanic darkness deepens, we urge our ministers to maintain and proclaim this doctrinal viewpoint as the "blessed hope" of the church.

Furthermore, we recommend that should any of our preachers hold to the mid- or post-tribulation doctrine, they refrain from preaching and teaching it. Should they persist in emphasizing this doctrine to the point of making it an issue, their standing in the fellowship will be seriously affected.

- **Hell and Eternal Retribution**

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire and therefore has no further opportunity of hearing the gospel or for repentance (Hebrews 9:27). The Lake of Fire is literal (Revelation 19:20). The terms "eternal" and "everlasting" used in describing the duration of the punishment of the damned (Matthew 25:41-46) in the lake of fire, carry the same thought and meaning of endless existence, as used in denoting the duration of joy and ecstasy of saints in the presence of God.

- **Tithes**

We recognize the scriptural duty of all our people, as well as ministers, to pay tithes as unto the Lord (Hebrews 7:8). Tithes should be used for the support of the active ministry and for the propagation of the gospel and work of the Lord in general and not given to charity or used for other purposes (Malachi 3:7-11; Hebrews 7:2; 1 Corinthians 9:7-11; 16:2).

THE LEGACY & PROGRESS OF THE COLLEGE

Messenger College was founded in 1987. In November of 1983, the Pentecostal Church of God elected to merge two collegiate institutions into one college in Joplin, Missouri, the host city of its international headquarters. Southern Bible College (Houston, Texas) and Evangelical Christian College (Fresno, California) were consequently closed. The resources of both institutions were relocated to Joplin, Missouri. Subsequently, Messenger College was able to open in newly constructed facilities on wooded acres across from the international offices of the church denomination. The College officially opened its doors in September 1987.

In May of 2011, a terrible EF-5 tornado devastated the city of Joplin. Messenger College opened its campus as a distribution and volunteer housing center during that summer. In the aftermath of this event, Mercy Health Systems approached Messenger College with an offer to purchase its campus as the new site for their hospital, which was destroyed in the tornado. This offer made possible the relocation of the college to Euless, Texas, in the heart of the Dallas/Fort Worth metro area.

In August of 2018, Messenger College moved to the Pentecostal Church of God International Missions Center. This location at 2705 Brown Trail, Suite 401, Bedford, Texas, includes classrooms, library, and administrative offices. Messenger College is a private institution and legal entity operating under statutes of the State of Texas.

Messenger College is the national collegiate institution of the Pentecostal Church of God in the United States for the education of its ministers, missionaries, teachers, and other professionals to serve its constituency and others in the United States and abroad. The Pentecostal Church of God consists of more than 1,000 churches in the United States. In addition, the denomination's outreach to Third World nations includes 3,365 churches and outstations, 107 schools and training centers, and numerous assistance programs providing food, clothing, and related human care outreaches.

CAMPUS DESCRIPTION

Messenger College is located in the heart of the exciting Dallas-Fort Worth Metroplex. The learning center and administrative offices are located at the PCG International Missions Center, conveniently located within minutes of the Dallas-Fort Worth International Airport. Main campus classrooms are equipped with audiovisual equipment, tables, chairs, and a teaching lectern.

Main campus students have access to an onsite library and resource room, while distance learning and teaching site campus students have access to the college's virtual library and electronic database resources.

Office Address: 2705 Brown Trail, Suite 408, Bedford, TX 76021
Office Phone: 817.554.5950
College Website: www.messengercollege.edu

MISSION AND PURPOSE STATEMENT

Messenger College is a Christian institution specializing in educating men and women for effective Christian service and professional competence in ministry and other fields. The purpose of Messenger College, in its commitment to the historic Christian faith, is to assist the student in pursuing knowledge of his/her relationship with God, man, and the world. Dedicated to the realization of truth and the achievement of each student's potential, the college seeks to graduate an integrated person -- spiritually alive, intellectually alert, and physically disciplined.

The Mission and Purpose of Messenger College

To educate and train leaders to effectively and efficiently change their world.

Four Foundational Planks:

The rationale for the mission statement of Messenger College originates out of four foundational needs Messenger College senses it must address.

- We must strive to compassionately understand the substructures and underpinnings of our contemporary society.
- We must make an authentic expression (communication) of the Gospel/Truth. Truth, genuinely stated and authentically expressed, will save the present generation, ensuring the future.
- We must find an effective way to confront our contemporary society with the rational content and authentic personal expression of ultimate and objective truth (God's Word-the Gospel).
- We must develop ministers, spiritual leaders, preachers, and communicators of character and integrity, who are prepared, able, and willing to rise to this contemporary occasion and meet the above challenge.

Understanding the Four Foundational Planks:

The four foundational planks are understood and interpreted in terms of Mission, Method, Message and Messenger.

- The first plank speaks to Mission. Mission has to do with the process of education. It is the process of education, which enables one to understand life universally, and to discover one's purpose. Mission and education have to do with the body of foundational knowledge that is necessary to fulfill one's calling in life. This relates to the academic side of the process of education and training.
- The second plank speaks to Method. This plank has to do with the process of training. It is the process of training that enables one to understand and acquire a skill to accomplish the mission (call). This includes several varied, but inter-related skills and disciplines and relates to the practical side of the process of education and training.
- The third plank speaks to Message. This plank has to do with effectiveness. Effectiveness is doing the right thing in order to accomplish the mission. Therefore, this plank has to do with the nature and concept of truth (God's Word – the Gospel). Knowing and doing the right thing, as opposed to an expedient thing, is a quality of leadership.
- The fourth plank speaks to the Messenger (the person). This plank has to do with efficiency. Efficiency is doing the right thing in the right way. It has to do with whom and what the messenger is relative to issues of character, integrity, and authentic spiritual formation. Doing things in the right way, as opposed to an expedient way, is a quality of management.

Messenger College is committed to educating ministers and community leaders who will be:

- Academically equipped with the essential knowledge,
- Well-versed in the prerequisite skills,
- Experienced in the fundamental practicalities necessary to authoritatively and effectively respond to the need of the church and the world in which we live.

GOALS AND OBJECTIVES OF THE COLLEGE

The Institutional Objectives of Messenger College are those that can be measured through the collection of statistical data.

Upon graduation from Messenger College, students should be able to:

- Explain the essential foundations of the biblical message in light of historical context and apply it to contemporary and cultural issues.
- Identify the theological basis for the divine inspiration of the scriptures as the foundation for our statement of faith.
- Demonstrate competency of the standard content of the general education curriculum.
- Perform professional research, think critically, and successfully create and defend ideas based on a Christian worldview and biblical truths.
- Provide evidence that all degree requirements have been satisfactorily completed.

COMMITMENTS OF MESSENGER COLLEGE

Messenger College is a Christian, evangelical, Pentecostal institution founded to serve the youth and adult learners of the Pentecostal Church of God and the community.

The College is not concerned with challenging the church allegiance of its students; rather, it seeks to bring each student into a more personal relationship with Christ and to acquaint the student with the Holy Spirit and the operation of the spiritual gifts for the enrichment of spiritual life and ministry.

Faculty: Faculty members are dedicated Christian men and women endowed with the power and love of the Holy Spirit. Each is academically competent and is dedicated to the ideal of educating the whole person in the concept that man is a triune being – spirit, mind, and body. Further, each member of the faculty has an authentic concern for the welfare and total development of each student.

Curriculum: Messenger College has a general education and professional curriculum.

Truth: Messenger College is committed to truth. Truth is the way things really are. Facts change but truth is eternal. It is constant, reliable, and fixed.

Prayer: Messenger College emphasizes prayer as a way of life. On the Messenger College campus, prayer is a normal and a natural means of constantly relating all of life to the will of God.

Messenger College has explicit rules and regulations for the development of self-discipline and character. Messenger College believes that self-discipline and learning should go hand-in-hand to build character. A student can best develop in the dimension of the whole person when he/she has both sound scholarly habits and a commitment to a disciplined behavior and sound character.

Messenger College firmly stands for and works to create a climate in which appreciation and respect is encouraged between the sexes, between members of different ethnic groups, between students and faculty and in all other relationships. In addition, the College encourages spiritual worship and personal witness as well as church and chapel attendance.

Further, the College encourages cultivation of prayer and Bible-study habits, neatness of dress, good manners, personal integrity in speech, business and conduct, and a personal lifestyle that enhances individual integrity and personal development. Unseemly behavior is prohibited at the College, both on campus and online. This includes sexual immorality, academic dishonesty, lying, stealing, cheating, gambling, profanity, vandalism, use of alcoholic beverages and tobacco, immodest dress, violation of the rights of others, and other negative behaviors.

Upon enrollment at Messenger College, the student voluntarily accepts a unique way of life that seeks to provide development of spirit and physical fitness on the same high level as that of intellect.

The student is expected to maintain the highest standards of behavior and performance while attending Messenger College, both on and off campus.

TITLE IX

As a religious institution, Messenger College is exempt from many tenets of Title IX. Consequently, it is the policy of Messenger College to only comply with the provisions of Title IX of the Education Amendments of 1972 that are not covered by the law's religious institution exemption provisions. *Students are required to read Messenger College's Title IX policy; it is fully integrated into the Student Handbook, and all students are expected to fully comply with all Title IX policies.*

MC has designated a Title IX Coordinator to coordinate MC's compliance with and respond to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: www.ed.gov or calling 1-800-421-3481.

WHAT IS Title IX?
Title IX is commonly associated with sex-based discrimination in athletics, but the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance. For more information about Title IX, visit www.ed.gov.

To file a complaint or to ask questions about Title IX please contact:

Alan Greagrey, Chief Financial Officer and Title IX Coordinator
info@messengercollege.edu, 817-554-5950

Office address: 2705 Brown Trail, Suite 408, Bedford, TX 76021

FERPA - RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act of 1974 details the rights of parents and students in regard to release of information. Records are maintained as follows:

Admissions: Office of Enrollment Services/Registrar
Academic Honesty and Grades: Office of Academics/Vice President of Academic Affairs
Discipline: Office of Student Development/Director of Student Development
Charges, payments, and Financial Affairs: Business and Financial Aid Offices/Vice President of Business Affairs and Director of Financial Aid

No information about a student, except for directory information (identified by Messenger College as name, email address, degree program, major field of study, dates of attendance, degrees, honors, and awards received), is to be released to entities or individuals external to official College offices and its alumni association without the student's written consent.

For more information on FERPA, including FAQ's, please visit the Messenger College website at https://www.messengercollege.edu/ferpa. Visitors may also look at the FERPA and Student Privacy website provided by the U.S. Department of Education for the current regulations and amendments to FERPA regulations (https://studentprivacy.ed.gov/node/548/)

NON-ACADEMIC COMPLAINT RESOLUTION

The process for resolution of a student complaint regarding student life (non-academic) is for the student to communicate their concerns in writing to the Director of Student Development. The student may be asked to meet for clarification of issues and will receive a response in writing from the Director of Student Development with a copy going to the President's Cabinet. Appeals relative to student disciplinary issues are handled in accordance with the Community Accountability process detailed in the "Appeal of a Conduct Committee Decision" section of the Student Handbook. (See also Texas Student Complaint Policy)

ACADEMIC GRIEVANCE

The process for resolution of a student grievance regarding academic personnel and policy matters (non-student life) is for the student to communicate the grievance in writing to the Vice President of Academic Affairs (VPAA). The student may be asked to meet with the VPAA for clarification of issues. Upon review of the grievance, the VPAA will then determine if it is necessary to bring the grievance to the Academic Affairs Committee (AAC). If a resolution is not determined, or if the student chooses to appeal the decision of the AAC, the grievance will be submitted to the President's Cabinet for a final decision. The student will receive a response in writing from the VPAA, with a copy going to the President. Any individual must exhaust all institutional remedies and grievance policies and procedures.

TEXAS STUDENT COMPLAINT POLICY

Students can file a complaint with the Texas Higher Education Coordinating Board by visiting the Board's Student Complaints page for forms and a description of the complaint procedure: https://www.highered.texas.gov/student-complaints/.

The rules governing student complaints are located in Title 19 of the Texas Administrative Code, Sections 1.110-1.120. Complainants shall submit Student Complaint Forms through the online process provided on the agency's website, by electronic mail (email) to StudentComplaints@highered.texas.gov, or by hard copy sent to the Texas Higher Education Coordinating Board, Student Complaints, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile (FAX) transmissions of the Student Complaint Form are not accepted. All submitted complaints must include a Student Complaint Form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release Form, which is at the bottom of the Student Complaint Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the Student Complaint Form.

ACCREDITATION COMMISSION COMPLAINT POLICY

How to File a Complaint against an Institution Accredited by TRACS

1. Individuals making an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints against a member institution will be directed to the appropriate page of the TRACS website (https://www.tracs.org/complaints). This webpage will provide a link to this policy (BP104) and access to the TRACS Complaint Processing Form. The Complaint Processing Form may be completed and submitted on-line or may be downloaded, completed, and mailed to the TRACS office. TRACS' response and its obligations to meet the specific timetables outlined in this policy will begin only after the complainant has submitted by either of the methods prescribed in this policy.

2. A formal complaint against a member institution is one that:
    a. Is submitted by either of the methods prescribed in this policy
    b. Includes all required supporting documentation.
    c. If mailed, is addressed to: TRACS President Transnational Association of Christan Colleges and Schools 15935 Forest Road, Forest, VA, 24551

3. Once a complaint has been received, TRACS will acknowledge receipt of the complaint within 15 working days.

4. If the complaint was not submitted according to one of the methods prescribed in this policy, or if any relevant information is missing from the complaint, TRACS will contact the complainant with guidance that will allow the complainant to either refile the complaint or provide the necessary information.

Individuals intending to file an official complaint with TRACS should review and be familiar with the specifics of the TRACS Complaint Policy before proceeding with the submission of a Complaint Processing Form.

Complaints may be submitted in either of the following ways:
1. Download, print, complete, and submit the Complaint Processing Form to the TRACS office by mail.
2. Complete and submit the Complaint Processing Form online.

Once a Complaint Processing Form has been submitted, TRACS will follow the procedures outlined in the TRACS Complaint Policy in processing the complaint.

SARA STUDENT COMPLAINT PROCESS

Complaints against a SARA participating institution must first go through the institution's own grievance procedures. All complaints regarding student grades or conduct violations are governed by the institution and the laws of the institution's home state. If a student is not satisfied with the outcome of the institutional grievance process, the student may appeal, within two years of the incident, to the SARA portal agency of the institution's home state.

For all complaints regarding Texas degree-granting postsecondary institutions participating in SARA, complete the Student Complaint and Release Form and email the form to StudentComplaints@highered.texas.gov.

For questions regarding SARA policies and procedures, please contact Cathie Maeyaert at cathie.maeyaert@highered.texas.gov. For more information, visit: https://nc-sara.org/sara-student-complaints-0

ACCOMMODATIONS FOR DISABILITIES

Messenger College has an obligation to make reasonable accommodations in policies, practices, or procedures when necessary to prevent discrimination on the basis of disability unless making the accommodations would fundamentally alter the nature of the service, program, or activity, or would result in undue financial and administrative burdens.

It is the policy of Messenger College not to discriminate on the basis of disability in its academic programs, admissions policies, employment opportunities, financial aid, or other school administered programs, which includes making reasonable accommodations for those with disabilities.

Persons with disabilities are protected by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. In compliance with the Americans with Disabilities Act of 1990, an individual with a disability is defined as a person who "has a physical or mental impairment which substantially limits one or more major life activities of such an individual; has a record of such an impairment; or is regarded as having an impairment." Reasonable accommodations are mandated by these laws.

Students, faculty, or staff members who may need accommodations or services due to a disability or medical condition should contact the appropriate office (Student Development Office for students or Business Office for faculty/staff).

Students with documented disabilities should schedule an appointment with the Director of Student Development (the ADA Coordinator for Messenger College) to discuss their goals, how their disability affects them in a college setting, the accommodations they have used in the past, and to request accommodations. The ADA Coordinator shall coordinate with the Academic Office to ensure the student has reasonable accommodations in the classroom.

When a request for accommodation has been granted, a letter will be sent from the VPAA, and the accommodations will be in effect until the end of the semester. At the end of that time, the accommodations will be reviewed by the AAC and adjusted if needed.

If the student has any concerns about the disability and/or the effectiveness of the accommodations, they may submit a request for a review to the ADA Coordinator.

Requests for accommodations for persons with disabilities will be handled on an individual basis. Students should complete the Disability Accommodation Request Form and submit it to the appropriate office.

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Enrollment Services

ADMISSION POLICIES

The following admission requirements apply to all learning program applicants. Admission to Messenger College is granted to all applicants who meet the College admission requirements and are duly approved by the Messenger College Office of Enrollment Services. Consideration will be given to each applicant without regard to race, color, creed, national origin, gender, handicap or age. However, attendance at Messenger College is a privilege and not a right. Any student who does not abide by the standards and regulations of the College may forfeit such a privilege.

Applicants who present unfavorable records may (1) be denied admission, or (2) be admitted with restrictions and on academic warning. Examples of unfavorable records may include test scores, earned GPA, etc. that are lower than the minimum requirements.

Please note, all courses are taught in English. English proficiency is shown through the admission requirements.

Non-degree seeking applicants, who are not seeking college credit for courses, are required to submit an application and biographical sketch. All other students, whether pursuing an AA, BA, or Certificate, must complete the full application process. Students seeking a TEFL certificate must also meet TEFL requirements, including having a minimum grade of 2.0 in college English.

Once a complete application has been received by the Office of Enrollment Services, the applicant will be officially notified of the committee's decision.

ADMISSIONS POLICY – DOMESTIC RESIDENTIAL & ONLINE STUDENTS

For degree-seeking students, application for admission should be made through the Office of Enrollment Services. These forms should be on file well in advance of the beginning date of the semester in which the student plans to enroll. To complete the application process, the applicant must file the following with the College:

- Application Form.
- Two references (non-relative individuals).
- One reference must come from the applicant's pastor (if the pastor is a relative, the reference must be submitted by a non-relative credentialed minister).
- Official high school transcript. The transcript must be issued directly from the high school to Messenger College. (An unofficial copy of the transcript may be submitted until the official copy arrives.)
- An official transcript from all post-secondary institutions attended. The transcript must be sent directly from the institution to Messenger College.
- An admissions essay which is embedded in the application.
- ACT or SAT scores (may be required if high school GPA or college transfer GPA is less than 3.0).
- A non-refundable application fee of $35.
- An interview, either in person or by phone or video conference, may also be required.

The Admissions Committee will review their application and application essay to determine the applicant's college readiness. If the Admissions Committee determines the student may need additional help, the student may be admitted with restrictions and/or on academic warning with the possibility of placement in developmental courses in subjects such as Math or English.

GPA

A 3.0 cumulative grade point average in secondary or post-secondary education (if applicable) is generally considered the minimum requirement. However, each application will be reviewed based on the Ability to Benefit policy.

ACT or SAT scores (may be required if high school GPA or college transfer GPA is less than 3.0). These scores will be considered in connection with assessment testing for placement purposes in English Composition and Mathematics. This requirement may be waived by the VPAA, particularly in extenuating circumstances.

Students who have withdrawn from the institution for any reason and have not re-enrolled for two consecutive semesters, are required to apply for Readmission under the current academic catalog.

Domestic residential students will also be required to submit a Health Form and proof of required vaccinations at least two weeks prior to the start of the semester. Texas Legislation has regulations (with limited exceptions) regarding vaccination requirements that affect all MC residential students.

ENROLLMENT (DOMESTIC RESIDENTIAL STUDENTS)

- Submit an Enrollment Form.
- Submit the new student health form at least two weeks before the start of the semester (requires Tuberculosis test and verification of required immunizations, specifically):
  - Tuberculosis
  - Meningitis Vaccine (required for students younger than 22 years of age)
  - TDap Vaccine
  - MMR Vaccine

ADMISSIONS POLICY – INTERNATIONAL RESIDENTIAL STUDENTS

Candidates for international admissions must begin negotiations with their governments and Messenger College in ample time prior to the anticipated date of entrance into the United States. Messenger College strongly recommends applicants begin the admissions application process no later than six months prior to their intended semester start date to increase the applicant's chance of approval. Applicants must meet all international admissions requirements to be considered for acceptance, unless the school stipulates in writing otherwise.

A candidate must be an accepted student before Messenger College will issue an I-20 Form. An I-20 Form is required for an international student to apply for an F-1 student visa. The student must apply through the United States embassy or consulate in their country. The college does not provide visa services.

International applicants are required to submit the following and meet all other Academic and Financial requirements before an I-20 Form will be issued:

ADMISSIONS DOCUMENTS & REQUIREMENTS:

- Admissions Application (apply.messengercollege.edu).
- Admissions application fee $35 USD (unless waived by VPBA).
- Copy of the photo page of applicant's passport.
- Formal admissions essay which is embedded in the application.
- Two letters of recommendation
  - One pastoral letter of recommendation must be from, or endorsed by, the current Pentecostal Church of God (PCG) Global Missions Director, MC President, MC Chairman of the Board, the student's field representative, area supervisor, and/or National Bishop.
  - One professional and/or academic letter of recommendation (non-relative) in English, such as pastor, supervisor, professor, etc. that can verify the student's dedication to success and professionalism.

TRANSCRIPTS

Official transcripts must be sent directly to Messenger College from your school(s). All documents must be translated into English if not issued in English.

Official transcripts are certified copies of official documents from each secondary and post-secondary school (college, university, or technical school) attended and records must include courses completed, grades earned, and certificates or degrees awarded.

Since Messenger College's minimum threshold for admission is based on your GPA from a recognized institution, please ensure the report requested includes a GPA. If requesting transfer credits, please ensure the report includes both a GPA and the grades given in each course. MC does not take any responsibility for the services of the vendors or the fees they may charge. Please note this report needs to be requested from the agency as soon as possible as circumstances may delay receipt of the official evaluation.

Messenger College requires an academic evaluation from one of the following agencies:

- **Educational Credential Evaluators (ECE) (Preferred)**
  - First time college student: Request a "General with Grade Average" evaluation.
  - *Transfer Student: Request a "Course-by-Course" evaluation.
- **World Education Services (WES)**
  - First time college student: Request a "Document-by-Document" evaluation.
  - *Transfer Student: Request a "Course-by-Course" evaluation.

**Please note transfer of credit is not guaranteed. See Transfer Policy.*

GPA

A 3.0 cumulative grade point average in secondary or post-secondary education (if applicable) is considered the minimum requirement. However, each application will be reviewed based on the Ability to Benefit policy.

ACT or SAT scores (required if high school GPA or college transfer GPA is less than 3.0). These scores will be considered in connection with assessment testing for placement purposes in English Composition and Mathematics. This requirement may be waived by the VPAA, particularly in extenuating circumstances.

ENGLISH PROFICIENCY

All on campus and online course instruction is in English.

Students must have their TOEFL iBT or IELTS Academic score sent directly to MC from their examination board.

Messenger College accepts scores from TOEFL iBT taken at a testing center only with a score of 79 or above. MC's institutional code is iC256.

Messenger accepts IELTS Academic score of 6 or above.

An oral interview may be requested. If a student has a score slightly lower than the requirement, they are encouraged to still apply. Depending on other submissions, they may still be accepted under the Ability to Benefit policy.
An IELTS or TOEFL iBT must have been taken no longer than two years prior to the student's start date at MC. Applicants who have scores that are more than two years old (or will be more than two years old by the time of MC's start date) may be requested to submit updated test scores or demonstrate English proficiency through one of the other listed options.

Other ways to demonstrate English proficiency:

1. U.S. citizens or U.S. permanent residents.
2. Citizen of an English-speaking country/territory, such as Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, British Guyana, Cayman Islands, Dominica, Grenada, Guyana, Jamaica/English-speaking countries in the West Indies, New Zealand, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad & Tobago, Turks & Caico Islands, United Kingdom, or the Virgin Islands.
3. Four years of high school in the U.S. with at least three years of English.
4. A full year at a U.S. university with at least six transferable credits from an accredited U.S. college or university in first-year English.

Note: English as a Second Language (ESL) courses are not accepted as proof of English proficiency.

FINANCIAL DOCUMENTS & REQUIREMENTS

Students must submit proof of financial support or ability to attend Messenger College, including living expenses and summer housing (if needed). Proof of Financial Support may include, but is not limited to, bank statements, documentation from a sponsor(s), financial aid letters, scholarship and/or institutional grant letters. If needed, students may submit documentation from multiple sponsors, which may include family members.

Before an I-20 is issued:

- Students must submit one or more of the following to meet the estimated Cost of Attendance for at least one year:
  - Current Personal Bank Statement (within the last six months) or other proof of funds such as a loan letter (must include your name as the student and amount of approved loan).
  - MC Affidavit of Support from Sponsor(s) (see MC website) with additional documentation. Additional documentation may include:
    - Bank Statement (within the past six months), or
    - An official letter from the bank showing funds are currently available.
  - Grant letter from Global Missions, signed by the Global Missions Director, including a fund report showing funds available for the student.
- Submit payment to MC for the first semester (housing, tuition & fees) if not covered by an Institutional Grant.

International students must complete all admission & financial steps as outlined above, and be issued an acceptance notice, before an I-20 Form will be issued.

The school does not provide visa services. After the I-20 is issued, students must:

- Pay the SEVIS fee (I-901) at www.fmjfee.com.
- Schedule an appointment to apply for a visa from their home country. (A Visa Application Checklist will be sent to the student with the I-20.)

Please contact the Enrollment Office if you are transferring from another US institution or wish to travel with dependents.

ENROLLMENT (INTERNATIONAL RESIDENTIAL STUDENTS)

Students are required to:

- Submit an Enrollment Form for at least 12 credit hours. Please note: International residential students may not enroll in more than one online course per semester.
- Submit the new student health form (requires Tuberculosis test and verification of required immunizations) at least two weeks prior to the start of the semester, specifically:
  - Tuberculosis
  - Meningitis Vaccine (required for students younger than 22 years of age)
  - TDap Vaccine
  - MMR Vaccine
- Submit a deposit for the cost of transportation to return to student's home country; amount to be determined in the admissions process.

CFNI INTERNATIONAL TRANSFER STUDENTS

To help accommodate international students transferring from CFNI (if they are not receiving Title IV financial aid), students may submit a copy of the original high school transcript with translation (that was required for CFNI admittance) and an official CFNI transcript from CFNI to Messenger College's Registrar instead of going through the transcript and evaluation process. They can request this through the CFNI student portal and are required to pay the fee(s) to CFNI. However, if the student presents unfavorable academic CFNI records or if otherwise requested by MC, the student may be required to submit an official high school transcript with an evaluation as outlined in the policy.

CFNI transfer students are also not required to submit TOEFL scores unless specifically requested. The student is responsible for ensuring they are academically prepared to take classes in English.

Furthermore, instead of a PCG recommendation letter as a pastoral recommendation, CFNI students must provide a recommendation from a CFNI leader (e.g. a CFNI Dean or Director). The additional professional letter of recommendation verifying the student's dedication to success and professionalism is still required.

Additionally, international students requesting an I-20 from Messenger will have additional requirements (see Admissions Policy – International Residential Students). Students with an I-20 from Messenger must notify the DSO of any plans for travel (in advance) and must check in with the DSO on a regular basis.

INTERNATIONAL ONLINE STUDENTS

International online students must complete all Domestic Online Admissions requirements as outlined above. However, International online students may also be required to submit transcript translation/evaluation(s) and/or proof of English proficiency as outlined in the International Residential Admissions Policy and as required by the Academic Office.

International Online Disclaimer: International students desiring to attend Messenger College must recognize it is the students' responsibility to understand the specific and current rules, regulations, and requirements of their home country. Students are advised that Messenger College does not certify that their degrees will meet any licensure or certification requirements or be recognized by the students' home country. This may be an issue if the student desires to continue their education in their home country and/or with employers requiring specific requirements in their home country. In the event the government of a students' home country contacts Messenger College to indicate a lack of compliance, enrollment from the home country will stop immediately. As a result, international students enroll at their own risk and accept this responsibility prior to enrolling.

Please note, the Bachelor of Arts in Counseling is not intended to lead to licensure in the United States.

International Online Students are not currently accepted from Canada.

ADDITIONAL ADMINISTRATIVE/ACADEMIC POLICIES

College Entrance Exams (ACT/SAT):

Messenger College considers the "whole student" in reference to academic readiness and is a test-optional-for-some institution.

Applicants whose high school GPA is lower than 3.0 must submit college entrance exam scores (such as the ACT or SAT).

For transfer students with a college GPA under 3.0, college entrance exams may also be required. If desired, the transfer students may submit alternative documentation of college readiness for consideration by the Admissions Committee. However, the Committee may still require college entrance exams on a case-by-case basis if the student's college GPA is lower than a 3.0. A phone interview may also be required.

The student may be admitted under the Ability to Benefit policy; any exceptions to the ACT/SAT requirement must be approved by the Vice President of Academic Affairs.

Ability to Benefit:

Applicants are required to be high school graduates with a satisfactory record of achievement. A "C" average in college preparatory work (such as CLEP exams) is conventionally considered the minimum. The Academic Office will handle, on an individual basis, those with non-standard and special education high school records.

Applicants who do not have a high school diploma may be admitted if they can provide a GED certificate. Applicants who were home-schooled must have adequate records or a GED certificate. If applicants do not have either a high school diploma or GED certification, they must complete the ACCUPLACER test.

Applicants who present unfavorable records may (1) be denied admission, or (2) be admitted with restrictions and on academic warning. *Examples of unfavorable records may include test scores, earned GPA, etc. that are lower than the minimum requirements.* This warning may be lifted by meeting satisfactory academic progress at the end of the first semester of enrollment. Students may also be required to take developmental courses.

Students enrolled in developmental courses must earn a minimum C letter grade in order to advance into ENG1013 English Composition 1 or MAT1113 College Algebra. Students taking ENG1013 English Composition 1 must pass this course with a minimum C grade before moving to ENG1023 English Composition 2.

Required Safety & Security Disclosures:

Admission may be denied to those persons whom the institution considers to be a potential danger to the safety, security, and educational environment of Messenger College. The college may revoke (or may subject to certain conditions) the admission of any already admitted person who is deemed to be a potential danger to safety or security or threatens to disrupt educational processes. Such persons shall be afforded due process as outlined in the Student Handbook.

In order to help foster a safe learning environment, the college requires those individuals who have been convicted of a felony, and who are interested in attending classes at the college, to disclose this information prior to registering for credit or continuing education classes.

Based on the nature of the offense and other factors, the college reserves the right to deny admission, revoke admission, limit enrollment and/or restrict activities of a student. Campus notifications will be initiated as deemed necessary. Failure to disclose a felony conviction may result in the student being immediately withdrawn from current classes and may result in disciplinary action including suspension or dismissal, as outlined in the Student Handbook.

Texas Legislation has regulations (with limited exceptions) regarding vaccination requirements that affect all MC residential students.

Financial Affairs

Enrollment for any semester is complete when satisfactory arrangements are made with the Business Office. Failure to keep an account current jeopardizes the student's continuation in school. Messenger College is a non-profit educational institution and receives contributions and gifts from individuals, churches, and foundations. Although tuition and fees paid by the students cover only part of the operating cost of the College, the College does depend upon student tuition and fees to maintain a balanced budget. Each student should plan a financial program, seeking help from family, church, and employment to assume proportionate financial responsibility for education.

DEGREE PROGRAMS – Associate of Arts, Bachelor of Arts:

DFW Residential:

Tuition:	415.00 *per credit hour*
Audited Course:	½ regular tuition rate
Academic Fees:	400.00 *per semester*
Access Card Replacement Fee:	25.00 – 250.00 *(see fee explanations following)*
Library Replacement Fee:	100.00
Library Processing Fee:	5.00
Payment Plan Fee:	25.00
Returned Check Fee:	20.00
Schedule Change Fee	25.00
Stop Payment Fee:	40.00
Application Fee:	35.00
Graduation Fee	200.00
Improper Withdrawal Fee	250.00

MC Online:

Tuition:	415.00 *per credit hour*
Audited Course:	½ regular tuition rate
Online/Academic Fee:	400.00 *per semester*
Payment Plan Fee:	25.00
Returned Check Fee:	20.00
Schedule Change Fee	25.00
Stop Payment Fee:	40.00
Application Fee:	35.00
Graduation Fee	200.00
Improper Withdrawal Fee	250.00

TEACHER CERTIFICATE PROGRAM (TXITE):

TExES Exam Request	35.00 per exam
Out of Region/Exchange Fees	TBD – student specific

CERTIFICATE PROGRAMS – TEFL, Certificate in Pastoral Ministry, Certificate in Intercultural Ministry:

MC Online:

Tuition - TEFL:	415.00 *per credit hour*
Online Fee - TEFL:	95.00 *per semester*
Tuition – Certificate in Pastoral Ministry	207.50 *per credit hour*
Online Fee – Certificate in Pastoral Ministry:	255.00 *per semester*
Tuition – Certificate in Intercultural Ministry	207.50 *per credit hour*
Online Fee – Certificate in Intercultural Ministry:	255.00 *per semester*
Payment Plan Fee:	25.00
Returned Check Fee:	20.00
Schedule Change Fee	25.00
Stop Payment Fee:	40.00
Application Fee:	35.00
Graduation Fee	25.00 – 200.00 (see fee explanations on following page)
Improper Withdrawal Fee	250.00
Trip Fees – Certificate in Intercultural Ministry	$6,000.00

PAYMENT OF TUITION AND FEES

The full amount of tuition and fees is due at the beginning of each semester. In case a student is unable to pay in full, credit arrangements may be made subject to the terms outlined below. Payments should be made in the student's financial profile in Populi. Payments can also be made to the Business Office by personal checks, money orders in US funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment. Parents assuming responsibility for payment of a student's account must submit a written letter to the Business Office stating their intentions. Policies and procedures for payment are the same for all responsible parties. Advance payment must be mailed at least one week prior to the first day of the semester.

Payment in full or definite financial arrangements must be made before enrollment. A financial lock will be applied to a student's account until it is cleared with the Business Office. **Federal Financial Aid is not available for certificate programs.**

Degree Programs (AA, BA):

- At least 50% of all charges must be paid by the first day of the semester. The remaining amount should be paid in equal payments by the end of the semester per the stipulations of your Payment Plan Agreement with MC's Business Office.
    - Financial Aid awards will be considered in fulfilling payment requirements.

TEFL Certificate:

- Payment for the TEFL Certificate may be made over the course of the program completion, provided it is completed within one semester. The total cost for the TEFL Certificate is $3,000.
    - A Payment Plan Agreement is required.
    - Equal payments of $600 are due on the 10th of the month August through December.
    - A down payment may be made and there is no penalty for paying more than the monthly installment.

Certificate in Pastoral Ministry/Certificate in Intercultural Ministry:

- Payment for these certificates may be made over the course of the program completion, provided they are completed within two semesters. Total tuition and fees for the Certificate in Pastoral Ministry is $3,000. Total tuition and fees for the Certificate in Intercultural Ministry is $3,000. Additional travel costs for the Certificate in Intercultural Ministry are $6,000.
    - A Payment Plan Agreement is required.
    - For a fall semester start, equal payments of $300 are due for tuition and fees on the 10th of the month August – December then the subsequent January– May.
    - For a spring semester start, equal payments of $300 are due for tuition and fees on the 10th of the month January – May, then the subsequent August – December.
    - Travel costs for the Certificate in Intercultural Ministry require a payment of $1,300 at the beginning of each semester (August and January), with the remaining balance paid in equal payments of $800 due on the 10th of the month September – December, then the subsequent February – May.
    - A down payment may be made and there is no penalty for paying more than the monthly installment.

Students expecting their fees to be paid through financial aid sources must have all necessary documentation filed with the Financial Aid Office by June 30th for the fall term, and by October 30th for the Spring term in order to receive consideration for payment deferment.

Accounts 120 days or more outstanding from the beginning of the semester shall be sent to collections unless a payment plan is in place. If a payment plan is in place, an account will be considered in default and sent to collections if more than 2 payments are missed or 120 days from the beginning of the semester, whichever occurs later. The 30% collection fee shall be charged to student accounts before being submitted to the collection agency.

Explanation of Fees:

Academic Fee: An administrative fee for academic success resources such as library, instructional technology, etc.

Application Fee: A non-refundable administrative fee required upon submission of an application for admission.

Change of schedule fee: An administrative fee charged for each schedule change processed beginning two weeks prior to the start of a semester.

Graduation Fee: A charge for graduation processing. This fee is charged to all students pursuing an associate or bachelor's degree, regardless of participation in a commencement ceremony and is non-refundable. For the Certificate program, a

diploma only is $25.00. If the graduate wishes to participate in commencement *without regalia*, the fee is $100.00. If the graduate wishes to fully participate in commencement *with cap and gown* the fee is $200.00.

Access Card Replacement Fee: A $25.00 replacement fee is assessed for a lost or stolen access card if reported within 24 hours of the last recorded usage. If the card is not immediately reported as lost or stolen, a fee of $25.00 per day is assessed, up to a maximum of $250.00 plus the $25 replacement fee. A $250.00 fine is assessed for failure to return an access card at the close of the semester.

Intercultural Trip Fees: Costs for travel, housing, and food for assigned on-field intercultural practicums.

Late Registration Fee: An administrative fee assessed to students who enroll for classes after the first full week of the semester.

Library Replacement Fee: A non-refundable fee charged to a student who does not return an Out-of-Print book that cannot be acquired for the library from another source.

Library Processing Fee: A non-refundable fee charged to a student for a book not returned to the library which must be replaced.

Payment Plan Fee: A non-refundable fee assessed to set up a payment plan.

Returned Check Fee: A non-refundable fee assessed when either a physical check or electronic check is returned by the bank.

Schedule Change Fee: A non-refundable fee assessed each time a student submits a Schedule Revision Request Form during the semester.

Stop Payment Fee: A non-refundable fee assessed when a student has requested to have an issued financial aid refund check stopped and reissued due to student misinformation or loss. Checks will not be reissued unless they have not arrived within 14 days of the issue date.

Transcript Fee: A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools. This fee is assessed after the first request.

Tuition: The basic charge for general instructional, general institutional, and plant operations. Tuition covers but a portion of these costs, which are also supported by generous gifts and endowment income.

Withdrawal Fee: This non-refundable processing fee is assessed to students who do not properly follow the MC Institutional Withdrawal process.

TEXAS AND ONLINE SCHEDULE REVISION REFUND POLICIES

At the beginning of the school year, Messenger College must assume certain financial obligations, based on student enrollment. Expenses continue for the College even though a student later withdraws. A fair refund policy is, therefore, essential, both for the student and for the College. The following regulations apply to all withdrawals from College courses.

A week is defined as ending on the first Friday of the semester. Subsequent weeks will end on each Friday thereafter.

Texas On Campus Learning Refund Policy
Upon dropping or withdrawing from class(es), the following refund for tuition shall apply:

Before the end of the first week:	100%
Before the end of the second week:	75%
Before the end of the third week:	50%
Before the end of the fourth week:	50%
Before the end of the fifth week:	25%
After the end of the fifth week:	None

A $25 fee is assessed for each schedule change processed beginning two weeks prior to the start of a semester.

Online Learning Refund Policy

Upon dropping or withdrawing from class(es), the following refund policy for tuition shall apply:

Online Course Revision Options	Session 1 Course	Session 2 Course	Refund % and Fees
Drop - the course is deleted from the student's schedule	Within 2 weeks prior to course start but before 4pm on Friday of Week 1	Within 2 weeks prior to the semester start but before 4pm on Friday of Week 1	100% tuition refund + a $50 change fee
Withdrawal - the course is marked as a WF or WP on the student's schedule	Before 4pm on Friday of Week 2 Before 4pm on Friday of Week 3	Before 4pm on Friday of Week 2 Before 4pm on Friday of Week 3	40% tuition refund + $50 change fee 0% tuition refund + $50 change fee

VA Regulation 14254 (c)(13)
A refund of the unused portion of tuition, fees and other charges will be made, as required by Veterans Affairs Regulations, to veterans or eligible persons who fail to enter or fail to complete the course. The refund will be within 10% of an exact pro-rata refund. No more than $10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course.

MESSENGER COLLEGE SCHOLARSHIPS

Students must complete an application to be eligible for a Messenger College scholarship. The Scholarship Committee will review applications, and students will be notified of any awards. All Messenger College scholarships are subject to availability of funds. Scholarships can be withdrawn if the student does not maintain eligibility requirements. More information and an application can be found in the Registrar's office. If a scholarship creates a credit balance after all Title IV funds have been received, the scholarship will be reduced by the amount of the credit unless the student chooses to reduce their student loans by the same amount. Applications are due October 1st for Spring semesters and March 1st for fall semesters.

FINANCIAL AID POLICY

The Messenger College Financial Aid program exists to provide available funding for college attendance to students whose financial status denies them access to a college education. The Messenger College Financial Aid Office will strive to bring together available funds for prospective and current students who have demonstrated financial needs. All qualifying students will be served without regard to race, color, creed, national origin, gender, handicap, or age.

Realizing that the primary responsibility for financing post-secondary education lays with the student and his/her family, Messenger College financial assistance is intended only as a supplemental source to the student. Student financial records will remain confidential. All policies and procedures will protect the student's right of privacy. The student's written consent is required for the release of information.

Federal Financial Aid is not available for Certificate programs.

Federal Student Aid Program:

Messenger College participates in the Federal Student Aid program. A student who files a Free Application for Federal Student Aid (FAFSA) may qualify for the awards listed below. To file your FAFSA go to https://studentaid.gov/h/apply-for-aid/fafsa. You will need your tax returns (from two tax years prior) and investment information available when you are ready to complete the form.

- Federal Grants
  - PELL Grant – based on financial need. Maximum award is $7,395 for students enrolled in at least 12 credit hours for two semesters. Students enrolling in a summer trailing semester for a minimum of six credit hours may be eligible for an additional PELL award.
  - SEOG (grant) – students who are eligible for the PELL Grant may also receive the SEOG. Minimum award is $100 per year.
- Federal Loan Programs (must be repaid):

- Subsidized Loan – The federal government pays the interest on the loan while the student is in school. Payments are deferred until 6 months after graduation or student is enrolled in less than 6 credit hours.
- Unsubsidized Loan – Interest accrues while student is in school. Payments deferred until 6 months after student leaves school or student is enrolled in less than 6 credit hours.
- Parent (PLUS) loan – Loan made to parents; interest is accrued from the date of disbursement. Credit approval is required. Parents may choose to defer payments.

Cost of Attendance and Financial Need Calculation:

- *Cost of Attendance* – The Cost of Attendance is an estimate of the expenses associated with attending an Institution of Higher Education for a particular award period. The cost estimate, which is used in calculating financial aid eligibility, is based primarily on a student's enrollment status and whether s/he will be living on or off campus.
- *Need Based Eligibility* – The Financial Aid office calculates financial need to determine the amount of need-based financial aid for which a student is eligible. The financial information provided on the FAFSA is analyzed by the US Congress. It is used by the federal processor to calculate a Student Aid Index (SAI) which is an index number used to determine federal student aid eligibility. If the cost of attendance at Messenger College is greater than the Department of Education has calculated for the student's SAI, the student is considered to have financial need. The student's SAI is used by the Financial Aid Office to determine the amount of eligibility for Federal Student Aid Programs which are outlined in the previous section.
- *Notification and Disbursement of Awards* – A student will be notified of any awards s/he is eligible for by an Award Letter. All awarded disbursements will be posted to a student's account within 3 business days from the date Messenger College receives payment. Awards are figured for each academic year and divided by the number of semesters in which a student is enrolled. A returning student may receive part of his/her award(s) 7 days before the beginning of each semester. A new student will receive his/her award(s) in a reasonable time frame after registration is complete. No award can be disbursed until all requested student information is on file in the Financial Aid Office. Student information includes verification of attendance for residential classes and/or participation in online classes during the first week of each course of a block/semester. Attendance and Online participation must be maintained throughout each course (see Class Attendance Policy in Academic Affairs), or the student risks financial aid funds having to be returned by the Financial Aid Office. In the event that financial aid must be returned the student will be responsible for the amount returned and any additional balance owed to Messenger College.

Loan Counseling

All first-time borrowers at Messenger College will be required to complete Entrance counseling before loan funds are disbursed. Each student graduating, withdrawing, or dropping below six hours who has received proceeds from a student loan will be required to complete Exit counseling as required by the Department of Education regarding repayment of student loans. Students are notified by the Director of Financial Aid through email; counseling can be completed by logging on at https://studentaid.gov/.

Federal Aggregate Loan Limits:

Dependent students - $31,000, no more than $23,000 of which may be subsidized
Independent students - $57,500, no more than $23,000 of which may be subsidized

Annual Stafford Loan Limits

Dependent Students (Except Students Whose Parents Cannot Borrow PLUS)

	Subsidized	Unsubsidized
Freshman	$3,500	$2,000
Sophomore	$4,500	$2,000
Junior or Senior	$5,500	$2,000

Independent Students and Dependent Students whose parents cannot borrow PLUS

	Subsidized	Unsubsidized
Freshman	$3,500	$6,000
Sophomore	$4,500	$6,000
Junior or Senior	$5,500	$7,000

Loans are offered each semester the student is enrolled for at least six credit hours as shown by the above tables. However, the annual limits remain the same even if the student is enrolled in a summer trailing semester.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. If the student receives the federal student financial aid funds, the student is entitled to a refund of the money not applied to eligible institutional charges.

Federal Work Study

The Federal Work Study (FWS) program provides an opportunity to earn money for educational expenses. The FWS awards are based on the student's need, the availability of resources, and the amount of aid the student receives from other programs. FWS applications are available in the Financial Aid Office.

Veteran's Education Benefits

Veterans may be eligible for education assistance depending on their eligibility with the VA. A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

To verify eligibility a student should call 1-888-GIBILL-1. More detailed information may be obtained in the Financial Aid Office.

Vocational Rehabilitation Benefits

Under the state's Vocational rehabilitation Program, any student who has a physical disability may qualify for benefits. Eligibility questions should be addressed to the Office of Vocational Rehabilitation in the student's home state.

Satisfactory Academic Progress for Financial Aid Recipients

The office of Financial Aid at Messenger College is required by federal regulation to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress requirements. The student's official academic record maintained by the Office of the Registrar and shared with the Office of Financial Aid is reviewed to determine student compliance with this policy. All students must maintain satisfactory progress in an eligible program of study leading toward a degree.

Cumulative Rate of Progress (ROP) Rule

This component measures the rate of progress (ROP) towards completion. Students must complete and satisfactorily pass 67% of all credit hours attempted at Messenger College. Students must complete enough hours to finish their program within the maximum time frame. Quantitative progress is determined by dividing the number of credit hours completed by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits that count towards the student's current program, Withdrawals (W, W/F), Failed (F) and repeated courses. After one semester of failing to meet the minimum ROP requirement, a student will be placed on Financial Aid Warning for one semester. If the student fails to raise his/her ROP to the minimum standard of 67% after one semester of Warning, the student will lose financial aid eligibility and will be placed on Financial Aid Suspension.

Dropping classes after the first week of each semester will affect the completion rate. Dropping a class during MC's specified add-drop period does not affect the completion rate.

Cumulative 150% Rule

The maximum time frame (MTF) for completion of all programs below the master's level is limited by federal regulations to 150%. To remain eligible for Federal Financial Aid, the maximum time frame (MTF) needed to complete a program of study cannot exceed 150% of the published length of the program measured in credit hours attempted. For example, if the published length of required credit hours for a program is 180 hours, the maximum period must not exceed 270 (180 x 1.5) attempted credit hours. If the published length of required credit hours is 72 hours, the maximum period must not exceed 108 (72 x 1.5) attempted credit hours. Students must complete enough hours to finish their program of study within the maximum time frame.

Maximum timeframe pace must be measured at each evaluation. Students fail the maximum timeframe measure at the point at which it is determined that it is not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe. Remedial courses are not to be included when determining pace. To

determine the pace progress, divide the cumulative number of credit hours completed by the cumulative number of credit hours attempted. When calculating pace, transfer credits will be counted if they apply toward the current program.

Program	Regular Hours	Maximum Hours
AA	60	90
BA	120	180

Cumulative Grade Point Average (CGPA)
All students are required to maintain a cumulative GPA (CGPA) based on the chart listed below. A student must maintain minimum CGPA requirements to be eligible for federal financial aid. SAP is measured for all students after each semester. After one semester of failing to meet the minimum CGPA requirement, a student will be placed on Financial Aid Warning for one semester. The student will receive written notice of warning status from the Financial Aid Office. If the student fails to raise his/her CGPA to the minimum standard after one semester of Warning, the student will lose financial aid eligibility and will be placed on Financial Aid Suspension.

Transfer credits are not included in the calculation of the cumulative GPA but are included in the student's rate of progress (ROP).

When retaking a class, only the most recent attempt at the course is used to calculate the cumulative GPA. All classes taken; however, whether they are first attempts or retakes, will count toward the ROP calculation. This includes classes that are taken during periods when no federal financial aid is received.

GPA Maintenance and Requirements

Credits Attempted	*Satisfactory Academic Progress*	*Graduation*
1-22	1.6	2.0
22-33	1.7	2.0
34-44	1.8	2.0
45-55	1.9	2.0
56 and above	2.0	2.0

Financial Aid Warning Status
The student's academic progress will be reviewed at the end of each semester. If a student fails to earn the minimum number of credit hours (67% of attempted credits) **and/or** minimum cumulative GPA, the student will be placed on Financial Aid Warning.

After the first semester of not meeting the minimum standards for Satisfactory Academic Progress (SAP), a warning notification will be sent to the student from the Director of Financial Aid. The notification will inform the student that he/she is not making Satisfactory Academic Progress and is therefore on Financial Aid Warning status and in danger of losing financial aid eligibility, if applicable. The Warning status will continue through the following semester of enrollment. The student can continue to receive federal aid while on Financial Aid Warning status.

Due to the limited time frame between the end of one semester and start of another, and MC's current Academic Advising process, students may not be notified of their SAP status by the Financial Aid Office prior to enrolling for the next semester in which they may be ineligible for federal financial aid. Students are **strongly encouraged** to monitor their progress through the information provided in Populi and take action by contacting their academic advisor if they are in danger of not meeting SAP. Academic Advisors are also encouraged to track their students' progress in their current courses so the necessary steps can be taken to help ensure the student's success.

Financial Aid Suspension Status
If after one semester of Financial Aid Warning the student is still not meeting SAP standards, the student will be placed on Financial Aid Suspension and, if the student was a recipient of federal aid, he/she will lose financial aid eligibility. A letter of explanation will be sent to the student. The student is now on Financial Aid Suspension status. This loss of eligibility will be for the following semester, with the student not regaining eligibility until it is determined that he/she is once again meeting the minimum SAP standards. If the student earns the status of Financial Aid Suspension due to extenuating circumstances, or if the student feels that he/she has been unfairly placed under that status, the student may file an appeal and submit it to the Director of Financial Aid.

Financial Aid Suspension Appeal Process
The student will be notified in writing by the Financial Aid Office about their suspension status and provided with an appeal form and instructions for writing an appeal and the date by which the appeal must be submitted. Through this appeal process, the student has the opportunity to appeal for one semester of continued financial aid while they are working to achieve SAP.

Examples of extenuating circumstances include, but are not limited to, unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, or a victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis. The letter of appeal should address in detail any extenuating circumstances that have affected the student's academic performance. The deadline for filing an appeal will be included in the letter to the student, but will always be before the start of the next semester of enrollment.

Acceptable documentation is determined by the Finance Committee; if there is a death of an immediate family member, a copy of the death certificate or obituary will be required. In situations of illness or hospitalization, official medical documentation is required. If there is a homeless or domestic abuse situation, a letter from a social services agency or medical documentation in extreme cases may be required.

Financial Aid Probation
The appeal form must be completed and submitted to the Director of Financial Aid, along with supporting documentation as appropriate and the Letter of Appeal so that the Finance Committee can determine if the appeal should be granted. The appeal will be reviewed by MC's Finance Committee and if approved, the student will be required to meet with their academic advisor, Registrar, or the VPAA to establish a new academic plan, with the goal of helping the student re-establish minimum academic standards. No financial aid disbursement will be made, however, until it is determined that the student is actively following the new academic plan.

If an appeal for continued financial aid is granted, the appeal will only be valid for one semester, or as otherwise determined by the Finance Committee. The student is now placed on Financial Aid Probation for the specified length of time as determined by the appeal decision. The student must meet with their Academic Advisor and/or the Registrar to complete a well-documented written plan stating the student's goals for the semester(s). This academic plan must ensure that the student can meet SAP standards by a specific point in time. A copy of the plan will be on file in the student's financial aid file. All decisions of the Finance committee are final.

Action taken on a financial aid appeal is transmitted to the student in writing, via Populi, or via email from the Director of Financial Aid. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and also not be entitled to a refund of charges if the student must withdraw from classes.

SAP will be checked again at the end of that semester to determine if the student is once again making satisfactory progress or, at a minimum, meeting the conditions of their appeal and academic plan.

Approved appeals **DO NOT** override federal regulations such as annual or aggregate loan limits, loan default, overpayments, Pell Grant Lifetime eligibility limits, or any other reason the Department of Education has determined the student ineligible for federal student aid. If a student is determined ineligible for reasons other than Satisfactory Academic Progress during the probationary period of an approved appeal, financial aid will be cancelled immediately.

Financial Aid Suspension/Termination
Failure to achieve minimum SAP during the Financial Aid Probation status will result in dismissal from the college. When a student has been placed on Warning, Probation, Suspension, or Termination, such action may be permanently indicated on the student's academic record (transcript).

Additional Notes

- **Changes in major, double majors or minors –** may cause the student to reach the maximum attempted hours and lose eligibility before earning a degree. All program changes must be approved by the Registrar or VPAA. Additionally, if a student enrolls in another degree program at the same level (i.e., a second bachelor's degree) the original rate of completion and maximum time frame still applies. The student should be aware they may not have enough remaining eligibility to complete the second degree. Pell Grant and Subsidized loans are not available for a second Bachelor of Arts degree for a student.

- **Incomplete grades, missing grades, failing grades, course withdrawals –** will lower the student's completion ratio, because they are counted as attempted, but not earned credit hours. They also count against the student's maximum attempted hours. Withdrawals during the semester's add/drop period are not counted as attempted credit hours in the calculation.

- **Grade changes –** that are made by the instructor and processed prior to the SAP appeal deadline will be considered when calculating a student's SAP. Students cannot raise their SAP by replacing a course grade earned at MC with a transfer credit with a higher grade from a course completed at another institution.

- **Courses taken for pass/fail grades –** will count against both the student's maximum attempted credit hours and the student's completion ratio.

- **Retakes and Repeated courses -** count as attempted credit hours each time the student registers for them but reduce the completion ratio because they count as earned credit hours only once.

  If a student receives a failing grade in a class that is required for the student's program of study, that class must be retaken. If the student receives a passing grade in the retaken class, the first failing grade will be replaced by the higher grade, and the first failing grade will not count towards the calculation of the cumulative GPA. The failed class will count; however, as attempted credits toward the ROP and PACE calculation. If the retaken class is failed for a second time, both failing grades will count toward the calculation of the cumulative GPA, as well as attempted credits toward the ROP and PACE calculation.

  If the student received Federal Financial Aid funds (Title IV) for the failed class, the school will approve FFA funds one more time for any repeat class. If a student fails a class two times and wishes to repeat the class a third time, the student will have to pay for the course without using Title IV funds.

- **Remedial courses –** do not count as either attempted or earned credit hours.

- **Late posted grades or grade changes –** will not change the student's status. The student may request a recalculation of SAP after the student has confirmed with the Registrar that the grade change has been posted to the student's academic record.

- **Administrative Withdrawal –** may affect a student's rate of completion. Students who fail to verify their enrollment by class attendance during the first two weeks of a semester may be administratively dropped from the course. Students who fail to maintain active participation in an online course for more than two consecutive weeks may be administratively withdrawn from the course. If the student fails to participate in all classes, they may be Administratively Withdrawn from Messenger College and may have to meet with the Registrar and/or VPAA before re-enrolling in classes.

  If the student was Administratively Withdrawn from MC and received Federal Financial Aid, an R2T4 will be completed to determine if any funds need to be returned to ED. Such funds must be returned within 30 days of the date of the Administrative Withdrawal.

Procedures of Official Withdrawal

Students who are withdrawing from all classes must contact the Registrar and complete an Institutional Withdrawal Form. The Director of Financial Aid is notified who then contacts the student to counsel him/her regarding the financial consequences of withdrawal. *All students are strongly urged to counsel with the Financial Aid Office before withdrawing*. A student may refuse counseling. A student who previously intended to withdraw has the option of rescinding his/her withdrawal after counseling.

Withdrawing from class, whether officially or unofficially, will affect a student's academic progress and may jeopardize his/her ability to receive Financial Aid in the future. Students who do not re-enroll for two consecutive semesters will be officially withdrawn from the college and will be required to apply for readmission under the current catalog.

Institutional Withdrawal

Students finding it necessary to terminate their student status must notify the Registrar and obtain and complete an Institutional Withdrawal Form at the time of withdrawal if during the semester, 10 days after the end of a semester, or 10 days prior to the beginning of a new semester. A student who completely withdraws from the College while enrolled in classes will be dropped or withdrawn from their courses according to the Schedule Revision Policy. A $250 fee is assessed to students who do not follow these withdrawal procedures.

Unofficial/Administrative Withdrawal

When a student stops attending classes altogether it is considered to be an unofficial withdrawal. Residential students who do not attend classes during the first two weeks of the semester and online students who do not participate in a class for two consecutive weeks may then be Administratively Withdrawn. Students who are Administratively Withdrawn will be sent an Institutional Withdrawal Form which must be completed and returned to the Registrar within two weeks of the date the form was sent to the student. If the withdrawal form is not returned by that date, a $250 fee will be assessed to the student for not following the withdrawal procedures.

Exceptions

The Withdrawal Fee does not apply to students who have successfully completed a semester at MC but have not completed an Enrollment Agreement for the subsequent semester and do not return to the institution.

Any other exceptions to this policy can only be granted by the President's Cabinet.

Automatic Termination of Federal Student Aid

The following situations will necessitate the automatic and immediate termination of financial aid eligibility:

- Withdrawal from all classes
- Failure to meet special requirements of Satisfactory Academic Progress
- Default on any federally funded student loan
- Other disqualifications as determined by the Department of Education

Returning Aid to Title IV Programs

The responsibility for returning unearned aid is allocated between Messenger College and the student according to the portion of disbursed aid that could have been used to cover Messenger College charges and the portion that could have been disbursed directly to the student once charges were covered. Messenger College will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes the Title IV programs and Messenger College. Examples of refund calculations are available in the Business Office.

Students who receive financial aid under the Title IV program and withdraw from school before the end of the term must repay all or part of the funds. This policy is effective only if the student completely terminates his/her enrollment by official withdrawal, is dismissed from classes, or stops attending classes without an official withdrawal, before completing more than sixty percent of the semester.

Definition of Title IV Funds:

The term "Title IV Funds" refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at Messenger College: Federal Pell Grant, Federal Supplemental Educational Opportunity Grand, and Federal Direct Loans (subsidized, unsubsidized, and parent PLUS loans).

The amount of the refund of institutional fees for students withdrawing will be calculated according to the policy in the catalog. This is a separate policy from the Return of Title IV Funds Policy.

Funds will be returned in the following order:

1. Unsubsidized Direct Federal Loan
2. Subsidized Direct Federal Loan
3. Parent Plus Direct Federal Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Post Withdrawal Disbursements

If it is determined that a student had earned Title IV funds which had not yet been disbursed to them, they are offered a post-withdrawal disbursement.

A post-withdrawal disbursement of Title IV grants does not require permission from the student. A student's permission is not required to credit a student's account with the post-withdrawal disbursement for current charges for tuition, fees, and room and board up to the amount of the outstanding charges, or for minor (e.g., under $200) prior year charges that the school has authorization to retain. However, the student's authorization must be obtained before crediting the account for charges other than current charges.

A post-withdrawal disbursement must be made from available grant funds before available loans funds.

Title IV Credit Balances

Any pending Title IV credits are placed on hold once the institution determines that a student has withdrawn. Any Title IV credit remaining after the R2T4 calculation and resulting adjustments must be paid to the student within 14 days of the calculation.

Post withdrawal disbursement to the student for earned Title IV funds in excess of outstanding current (educationally related) charges from the date of determination that student withdrew:

- Loans – As soon as possible but no later than 180 days
- Pell Grants – As soon as possible but no later than 45 days

Academic Affairs

Dual Credit

High school students may be eligible to enroll in Messenger College (MC) courses as non-degree seeking students while completing their high school requirements. Juniors and seniors are eligible if they meet the requirements listed below. High school sophomores may also qualify if they score a 250 or higher on the English portion of the ACCUPLACER test. They may take MC level one and level two classes as approved by their high school or home school authority. Exceptions may be granted for level three MC courses on an individual basis as approved by the Academic Office of Messenger College.

Courses will not count toward the student's high school diploma unless the student has made prior arrangements with the high school, homeschool authority and/or local board of education. Students should note that the acceptance of Messenger College credits is not guaranteed and is subject to the discretion of the receiving institution.

Dual enrollment students will pay a reduced fee for each course, as determined by the Finance Committee and approved by the PC and Board of Governors. Any credit earned in this program will be shown on the student's transcript and will only be released to other institutions after presenting a high school diploma or GED certificate. Transcripts and/or grades will not be released if the student has a balance due to MC.

A high school student may earn up to 60 credit hours in this program. If a student has participated in MC's dual enrollment program and subsequently enrolls at MC as a degree-seeking student, all earned credits from dual enrollment will be applied to the respective degree requirements.

High school students are not eligible for federal financial aid. Only residential degree-seeking students are eligible for MC scholarships.

To be eligible for Messenger College dual credit courses, high school students must:

1. Complete and submit the Dual Credit Application, including signatures of consent from the student's parents and high school or home school authority as applicable.
2. Have a cumulative high school GPA of at least 3.0.
3. Submit an official high school transcript.
4. Submit ACT/SAT scores or ACCUPLACER scores if the high school GPA is lower than 3.0.
5. Submit ACCUPLACER test scores if the student is a sophomore wishing to participate.
6. Maintain a minimum 2.0 GPA at Messenger College to continue in the dual enrollment program.

When a Dual-Credit application is received, it will be evaluated by the Admissions Committee. If accepted, the student will be notified, and the enrollment process will begin.

Academic Advisement

While Messenger College provides as much assistance as possible in planning academic programs, each student is responsible for the proper program completion and, therefore, should be familiar with the requirements listed in the College catalog.

No irrevocable contract arises from enrollment; the College maintains the right to require compliance with its rules and regulations at all times. The College reserves the right to withdraw any course for which registration is considered insufficient.

Audit

Classes may be audited for one-half the regular tuition. Students will not receive academic credit for audited courses. No more than two courses can be audited, and the course Instructor must approve before the student is enrolled. If a student wishes to audit additional classes after the initial two, they may petition the AAC for approval.

Definition of Credit Hour

A federal rule that went into effect on July 1, 2011, is a new definition of "credit hour". Under the new definition, a "credit hour" must "reasonably approximate" not less than "one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week" for the duration of the term, or "an equivalent amount of work." Coursework can include multiple formats of learning, regardless of mode of delivery, including laboratory work, practica, studio work, or asynchronous distance education.

At Messenger College, regardless of mode of delivery, a credit hour is equivalent to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for sixteen weeks for one semester. The semester is divided into two distinct eight-week blocks.

Classification of Students:

Freshman:	1-29 semester hours
Sophomore:	30-59 semester hours
Junior:	60-89 semester hours
Senior:	90-120 semester hours

Transfer of Credits:

A student transferring from another college or university is not at liberty to disregard collegiate record and apply for admission based on his/her high school record. An official transcript of all academic work must be on file in the office of the Registrar.

In as much as a "C" average (2.0) is required of students for graduation from Messenger College, only such work completed in another institution with a grade of "C" or better will be accepted for transfer. Credits are accepted from institutions accredited by accrediting agencies recognized by the US Department of Education insofar as the credits are applicable to the degree program of the studies at Messenger College. Per TRACS standard IER 17.4, policies and practices must ensure that course work is at the collegiate level. Messenger College is responsible for the quality of course work and credit given on the transcript.

In accepting credits from non-accredited colleges, the Vice President of Academic Affairs will decide each case on its merits. Validation of credits requires the satisfactory completion of at least 21 credit hours toward an Associate's degree (35% of the degree requirements) or 51 credit hours (42% of the degree requirement) toward a Bachelor's degree at Messenger College. Total credit earned by independent study may not exceed 18 credit hours. Transfer credits are not guaranteed and are granted at the sole discretion of the Academic Office. Total credits accepted from all external sources, such as those earned at other institutions, AP credits, CLEP exams, and/or Prior Learning Credit may not exceed 39 credit hours toward an Associate's degree or 69 credit hours toward a Bachelor's degree *unless otherwise stipulated by an Articulation Agreement.* Transfer credits are not accepted for any Certificate program.

An official transcript from all post-secondary institutions attended by the student is required for all students accepted into Messenger College's programs.

Once the student is admitted, transfer credits are only granted with **prior** approval by the Vice President of Academic Affairs (VPAA) in conjunction with the Registrar. Transfer credits must still fall within the established limits for the number of credits transferred in.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

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

Messenger College currently has articulation agreements with The Accelerated Institute of Ministry (AIM) of the Arkansas district of the Pentecostal Church of God and with Christ for the Nations Institute in Dallas, TX.

Advanced Placement (AP) Program

Students with superior academic achievements may earn college credit through the College Board Advanced Placement Program. Scores should be submitted to the Registrar's Office during the admissions application process. Only scores of 3, 4, and 5 will be considered for credit. Credit will not be granted after financial aid awards have been finalized for the current academic year.

College Level Examination Program (CLEP)

CLEP tests are designed to evaluate nontraditional college-level education such as independent study, correspondence work, etc. Both enrolled undergraduate students and entering freshmen may receive CLEP credit for CLEP tests, which are classified as "Subject Examinations." Scores are not accepted for CLEP "General Examinations." Credit will be awarded based on the College's criteria and required scores.

Credit toward graduation may be granted when performance on the College Level Entrance Placement Examination is equivalent to a "C" grade or above. The Registrar will record the credit on the transcript. A maximum of 12 credit hours may be awarded through the CLEP exams.

In order to receive credit for the CLEP a student must have the following qualifications:

1. Be enrolled in college at the time of the examination,
2. Not have taken an examination over the course within the preceding six months,
3. Be pursuing a degree at Messenger College,
4. Obtain the approval of the Vice President of Academic Affairs,
5. Not use examination to replace a previously earned grade.

Prior Learning Credit Policy

Students may petition the college for credit for their applicable non-collegiate learning experiences. Courses that are eligible for CLEP credit, AP credit, or transfer credit from another post-secondary institution should NOT be petitioned for Prior Learning Credit.

Learning experiences that will be considered include military educational training, seminars, workshops, short courses, institutes, conferences, etc. This may also include experiential learning, prior learning assessment, and/or professional certifications as well as education from non-accredited institutions.

Courses under an active Articulation Agreement are not normally eligible for Prior Learning Credit but students may seek approval from the Academic Affairs Committee.

Prior Learning Credit may be petitioned through the following options: the completion of the Ministerial Study Series, as described in the Ministerial Study Series Policy (AA-35), through Previously Approved Prior Learning Experiences, through the Portfolio Development Class PLA1013, and/or through the Testing Out of Courses.

A maximum of thirty-three verifiable credit hours may be granted toward a Bachelor of Arts degree and up to fifteen credit hours for the Associate of Arts degree for experiential learning through the PLA 1013 course. Additional credit may be granted for Ministerial Study Series, Previously Approved Prior Learning Experience, and/or Testing Out of Courses options. However, credit may only be approved for each course through one method. The verifiable credit hours are for MC equivalent courses and/or elective(s). Transferable credit is subject to the Transfer of Credit policy (AA-4).

Most General Education courses may not be petitioned for prior learning credit. Exceptions will be approved by the VPAA.

Any submitted petition for credit will be evaluated on its own merits by the Academic Office. Students should note that Prior Learning Credit is generally not transferable to other institutions.

The process to petition for credit is extensive and credit is not guaranteed. The Academic Affairs Committee must find that the petition documents presented by the student 's portfolio developed in the Prior Learning Portfolio Assessment course satisfies a learning experience that fulfills the educational goals, objectives, and mission of a Messenger College course.

SCHEDULE REVISION POLICIES

A student may add, drop, or withdraw from a class after his/her initial registration. Students desiring to add, drop or withdraw from a course must submit a "Schedule Revision Request Form" to the Registrar. A $25.00 processing fee is charged by the VPBA for each Schedule Revision Request Form submitted by a student during the semester.

Schedule revision refund policies are outlined in the Financial Affairs section of the Academic catalog.

A student may continue to add or drop a course through the first week of their semester. A dropped course will not appear on the student's transcript. Beginning the second week of a semester a student may withdraw from a course. The course will appear as withdrawn "W" on the student's transcript and will not affect their GPA.

A student withdrawing from a course with less than 20% of the scheduled course time remaining will receive a grade of "WP" (withdrawal pass- which will affect Pace for SAP) or "WF" (withdrawal fail - which affects both Pace and GPA) for the course. Refer to the Financial Aid Policy in the Financial Affairs section regarding Satisfactory Academic Performance for more information on Pace and GPA.

A student will remain enrolled in a course unless they officially drop or withdraw from a course. Students failing to meet attendance policy requirements may be administratively dropped or withdrawn. A course withdrawal requires an official withdrawal form signed by the student, submitted to the Registrar and payment of any funds due. The date of the withdrawal will be the date of the signed withdrawal form. If any of the above conditions are not satisfied, the withdrawal is denied. Simply not attending, or just notifying the instructor or other students, does not constitute withdrawal from the course. Students who do not withdraw before the end of a course will receive an "F."

Students may continue to add courses through the first week of a course's scheduled start time within their semester, however full payment for the course must be received before the student is enrolled in the course.

Students are not permitted to change programs, i.e., mode of delivery from residential to online or vice versa, during the semester.

ACADEMIC EXPECTATION

A student's cumulative grade point average (GPA) is used to evaluate academic progress. If the grade point average falls below the minimum standard, the work is considered unsatisfactory.

Progress toward a degree is computed on the following grade point averages:

Hours attempted	**GPA**
1-22 semester hours	1.6
23-33 semester hours	1.7
34-44 semester hours	1.8
45-55 semester hours	1.9
56 and above semester hours	2.0

Students desiring to enroll in more than 18 hours per semester must receive approval from the Vice President of Academic Affairs.

Academic Probation and Suspension

Failure to maintain the minimum standard GPA will result in Academic Probation status for one semester. During this probationary period, the student may enroll in no more than 12 credit hours. Failure to meet the minimum standard GPA during Academic Probation will result in Academic Suspension for academic deficiency. Academic Suspension means that a student will be ineligible to enroll in classes for one sixteen-week semester. The Vice President of Academic Affairs must approve any exception to this policy on an individual basis.

After the semester of Academic Suspension, the student may apply for readmission. If the application is approved, he/she will re-enter on Academic Probation. Failure to meet minimal academic standards during this second period of Academic Probation may result in permanent dismissal (Academic Suspension) from the College.

Failure to maintain Satisfactory Academic Progress (SAP) may also affect a student's financial aid eligibility. Refer to Satisfactory Academic Progress for Financial Aid Recipients in the Financial Affairs section of this Catalog for additional information.

Student Academic Status Appeal
A student who desires to appeal their academic status must appeal within 15 days of the notification of status. The appeal must be in writing and submitted to the Office of Academic Affairs. After thorough consideration, in conference with the student, if the student desires to continue the appeal, the VPAA shall present the appeal to the Academic Affairs Committee for a decision. The Vice President of Academic Affairs will present any further appeal to the President's Cabinet. The decision of the President's Cabinet shall be final.

Grading Scale:

93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
00-59	F	0.0

F = Failure to complete course work. A course in which a grade of "F" is earned will be included in the student's cumulative GPA.

I = Incomplete coursework. A student who experiences illness or other emergencies may receive an "I" in a course with the proper approval of the instructor and the Vice President of Academic Affairs. The grade of "I" for a course is carried to the end of the following semester upon the recommendation of the instructor. When the work is completed, the instructor will send notice of the proper grade to the Registrar's office. At the end of the following regular semester, if the work is not completed, the incomplete will automatically become an "F." Arrangements for completion of necessary work to remove an incomplete grade are made with the course instructor. A grade of "I" is not figured in the GPA.

R = Repeated. All courses taken are listed with the grades assigned. No courses have been deleted. Only the highest grade earned in a repeated course is applied to the student's grade point average and earned credits towards graduation.

W = Withdrawal. Courses, which are dropped during the first week of class, will not appear on the student's transcript and will therefore not affect the GPA. Courses dropped after the first week of class through the fifth week of class will appear as a "W" on the student's transcript and will not affect the GPA.

WP/WF = Withdrawn while Passing or Withdrawn while Failing. Beginning the sixth week of class, courses which are dropped will appear on the student's transcript as wither a "WP" or "WF," depending on the student's academic standing in the class at the time of withdrawal. A "WP" or "WF" will not affect GPA.

Students desiring to withdraw from a course should obtain a Schedule Revision Request Form from the Registrar.

Class Attendance Policy

Students are expected to attend all sessions of the courses in which the student is enrolled. A limited number of excused absences are allowed in each course without penalty. Work missed due to absence for any reason (including late enrollment) must be completed. When a student is absent from a class, he/she should talk with the instructor immediately upon returning to class and complete any missed assignments.

Students who properly enroll in independent or directed study courses will be expected to meet with the instructor according to the guidelines outlined by the instructor.

Messenger College believes that students must attend class in order to attain the course learning outcomes. The expectation for students in online courses is no different in this regard than for traditional courses. The college attendance policy requires students to attend at least 80% of the class sessions in order to receive academic credit for a course.

Though with a different delivery mode and different participation, the same class attendance/course participation expectations are held for online courses. Student attendance in online and applicable blended courses is defined as active and consistent participation in the course which will, at a minimum, have weekly requirements for student participation, which can be documented by any or all of the following methods:

- Completion of tests.
- Submission/completion of assignments as specified by the professor.

Students in online or blended courses must demonstrate their participation by the last day of the published add/drop period for the term or semester in order to verify their enrollment. Students who fail to verify their enrollment will be administratively dropped from the course. Students who fail to maintain active participation in an online or blended course for more than two consecutive weeks may be administratively withdrawn from the course. Students are expected to contact the instructor *prior to withdrawing* from the course.

Excused Absences

Excused absences may be granted for illness and emergency situations. Absences may be excused in the case of a student's illness, hospitalization, death in the immediately family or another emergency. Students should notify instructors as soon as possible about the absence and documentation in support of the absence must be submitted to the Registrar. Documentation may include, but is not limited to, items such as a doctor's note, death certificate, or obituary. They may also be granted for MC-sponsored events.

Attendance via Zoom

Zoom for *Residential students* is not permitted except for emergency situations which must be approved by the instructor. Requests must be made in advance of the class and there is no guarantee the request will be approved. As a general rule, if approved by the instructor, a maximum of two class sessions of attendance via Zoom will be permitted for illness or emergency situations. As stated in the paragraph above, if a student is ill, doctor's notes are required for all excused absences. Students should be aware that Zoom attendance will affect both their attendance in the class and their participation grade. This does not apply if the instructor sets up the Zoom session for the entire class.

Tardy

Students arriving after the scheduled starting time for a class, or students who leave a class more than ten (10) minutes before a class is scheduled to end will be considered "tardy." Three "tardies" will equal one absence.

Students may be counted absent if they do not attend the full class session. It will be up to the instructor to mark the student as absent.

Instructor Absence

Students are permitted to leave the class without penalty if the instructor or MC staff member does not arrive within 15 minutes of the beginning of a class. Instructors are urged to make appropriate provision for their classes should they be delayed or if they plan to be absent.

Attendance Policy for VA Students

Students using veterans' benefits to attend Messenger College will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due to the student and/or refund sources. Therefore, the attendance policy (being absent 20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days of such time the student exceeds the allowed number of absences.

Messenger College does not prohibit attendance or impose penalties on any student while waiting on VA payments, per 38 U.S.C. § 3679(e)(1)A&B.

Leave of Absence

Messenger College expects its students to maintain continuous registration in an academic program. However, unforeseen and extenuating circumstances (i.e., medical emergencies, death in immediate family, etc.) may arise which require a leave of absence. Because of the criteria that must be met, leaves of absence are approved in a very limited number of cases.

It is the student's responsibility to determine what effect a Leave of Absence will have on his or her status with entities such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid and loan programs. If the student is a Title IV Loan Recipient, the school will provide an explanation to the student, prior to granting the Leave of Absence, of the effects that failure to return from a Leave of Absence may have on the student's loan repayment terms, including the expiration of the student's grace period. Students who do not return at the end of their approved Voluntary or Involuntary Leave of Absence (hereafter "LOA") will receive failing grades for any incomplete courses and will be automatically withdrawn from the College. The student must reapply for admission if they decide to return at a later date. A Voluntary Leave of Absence may be requested for national service, serious illness, or other extreme circumstances. An LOA will not be granted for any of the following reasons: the courses the student needs are available, but the student declines to take them; a student is unable to pay tuition; the student is failing a course(s); to delay the return of unearned federal funds; student has been suspended for academic or disciplinary reasons

Students needing to request a Voluntary Leave of Absence should first talk with their advisor, the Registrar, or the Vice President of Academic Affairs for additional information or requirements.

Distance Education Credits for Residential Program Students

Once enrolled in the residential program, residential students may only take online courses as approved by the Vice President of Academic Affairs. Total credits earned in online courses may not exceed 49% of the student's program. Total credit earned by independent study may not exceed 18 credit hours.

Academic Dishonesty

Every person's education is the product of intellectual efforts. Messenger College cannot educate a person who will not educate himself/herself. To submit work that is not one's own violates the purpose of the College. A Christian intellectual community cannot maintain its integrity or be faithful to its members if violations of its purpose, for any reason, are tolerated. The principle of intellectual responsibility applies to all work done by students.

Therefore, a student who cheats, commits plagiarism, self-plagiarism, fabrication or falsification, or sabotage will receive a zero on the corresponding assignment. The student's second violation will result in the student receiving a failing grade for the course in which the violation occurred. A student committing a third offense will be subject to automatic dismissal from the College. This also applies to students who knowingly contribute to another's act of academic dishonesty.

Cheating is defined as any action that gives the student an unfair advantage over another student or misrepresents their knowledge and abilities. This includes, but is not limited to, using unauthorized materials or help while completing any assignments (including tests), viewing a test prior to taking it without the professor's permission, working together when prohibited, and copying another individual/student's work (past or present).

Plagiarism is academic theft. It includes using someone else's work without providing complete and accurate academic citation. Self-plagiarism is using one's previous work, in whole or in part, in another context and/or assignment without proper citation and disclosure, and permission from the instructor of the current course. Examples include, but are not limited to, direct copy and paste without quotation marks and citation, copying another's flow of thought, providing inadequate in-text citations, omitting Reference/Works Cited pages, and negligent citation of sources. AI-generated submissions are not permitted and will be treated as plagiarism if submitted unless a professor specifically authorizes its use in their respective course.

Fabrication and falsification include creating or altering ideas or data that is not clearly documented in an academic document or activity. Examples include, but are not limited to, making up results, presenting data as the result of a formal survey incorrectly, citing imaginary sources, or citing sources that are not used in the student's assignment.

Sabotage is purposefully destroying another student's work or hindering another student from completing their assignment to the best of their ability. Examples include, but are not limited to, deleting student files, and not participating adequately in team projects.

Students enrolled in courses in both residential and online platforms are responsible for following this Academic Dishonesty Policy and all other applicable policies including the Proctor and Netiquette policies.

As some residential courses may have an online component, all students are required to read the Student Informed Consent for Online Instruction, which is available on the website, on their course information page, or by request from the Academic Office.

- Student violations of the Proctor policy are considered academic dishonesty and will be addressed according to the Academic Dishonesty Policy.
- Netiquette violations are reported to the Vice President of Academic Affairs. After the first offense, any subsequent violations may be addressed in the same manner as an Academic Dishonesty Policy violation.
- Insubordination violations are reported to the Vice President of Academic Affairs. Progressive discipline will be applied as outlined in the Etiquette/Netiquette/Insubordination Policy.

TXITE Program Specific Policies

The following policies pertain to students pursuing alternative teacher certification with the Texas Institute for Teacher Education (TXITE) only. However, circumstances that result in violations and/or dismissal from TXITE will be considered in regard to Messenger College's student policies and possible MC discipline and/or dismissal. (For more information contact admin@txite.today).

Violations Leading to Immediate Dismissal

Immediate dismissal will occur if a candidate:

- Engages in harassment, discrimination, or disrespect toward others.
- Repeatedly fails to respect diverse perspectives within the TXITE community.
- Commits academic dishonesty, including plagiarism or cheating.
- Displays disruptive or unprofessional behavior toward faculty, staff, or peers.
- Fails to make satisfactory academic progress despite support.
- Does not meet financial obligations after multiple warnings.

Three-Tier Warning System for Minor Infractions

For less severe violations, TXITE follows a three-tier warning system before dismissal:

1. Verbal Warning – Explanation of the issue and corrective action needed.
2. Written Warning – A formal notice reinforcing expectations.
3. Final Warning – A last notice stating that further violations may result in dismissal.

All warnings are documented in the candidate's file, with an opportunity for response.

Immediate Dismissal Process

For serious violations (harassment, academic dishonesty, financial noncompliance), the Program Director will:

- Notify the candidate in writing, stating the violation and evidence.
- Enforce immediate dismissal, with no appeal.

Scholastic Honors

At the close of each semester, the Vice President of Academic Affairs will inform by letter all students who qualify for semester scholastic honors. To qualify, the student must have completed at least twelve (12) credit hours in that semester. Honors are awarded according to the following minimum grade point average: Dean’s List, 3.5; and President’s List, 4.0.

Honors will be awarded to graduates according to the following minimum grade point averages upon completion of a degree program: Cum Laude, 3.5; Magna Cum Laude, 3.75; and Summa Cum Laude 3.9. To qualify for graduation honors, the graduate must have completed at least 60 hours at Messenger College. Scholastic Honors may be awarded to both residential and online students in all bachelor’s and associate degree programs.

Transcripts

Official academic records are maintained for each student who registers at Messenger College in the Academic Office with the Director of Records. These records are considered the joint property of the student and the College and are handled with care and confidence. Copies are available only to students and graduates upon written request. Transcripts require payment of a $10 fee for each requested transcript. Transcripts cannot be released until all financial obligations to the College are met.

Associated Collegiate Institutions

Messenger College serves as a steward of official transcripts for the following institutions:

Southern Bible College (SBC) Houston, Texas
Pentecostal Bible College (PBC) Fresno, California
Evangelical Christian College (ECC) Fresno, California

Graduation Requirements

Candidates for graduation are required to file a petition for graduation with the Registrar's office two semesters prior to their anticipated graduation date. Students enrolled in a program of one year or less must submit the Graduation Petition before their last semester begins. A minimum cumulative GPA of 2.0 is required to be awarded any degree at Messenger College. Students are required to obtain a minimum GPA of 2.0 in all major courses within their degree program. These courses are not a part of the General Education core or Messenger College core but those required specifically for the student's declared degree.

Students may graduate under the degree program requirements of the catalog in force during the session in which they first enrolled, or the student may choose to follow the requirements of the current catalog by submitting a new Degree Declaration form to the Registrar. The student is responsible for satisfying all degree requirements according to the catalog chosen. In the event a degree requirement is no longer offered, a substitute course can be chosen with permission of the Vice President of Academic Affairs. The last 30 hours of a bachelor's degree and the last 15 hours of an Associates degree must be completed at Messenger College. At least 25% of any degree program must be completed at MC. Certificate programs must be completed entirely at Messenger College.

Students must have a $0 balance or approval from the Office of Business Affairs to participate in commencement ceremonies.

Replacement Diplomas

Graduates who are in need of a replacement diploma or additional copy of their Messenger College certificate or diploma must submit a replacement diploma/certificate form available at www.messengercollege.edu and $50 (USD) by check or through the student's Populi account. The new diploma will have the notation "duplicate copy" in the lower right corner of the duplicate copy. This notation will not be visible when the diploma/certificate is framed. Please also note the diploma/certificate will be issued in the format currently used and will bear the signatures of the current college officers.

LIBRARY AND LEARNING RESOURCES

The Messenger College Library is available to both on-campus and online learning students. The physical library is located on the 1st floor of the International Mission Center in Bedford, Texas. Library resources, tools, virtual library, and database resources are available to all faculty, staff and students at Messenger College. The library is staffed by a fully qualified librarian and part-time student workers. The Messenger College Library contains resources through TexShare and the Harrington Library Consortium. The Library resources also include the Digital Theological Library (DTL) which includes databases, journals, and e-books vital to class research. All these resources are available to any MC student. The link to DTL may be found under Populi Links on the student's home page. After clicking the link and finding the desired resource, access is granted by single sign-on through Populi. Additional information about Library resources is given to students during each semester's orientation. Students can access the website (www.messengercollege.edu) and use the menu options on the page to find and explore the virtual library and access training tutorials on how to access the online database resources. The MC Virtual Library is located at http://harringtonlc.org/messenger. This site is a direct link to the Messenger College Library Catalog, databases and ebooks. Messenger College is a member of the Harrington Library Consortium.

INFORMATION SECURITY

The Messenger College learning platform, Populi, is available to all actively enrolled students. When a student withdraws, access to Populi and email is deactivated after 30 days. For graduates, Populi and email access is deactivated one year past their graduation date. Suspended student accounts are deactivated immediately.

Any Populi and/or email account that has been inactive for six months will be deactivated without notice. Furthermore, in exigent or emergent circumstances, the President's Cabinet may authorize deactivation without notice. If a conflict of interest exists or an appeal is made, the final decision will be made by the Board of Governors' Executive Committee.

ACADEMIC DEGREE PROGRAMS

Messenger College offers the following degree programs:

- TEFL Certificate (7 credit hours)
- Certificate in Pastoral Ministry (12 credit hours)
- Associate of Arts in Christian Ministry (60 credit hours)
- Bachelor of Arts in Christian Ministry (120 credit hours)
  - Interdisciplinary Studies
- Bachelor of Arts in Counseling (120 credit hours)

Messenger College does not currently offer dual degree programs.

LEARNING PLATFORMS

Residential
In the event a course is scheduled to be offered but does not meet minimum enrollment, students may be given an opportunity to take the course in an alternative delivery method (i.e., independent study or online).

Online
Online instruction may not be available in all states. Student acceptance is dependent on their state's current laws and regulations.

Messenger College is committed to making all possible good faith efforts to comply with state and federal laws. It is the student's responsibility to accurately report the physical location of online instruction. If a student is taking classes from a state that does not recognize online classes from Messenger, that state could deny you the ability to use a class for purposes of licensure, satisfying continuing education requirements, transfer credit to a university within that state, or other conceivable honors, certifications, and licenses tied to academic credit or professional development. It is the responsibility of the student to be certain that the classes they are taking will be applicable for the uses for which they are intended.

Students taking online courses are responsible for following all applicable policies including the Proctor and Netiquette policies. Students are required to read the Student Informed Consent for Online Instruction, which is available on the website, on their course information page, or by request from the Academic Office. Student violations of the Proctor policy are considered academic dishonesty and will be addressed according to the Academic Dishonesty Policy. Netiquette violations are reported to the Vice President of Academic Affairs. After the first offense, any subsequent violations may be addressed in the same manner as an Academic Dishonesty Policy violation.

DEGREE PROGRAM REQUIREMENTS

Students must complete the required credit hours in the program they are pursuing with a minimum cumulative GPA of 2.0.

Teaching English as a Foreign Language Certificate (7 credit hours)

The program objective for the TEFL Certificate is for students to learn to effectively teach English as a second language in culturally diverse settings.

The Teaching English as a Foreign Language Certificate requires the successful completion of the two courses listed below. Successful completion of college-level English 1 and 2 (with a grade of C or higher) is preferred for applicants to participate in the program.

TEFL - Course Requirements		**(7 credit hours)**
TEFL3013	Teaching English as a Foreign Language	(3 credit hours) *
DIS3014	Principles/Methods of Teaching (TEFL Course)	(4 credit hours)

*Course must be completed with a grade of B or higher.

Certificate in Pastoral Ministry (12 credit hours)

The objective of the Certificate in Pastoral Ministry is for students to learn to fulfill pastoral roles in ministry settings.

The Certificate in Pastoral Ministry is designed for local church ministers seeking practical training, young adults stepping into new roles of leadership and ministry, and pastors who never received training or want a formal refresher. Students will complete four courses (12 credit hours) in Pastoral Ministry and be awarded a certificate of completion. Successful completion of this program can transfer seamlessly into a higher degree at Messenger College or be petitioned for transfer credit at any accredited institution.

Course Requirements		**(12 credit hours)**
ADM2023	Essentials of Leadership	(3 credit hours)
PAS3023	Communicating the Message	(3 credit hours)
PAS3013	Pastoral Ministry	(3 credit hours)
PAS4113	Pastoral Care and Counseling	(3 credit hours)

Certificate in Intercultural Ministry (12 credit hours)

The objective of the Certificate in Intercultural Ministry is for students to prepare to fulfill their missionary calling.

Since everyone is called to reach the nations, the Certificate in Intercultural Ministry is designed with that goal in mind. The four courses start off with Missionary Development Path (MDP) which is the introduction to missions and addresses how to effectively minister interculturally. This class culminates in an on-field practicum! Students then continue with two additional missions electives and a Missionary Development Internship (MDI) that covers advanced intercultural and personal evangelism skills to train you for spiritual endurance in missional ministry.

Course Requirements		**(12 credit hours)**
INT2113	Missionary Development Path (MDP)	(3 credit hours)
INT3123	Missionary Development Internship (MDI)	(3 credit hours)
TBD	Intercultural Elective	(3 credit hours)
TBD	Intercultural Elective	(3 credit hours)

Associate of Arts in Christian Ministry (60 credit hours)

In addition to the goals of the institution, the following program objectives are related specifically to the A.A. in Christian Ministry. Upon completion of the program, students should be able to:

1. Develop foundational biblical and theological knowledge that allows the student to articulate elements of a Christian worldview.
2. Effectively research and communicate elements of the general education and core curriculum, utilizing technology when appropriate.
3. Demonstrate characteristics of leadership and spiritual formation.
4. Identify the unique elements of the Pentecostal Doctrine and have the educational equivalency to operate as an ordained minister in the Pentecostal Church of God if desired.

General Education Core - Course Requirements		**(24 credit hours)**
COM1013	Academic Success	(3 credit hours) *
ENG1013	English Composition 1	(3 credit hours)
ELEC	General Elective	(3 credit hours)
ENG1023	English Composition 2	(3 credit hours)
COM1023/PAS3023	Speech/Communicating the Message	(3 credit hours)
HUM	Elective	(3 credit hours)
SOC2023	Marriage and Family	(3 credit hours)
PHL3113	Christian Ethics	(3 credit hours)

**If Academic Success is not needed, it may be replaced with an additional General Elective.*

MC Core - Course Requirements		**(36 credit hours)**
ADM2013	Essentials of Leadership	(3 credit hours)
OTB1013	Old Testament History and Literature	(3 credit hours)
PTH1013	Christian Worldview	(3 credit hours)
PAS1013	Survey of Church Ministries	(3 credit hours)
NTB1023	New Testament History & Literature	(3 credit hours)
BIB1023	Biblical Interpretation	(3 credit hours)
DIS1023	Spiritual Formation	(3 credit hours)
NTB2013	Life of Christ	(3 credit hours)
HIS2113	History of the Pentecostal/Charismatic Movement	(3 credit hours)
STH3023	Person/Work of the Holy Spirit	(3 credit hours)
STH3213	Theology 1	(3 credit hours)
STH3223	Theology 2	(3 credit hours)

Bachelor of Arts in Christian Ministry (120 credit hours)

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the B.A. in Christian Ministry. Upon completion of the program, students should be able to:

1. Effectively teach and communicate the biblical message, orally, visually, and in written form, utilizing technology when appropriate.
2. Learn to fulfill pastoral roles in ministry settings.
3. Demonstrate leadership competencies and professionalism appropriate to their role and sphere of influence in a ministry capstone course.
4. Function appropriately and effectively in professional fields of service, as evidenced by the satisfactory completion of a ministry internship.

We believe every student comes to us with unique gifts, talents and strengths that are God-given because of a specific life-call. We know students desire to gain the knowledge and skills necessary to be excellent in the area of ministry where they are most passionate.

All internships must be completed after at least 63 credit hours, including at least half of the concentration course hours having been earned. Exceptions must be approved by the Academic Affairs Committee before the student can be enrolled in any internship.

Pursuing a degree in **Interdisciplinary Studies** offers students the opportunity to take courses related to their specific area of interest so that they can further identify their gifting and calling. Once identified, students will choose electives based on their interest and desired career path.

General Education Core - Course Requirements		**(36 credit hours)**
COM1013	Academic Success	(3 credit hours)
ENG1013	English Composition 1	(3 credit hours)
MATH	Elective	(3 credit hours)
ENG1023	English Composition 2	(3 credit hours)
HIS	Elective	(3 credit hours)
SCI	Elective	(3 credit hours)
HUM	Elective	(3 credit hours)
PSY2013	General Psychology	(3 credit hours)
GOV2023	American Government	(3 credit hours)
SOC2023	Marriage and Family	(3 credit hours)
PHL3113	Christian Ethics	(3 credit hours)
COM4023	Senior Seminar	(3 credit hours)

MC Core - Course Requirements		**(51 credit hours)**
OTB1013	Old Testament History and Literature	(3 credit hours)
PTH1013	Christian Worldview	(3 credit hours)
PAS1013	Survey of Church Ministries	(3 credit hours)
NTB1023	New Testament History & Literature	(3 credit hours)
BIB1023	Biblical Interpretation	(3 credit hours)
DIS1023	Spiritual Formation	(3 credit hours)
NTB2013	Life of Christ	(3 credit hours)
HIS2113	History of the Pentecostal and Charismatic Movement	(3 credit hours)
ADM2023	Essentials of Leadership	(3 credit hours)
NTB3113	Acts	(3 credit hours)
STH3023	Person/Work of the Holy Spirit	(3 credit hours)
NTB3223	Life and Epistles of Paul	(3 credit hours)
STH3213	Theology 1	(3 credit hours)
STH3223	Theology 2	(3 credit hours)
DIS4023	Apologetics	(3 credit hours)
HIS4013	Church History 1	(3 credit hours)
HIS4023	Church History 2	(3 credit hours)

Interdisciplinary Studies – Course Requirements (33 credit hours)

Electives (30 credit hours)
Internship (3 credit hours)

- Students can choose electives from a variety of catalog courses. These courses are offered according to student interest, schedule availability and the current year's Strategic Course Offering Plan.
- Recommended courses based on some common intended career paths are listed below. It is highly recommended that students communicate with their advisor about their area of interest and/or intended career as soon as it is identified.

Recommended Elective Course Lists:

Students interested in becoming a PCG missionary:

DIS3013	Principles & Methods of Teaching	(3 credit hours)
INT2113	Missionary Development Path (MDP)	(3 credit hours)
INT2213	Missional Strategies	(3 credit hours)
INT3013	Theology of Missions	(3 credit hours)
INT3123	Missionary Development Internship (MDI)	(3 credit hours)
INT3113	World Religions & Cults	(3 credit hours)
INT4113	Understanding the Spirit World	(3 credit hours)
INT4223	Advanced Intercultural Ministry	(3 credit hours)

Students interested in becoming a lead pastor:

ADM4013	Organizational Leadership	(3 credit hours)
ADM4023	Church Administration	(3 credit hours)
PAS3013	Pastoral Ministry	(3 credit hours)
PAS3023	Communicating the Message	(3 credit hours)
PAS3123	Pastoral Internship	(3 credit hours)
PTH4013	Theology of Ministry	(3 credit hours)
PAS4113	Pastoral Care & Counseling	(3 credit hours)

All counseling courses.

Students interested in working with kids/youth:

DIS3013	Principles & Methods of Teaching	(3 credit hours)
COU2283	Introduction to Counseling and Social Work- Practice I	(3 credit hours)
COU2213	Counseling Children & Adolescents	(3 credit hours)
STU3013	Essentials of Student Ministry	(3 credit hours)
STU3123	Student Ministry Internship	(3 credit hours)
STU4023	Student Event Planning	(3 credit hours)
STU4113	Dynamics of Student Discipleship	(3 credit hours)

Students interested in acquiring an alternative teaching Certificate with TXITE with BA degree:

DIS4113	Designing with Purpose (MISS4301)	(3 credit hours)
DIS4123	Knowing Every Learner (MISS4302)	(3 credit hours)
DIS4213	Anchored in Standards (MISS4303)	(3 credit hours)
DIS4223	Cultivating Learning Sanctuaries (MISS4304)	(3 credit hours)
DIS4313	Guided by Evidence, Grounded in Truth (MISS4305)	(3 credit hours)
DIS4323	Worthy of the Call (MISS4306)	(3 credit hours)
DIS4413	Teaching with Compassion (MISS4307)	(3 credit hours)
DIS4423	Set Apart to Serve (MISS4308)	(3 credit hours)
DIS4513	Seeing through the Eyes of Faith (MISS4309)	(3 credit hours)
DIS4523	Restoring Hope (MISS4310)	(3 credit hours)
DIS4616	Professional Internship (MISS4311)	(6 credit hours)

(fulfills COM4023 Senior Seminar and Internship)

Additional Notes:

(DIS3013 or 3014 fulfills DIS4113 and DIS4313)
(PSY2013 fulfills DIS4123 and DIS4223)
(ADM2023 fulfills DIS4213)
(COU2283 or COU2213 may also fulfill DIS4213 and

Bachelor of Arts in Counseling (120 credit hours)

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the B.A. in Counseling. Upon completion of the program, students should be able to:

1. Effectively evaluate the major concepts of psychology and counseling and the relationship of each to the Christian faith.
2. Display progressive competency in the major concepts of counseling.
3. Demonstrate academic competence in preparation for advanced study by successful completion of a counseling capstone course.
4. Successfully apply and assess, and adapt if needed, the knowledge and techniques of counseling in a supervised field practicum.

NOTICE CONCERNING COUNSELING DEGREE AND LICENSURE

The Bachelor of Arts in Counseling is not intended to lead to licensure/certification. Additional educational requirements must be met prior to applying for licensure/certification. The Bachelor of Arts in Counseling is intended to provide a foundation for pastoral care within the local church and further study. Students are advised to contact their state licensure boards/agencies to obtain a list of requirements for licensure/certification prior to starting the degree if licensure/certification is desired.

General Education Course Requirements		**(36 credit hours)**
COM1013	Academic Success	(3 credit hours)
ENG1013	English Composition 1	(3 credit hours)
MATH	Elective	(3 credit hours)
ENG1023	English Composition 2	(3 credit hours)
HIS	Elective	(3 credit hours)
SCI	Elective	(3 credit hours)
HUM	Elective	(3 credit hours)
PSY2013	General Psychology	(3 credit hours)
GOV2023	American Government	(3 credit hours)
SOC2023	Marriage and Family	(3 credit hours)
PHL3113	Christian Ethics	(3 credit hours)
COM4023	Senior Seminar	(3 credit hours)

MC Core Course Requirements		**(42 credit hours)**
OTB1013	Old Testament History and Literature	(3 credit hours)
PTH1013	Christian Worldview	(3 credit hours)
PAS1013	Survey of Church Ministries	(3 credit hours)
NTB1023	New Testament History & Literature	(3 credit hours)
BIB1023	Biblical Interpretation	(3 credit hours)
DIS1023	Spiritual Formation	(3 credit hours)
ADM2023	Essentials of Leadership	(3 credit hours)
NTB2013	Life of Christ	(3 credit hours)
HIS2113	History of the Pentecostal and Charismatic Movement	(3 credit hours)
STH3023	Person/Work of the Holy Spirit	(3 credit hours)
NTB3223	Life & Epistles of Paul	(3 credit hours)
STH3213	Theology 1	(3 credit hours)
STH3223	Theology 2	(3 credit hours)
DIS4023	Apologetics	(3 credit hours)

Concentration Major Requirements		**(42 credit hours)**
COU2213	Counseling Children & Adolescents	(3 credit hours)
COU2223	Addictive Behavior & Recovery	(3 credit hours)
COU2283	Introduction to Counseling and Social Work- Practice I	(3 credit hours)
COU3033	Healthy Sexuality	(3 credit hours)
COU3213	Counseling Adult Population	(3 credit hours)
COU3273	Advanced Counseling Skills & Ethics	(3 credit hours)
COU3313	Theories of Marriage & Family Counseling	(3 credit hours)
COU3443	Crisis Intervention & Management	(3 credit hours)
COU4313	Behavioral Science Research	(3 credit hours)
COU4323	Advanced General Counseling	(3 credit hours)
PAS4113	Pastoral Care & Counseling	(3 credit hours)
COU4583	Field Practicum	(3 credit hours)
ELEC	General Electives (2)	(6 credit hours)

COURSE CATALOG

ADM - ADMINISTRATION AND LEADERSHIP

ADM2023 Essentials of Leadership (3 credit hours)
Essentials of Leadership will focus on the basis and foundation from which effective leadership takes its initiative and is built. This course will also examine the essential elements in proper organizational administration and the fundamental issues of leadership.

ADM2113 Principles of Management (3 credit hours)
This course deals with management language, concepts, models, and basic principles of management. Interrelated functions (planning, controlling, organizing, leading) of the management process and business ethics will be explored.

ADM3013 Economics (3 credit hours)
This course serves as an introduction into the basic economic concepts of microeconomics and macroeconomics and the application to real world situations. Such topics as consumerism, economic growth, market structures, employment, inflation, recession-depression, monetary and fiscal policy will be investigated and interpreted.

ADM3023 Principles of Accounting (3 credit hours)
This course serves as an introductory study of accounting principles and procedures. There will also be an emphasis on managerial responsibilities. (Prerequisite: MATH Elective)

ADM3113 Business Ethics (3 credit hours)
In pursuing the ethical basis for business policy and practice, this course exposes the philosophical issues at the core of modern business culture. Participants will find answers to questions such as, “What is success in business? What good does business do and how does that good get done?”

ADM4013 Organizational Leadership (3 credit hours)
This course is a study of the theory, purpose, and tasks of leadership, organization, administration, and management in relation to the church and other ministries. There will be attention given to the various styles of leadership, their roles, and responsibilities, which include leadership dynamics in relation to boards and committees.

ADM4023 Church Administration (3 credit hours)
This course is a study of the requirements and basic principles of effective administration in relation to the church and other non-profit fields. This study will explore the church’s internal processes as well as its relationship with its community environment.

ADM4113 Business Marketing & Communications (3 credit hours)
This course is a study of the principles and methods of marketing and investigates the processes of product development, promotion, distribution, and pricing. Students will receive hands-on training in using the various modes of technology in the preparation, presentation, and delivery. Attention will be given to the value of a positive public image.

ADM4123 Church Law (3 credit hours)
This course will be a survey of legal issues that church organizations face today. Issues to be studied will include, but not be limited to, the corporate structure, 501C-3, IRS law, filing proper tax forms, audits, employee screening, liability, insurance limits, and ligation. Students will examine actual cases involving church litigation.

BIB - BIBLICAL STUDIES

BIB1023 Biblical Interpretation/ How to Study, Understand, & Apply the Bible (3 credit hours)
This course is the study of the principles of biblical interpretation and the basic methods of systematic study. Attention will be given to the understanding of the historical, literary, and grammatical context of the Bible. A brief history of interpretation and various translations will be discussed.

BIB2023 Biblical Foundations for Spiritual Freedom (3 credit hours)
This course is a study of the biblical foundations for spiritual freedom through the work of the Spirit. Students are encouraged to reflect on and analyze the human condition as it relates to spiritual health, and how their personal spiritual health affects their daily life.

BIB3123 Biblical Exposition Internship (3 credit hours)
This course will provide the student with a practical and thorough study of a particular book of the New Testament. The study will include the historical background/context, outline of the specified book, and an exegesis of a particular text within the book. From the study, the student will produce both a sermon/lesson and course syllabus.

COM – COMMUNICATIONS

COM1013 Academic Success (3 credit hours)
This course introduces beginning college students to various study strategies including reading comprehension and rate, goal setting, organization for study, time management, textbook mastery, listening, note taking, memory techniques, and test taking. Special attention is given to the financial aid process, library usage, and research skills.
(***Required*** *for all degree-seeking students except transfer students with an earned degree from another institution or who have successfully completed at least one full year of college or earned at least 24 credits. Transfer students must have earned at least a "C" in English 1 and English 2 to be exempt from Academic Success.)*

COM1023 Speech / Communication Concepts (3 credit hours)
This course is a study of the fundamental principles of oral communication with emphasis on the preparation and presentation of public discourse. The course deals with the topic selection, organization, and outlining of a speech and delivery.

COM4023 Senior Seminar (3 credit hours)
This senior level course provides an overview of the writing process with an emphasis on the completion of a senior thesis. A practical approach to professional writing, including preparation of a resume and/or portfolio, will be used.
(Prerequisites: To be taken last semester before graduation)

COUNSELING

COU2113 Counseling Families Through the Life Cycle (3 credit hours)
An introduction to the stages of family development and the typical counseling issues which flow from those transitions. Emphasis is on family life cycle and transitions including independent adult, marital dyad, the infant/preschool/grade school/ family, parenting teens, launching teens, retirement, and death of a spouse. The issues of divorce and re-marriage counseling will also be examined. (Prerequisite: COU2283).

COU2213 Counseling Children & Adolescents (3 credit hours)
This course presents assessment, diagnosis, and remedial therapeutic techniques unique to the practice of counseling children and adolescents and presenting parents with tools to utilize in facilitating growth in their children. (Prerequisite: COU2283; PSY2013 suggested).

COU2223 Addictive Behavior & Recovery (3 credit hours)
This course will explore assessment and treatment of various addictions including substance abuse (drug and alcohol), sexual addictions (pornography), self-mutilation, and other compulsive addictive behavior, and will focus on strategies for recovery. (COU2283 preferred prerequisite for Counseling Majors)

COU2283 Introduction to Counseling and Social Work- Practice I (3 credit hours)
Highlights counseling and generalist's social work practices emphasizing individuals, groups, and families. Basic counseling skills as well as interviewing and intervention strategies are covered. Students will explore assessment, evaluation, and planning techniques.

COU3033 Healthy Sexuality (3 credit hours)
This course provides a panorama of sexual challenges that men and women are currently experiencing, as well as the results of a national report on the sexuality of Christian men and women. This vibrant and fascinating study enables students to gain a better understanding of the complexities and fundamental differences of male and female sexuality and marital intimacy to cultural myths and distortions. (COU2283 preferred prerequisite for Counseling majors)

COU3213 Counseling Adult Population (3 credit hours)
This course is a study of counseling adults. Students explore adult developmental issues and adult adjustment to physical, social, and psychological change. Techniques for counseling adults are introduced. This course also includes a study of counseling issues relating to grief, death, and dying. (COU2283 preferred prerequisite for Counseling majors)

COU3273 Advanced Counseling Skills and Ethics (3 credit hours)
This course will address ethical and legal issues in counseling as well as how counseling skills need to be adapted based on a person's cultural identity. (COU2283 required for Counseling majors; PHL3113 suggested)

COU3313 Theories of Marriage & Family Counseling (3 credit hours)
An introduction to the theoretical foundations of family systems and the major theories and models in family systems. Emphasis is in psychodynamic, cognitive/behavior, systems, experiential, transgenerational, structural, and strategic models of family therapy. (COU2283 preferred prerequisite for Counseling majors)

COU3443 Crisis Intervention & Management (3 credit hours)
This course is a study of crisis intervention and management with a Christian perspective. This course reviews theoretical models of crisis development in a variety of settings. Students will develop an understanding of intervention and management techniques demonstrating competency in crisis intervention skills. Special emphasis is given to suicide, family crisis, and major catastrophes. (COU2283 preferred prerequisite for Counseling majors)

COU/SCI4313 Behavioral Science Research (3 credit hours)
A study of the various research methods in the behavioral sciences. Emphasis is on the techniques used as well as the process and ethics of research. Topics investigated include sampling. Hypothesis development and testing, and research design. (COU2283 preferred prerequisite for Counseling majors)

COU4323 Advanced General Counseling (3 credit hours)
This is a capstone course designed for senior undergraduate students in counseling to review counseling theories, explore special issues in counseling, and prepare to address the main domains of counseling from which they have studied in their counseling curriculum. The student is challenged to further develop their use of counseling skills and theories within mock counseling sessions. Furthermore, students will expand their knowledge of counseling in preparation for graduate school. (Prerequisites: COU3213, COU3273, COU3313, COU3443, COU4313)

COU4583 Field Practicum (3 credit hours)
This course requires the student to complete 120 hours in an off-campus setting allowing him/her the opportunity for experiential learning. Students will complete assignments designed to demonstrate knowledge, competency of the profession, and the ability to complete guided field research. Students should refer to Internship Guidelines in consultation with his/her advisor and the Internship Coordinator for additional requirements.

DIS - DISCIPLESHIP MINISTRY

DIS1023 Spiritual Formation (3 credit hours)
This course is designed to explore the various aspects of the individual's spiritual formation. The course will consider the answer to the questions, "What does it mean to have a meaningful relationship with God?" "What does spiritual formation entail?" "What is the goal of spiritual formation and what does it look like, in practical terms?"

DIS2023 Practical Evangelism (3 credit hours)
This course covers the fundamentals of lifestyle evangelism and the principles and practices of church outreach. "How can the church be more effective in reaching their community in meaningful and creative ways with the gospel of Jesus Christ?" This course will also evaluate the strategies and methods of leading mission-driven churches, in their witness, in a post-modern and pluralistic society.

DIS3013 Principles and Methods of Teaching/ Foundations of Teaching in Ministry (3 credit hours)
This course is a study of generic teaching competencies and the application of the principles that are foundational to successful teaching. This includes a study of objectives, teaching strategies, and the organization and communication of subject matter.

DIS3014 Principles and Methods of Teaching (TEFL Course) (4 credit hours)
This course is a study of generic teaching competencies and the application of the principles that are foundational to successful teaching. This includes a study of objectives, teaching strategies, and the organization and communication of subject matter. The course will also review communication concepts and skills for intercultural use.

DIS3113 Models of Discipleship (3 credit hours)
This course is a study of the intentional training and education of the believer in the Christian life experience as rooted in scripture. The course will analyze current and traditional models of church discipleship such as Sunday School, mid-week service/Bible study, revivals, conferences, seminars, retreats, and types of small groups. Discipleship resources will be identified and evaluated as well as the use of technology in the discipleship process. (Prerequisite: DIS1023)

DIS3223 Marketplace Evangelism (3 credit hours)
This course studies the Biblical foundations, cultural considerations, and the principles and practices of integrating the strategies for the evangelistic process in the marketplace. The course will build on examples from Paul's life as a tentmaker as it explores a Biblical view of work and stewardship.

DIS4023 Apologetics (3 credit hours)
This course is a study of the basis for the Christian faith. This course investigates the divergence between reason and faith and seeks to aid the student in both developing and articulating a sound biblical defense for the faith. (Prerequisites: OTB1013, NTB1023, PTH1013, STH3213, STH3223)

DIS4113 Designing with Purpose: Teaching Inspired Lessons (3 credit hours)
Educator candidates will design SMART objectives as meaningful commitments to honor each learner. Guided by biblical wisdom, candidates will learn to plan lessons that reflect love, justice, and understanding, thereby equipping them to teach with purpose and eternal impact. (TXITE equivalent course MISS4301).

DIS4123 Knowing Every Learner: Honoring the Whole Child (3 credit hours)
Educator candidates will learn to recognize students' developmental, cultural, linguistic, and emotional needs while practicing a holy attentiveness that listens for hidden struggles and affirms God-given potential. This mission frames differentiated instruction as a faithful response to the diversity of the classroom, blending data-driven insight with compassion. (TXITE equivalent course MISS4302).

DIS4213 Anchored in Standards: TEKS, ELPS, and Pre-K Guidelines (3 credit hours)
Students will engage deeply to create frameworks that ensure rigor, accessibility, and justice in the classroom using Texas standards. Candidates will learn to interpret and align standards to create lessons that are both academically strong and spiritually grounded, honoring the dignity of each learner. (TXITE equivalent course MISS4303).

DIS4223 Cultivating Learning Sanctuaries: Creating Respectful, Safe, and Learning-Centered Classrooms (3 credit hours)
Students will learn to cultivate environments of safety, respect, and belonging by integrating classroom organization, behavior management, and engagement strategies through a spiritual lens. With grace, clarity, and moral authority, they will be equipped to design spaces that uphold high expectations while honoring the dignity and potential of every learner. (TXITE equivalent course MISS4304).

DIS4313 Guided by Evidence, Grounded in Truth: Using Data to Shepherd Every Learner (3 credit hours)
This course equips students to engage in data-driven practice not as statisticians, but as shepherds, discerning each student's path with wisdom, clarity, and compassion. The course explores how assessment—when approached prayerfully and professionally—can be a powerful tool to steward student growth, tailor instruction, and cultivate the God-given potential in every learner. (TXITE equivalent course MISS4305).

DIS4323 Worthy of the Call: Professional Ethics, Growth, and Servant Leadership (3 credit hours)
Professionalism is not simply a standard—it is a calling. This course prepares students to walk in integrity, lead with humility, and grow in wisdom as they fulfill their sacred role in the lives of children. (TXITE equivalent course MISS4306).

DIS4413 Teaching with Compassion, Competence, and Christ-Like Inclusion (3 credit hours)
This course equips students to honor the cultural, linguistic, and exceptional differences of every learner, embracing them as sacred distinctions rather than educational challenges. Rooted in the foundational truth that each child is fearfully and

wonderfully made (Psalm 139:14), this course prepares faith-driven educators to serve all students with justice, empathy, and a heart of inclusion. (TXITE equivalent course MISS4307).

DIS4423 Set Apart to Serve: Faithful Preparation for the Call to Teach (3 credit hours)
This course equips students with the knowledge, strategies, and faith to meet TExES requirements while embracing their calling to serve. Candidates follow a clear pathway through the certification process with guidance, practice, and reflection tailored to their certification area, including how to secure their Statement of Eligibility (SOE) after passing the TExES exams. (TXITE equivalent course MISS4308).

DIS4513 Seeing Through the Eyes of Faith: Field Observations (3 credit hours)
This course centers on the application of pedagogical content knowledge and evidence-based instructional planning to enhance student learning outcomes within K12 classrooms. By completing 50 clock hours of field observations, participants will have the opportunity to observe and analyze effective practices in faith-based education, and to reflect on their own learning and growth as faith-driven educators. (TXITE equivalent course MISS4309).

DIS4523 Restoring Hope: Technology as a Tool of Healing and Readiness in Faith-Based Classrooms (3 credit hours)
This course prepares students to use their knowledge not only for instruction but also to bring healing, equity, and hope into the classroom. Candidates will synthesize pre-internship training in areas such as suicide prevention, child abuse reporting, dyslexia support, and trauma-informed instruction with ethical technology use. (TXITE equivalent course MISS4310).

DIS4616 The Professional Internship as a Faith-Driven Educator (6 credit hours)
The Internship is the capstone of the faith-based preparation journey—an immersive, culminating experience offered in two pathways: a full-year Professional Internship or a 16-week Clinical Teaching placement. Both are designed to launch teacher candidates into Texas public school classrooms with the skills, confidence, and spiritual grounding to serve as Christ-centered educators. This course is more than the final requirement before potentially earning a Texas Standard Teacher Certificate; it is a holy commissioning, where faith-driven educators step fully into their divine calling as classroom leaders, mentors, and protectors of the next generation. Candidates develop mastery in instructional delivery, classroom culture, communication with families, collaboration with campus teams, and reflective lesson planning. This is authentic teaching, with real students, real impact, and real responsibility. (TXITE equivalent course MISS4311).

ENG – ENGLISH

ENG0112 Developmental English (3 credit hours)
A step-by-step study of the writing process from pre-writing through editing, including the essentials of English grammar. Development, coherence, and unity of paragraphs and essays will be stressed. Students taking ENG0112 must pass this course before moving to ENG1013.

ENG1013 English Composition 1 (3 credit hours)
A study of the principles of effective writing based upon the concept of the writing process. Experience in writing will be gained through critical reading, journal entries, and formal papers.

ENG1023 English Composition 2 (3 credit hours)
This course is a study in the development of academic writing. The process of theme, organization, research, and production of a quality scholarly project will be involved. (Prerequisite: ENG1013)

ENG2003 Creative Writing (3 credit hours)
The purpose of this course is to nurture and develop individual creative gifts. The course will teach the basics of writing poetry and fiction. The course will concentrate on the individual talent of each student.

TEFL3013 Teaching English as a Foreign Language (3 credit hours)
This course outlines methods of English language learning in an intercultural educational context that includes reading, writing, speaking, listening, and pronunciation. This course analyzes English language curriculum building and lesson planning. It also discusses how culture influences classroom management and provides additional resources for TEFL instruction. *Successful completion of college-level English 1 and 2 is preferred for applicants to participate in the program.*

GOV – GOVERNMENT

GOV2023 American Government (3 credit hours)
This course is designed to provide an understanding of how the government of the United States works and how it impacts its culture and citizenry. There will also be emphasis given to current events and to their application to the Constitution of the United States.

HIS – HISTORY

HIS2013 U.S. History I (3 credit hours)
This course will cover a survey of the history of the United States from the pre-colonial period to the Civil War. There will be an emphasis on analyzing and interpreting key historical documents, persons of influence, primary events and movements, and assessing current trends and their potential impact on the future.

HIS2023 U.S. History II (3 credit hours)
This course will cover a survey of the history of the United States from the Civil War to the Present. There will be an emphasis on analyzing and interpreting key historical documents, persons of influence, primary events and movements, and assessing current trends and their potential impact on the future.

HIS2103 Western Civilization I (3 credit hours)
A study of the foundations of the modern world from the first civilizations through the 18th century. Topics include Western and non-Western classical civilizations, the Middle Ages, and the age of absolutism.

HIS2113 History of Pentecostal/Charismatic Movements (3 credit hours)
The 20th century saw the rise of the dynamic movement of Pentecostalism. It is known as the century of Pentecost. Many have called this movement one of the four great forces of Christianity. "How did it begin? How is it part of the larger Christian tradition? How has it developed?" These questions and more will be addressed.

HIS2213 United States Military History (3 credit hours)
HIS2213 is an intensive study of the American military experience from the Colonial period to the present. The course focuses on the military, political and diplomatic history of the great conflicts of the United States.

HIS2313 Historical Jesus (3 credit hours)
This course will examine the historical evidence for the life, death, and resurrection of Jesus. Special emphasis will be placed on understanding the various attacks throughout history on the historicity of Jesus' life, death, and resurrection by various critical scholars and other critics.

HIS3013 History of Modern Britain (3 credit hours)
This course explores the most important social, economic, and political developments in Britain from the late nineteenth century to the present. It covers topics including the rise of industrial society, Victorian ideas and attitudes, the rise and fall of the British Empire, the emergence of the Labor Party and British socialism, the impact of the two world wars, and the postwar political, cultural, and social impact on the present world.

HIS4013 Church History 1 (3 credit hours)
This course will conduct a survey of the Christian Church from its beginning with the dynamic growth in the book of Acts to the late medieval church on the eve of the Great Reformation. Topics will include the apostolic fathers, post-apostolic fathers, growth of the Universal (Catholic) Church, rise of the papacy, forms of medieval religious life, and the evolvement of lay and clerical piety.

HIS4023 Church History 2 (3 credit hours)
This course will conduct a survey of the Christian Church from the sixteenth century's Great Reformation to the present day. Topics will include the Reformation and counter Reformation, the emergence of the various traditions of Protestantism, the modern missions movement, the rise of secularism and the challenges of the Church in a post-modern world.

HUM - HUMANITIES

See COU3033, INT3113, LIT2003, LIT2013, MUS2013, SOC1013

INT - INTERCULTURAL MINISTRY

INT2113 Missionary Development Path/Preparation for Intercultural Ministry (3 credit hours)
This course is an introduction into missionary life. Principle topics that are covered include cultural assimilation and missionary spiritual formation. The course will provide an exposure to missionary financial responsibilities, departure, cultural adjustment, and professional/ministry functions among the target population. Individual needs regarding field appointments, relationship to district and national missionary boards are addressed.

> Vaccination, travel guidelines, background check, and **additional funds to Global Missions are required** for completion of MDP. Course includes a **required** 7–10-day on-site missions field experience after coursework is completed. Enrollment in this course requires a student interview and approval from Global Missions. (Sophomore level or above required)

INT2213 International Communication and Missional Strategies (3 credit hours)
This course is designed to review general principles of cultural anthropology, specifically within urban and ethnic ministries. This course includes a study of strategies for world evangelism, and discipleship through transforming communities and developing intercultural communication skills.

INT3013 Theology of Missions (3 credit hours)
This course will serve as a survey of the biblical foundations and theological implications for the mission of the church. The course will examine the mission of God on earth. The study will begin with the Old Testament and the nation of Israel, in preparation for the coming of Jesus Christ through the New Testament church to what this means for the Church today in carrying out God's mission. Students will draft a personal theology of missional ministry.

INT3113 World Religions and Cults (3 credit hours)
This course is a comparative study of the world's major religions and cults, and how they compare to orthodox Christianity. An apologetic approach will be taken which will equip the student to offer a sound defense of the Christian faith as well as give them the ability to refute the false teachings of other belief systems.

INT3123 Intercultural Internship/Missionary Development Internship (3 credit hours)
This course includes participation of the student in a supervised ministry setting both domestic and/or foreign. The internship is a two-month summer on-field training experience. The curriculum includes in-depth cultural analysis, multi-ministry etiquette, and two topographical sites of practical ministry.

> Vaccination, travel guidelines, background check, and **additional funds to Global Missions are required for completion of MDI**. The internship will be set up by the academic office and supervised by the host pastor, leader, or missionary representative. Enrollment in this course requires a student interview and approval from Global Missions. Students should refer to Internship Guidelines in consultation with his/her advisor and the Internship Coordinator for additional requirements. (Prerequisite for MDP: INT2113)

INT4013 Ministry in Culture and Context (3 credit hours)
This course is designed to review the significant characteristics of diverse racial, cultural, ethnic, and societal groupings that affect the anticipated outcomes of cross-cultural ministry. General principles of cultural anthropology will also be examined in the light of distinct cultures.

INT4023 Area Studies (3 credit hours)
These courses are a study of the culture and missionary activity in specific geographic areas.

INT4113 Understanding the Spirit World (3 credit hours)
This course deals with the realms of spirits as depicted in Scripture, including a study of angelology and demonology. The course focuses on discovering and addressing the realities of spiritual oppression, warfare, and deliverance. (Prerequisites: DIS1013, STH3023) *Must be at least a junior and have advisor approval.
Registrar Note: unofficial prerequisite Theology 1 & 2

INT4223 Advanced Intercultural Ministry (3 credit hours)
This is a program capstone course designed for senior-level students in intercultural ministry. Through the integration of knowledge in the intercultural ministry concentration, the student will partner with a missionary supervisor to create a step-by-step plan for hands-on ministry in their chosen field of service. The student will be challenged to further develop their critical thinking, research knowledge, and skill. (Prerequisites: INT2113, INT2213, INT3013, INT3113, INT3123, INT4113)

LAN - LANGUAGE

GRK3113 Greek 1A (3 credit hours)
This course will focus on the koine Greek alphabet, vocabulary, verbal system, noun declensions, and basic translation principles. *(Fulfills requirement for language credit)*

GRK3123 Greek 1B (3 credit hours)
This course is a continued coverage of the basic grammar and vocabulary of the New Testament. Special attention is given to the complete verb system of the New Testament. (Prerequisite: GRK3113)
(Fulfills requirement for language credit)

HEB3113 Hebrew 1A (3 credit hours)
This course will focus on the biblical Hebrew alphabet, vocabulary, and introductory grammatical structures, as well as basic translation principles. *(Fulfills requirement for language credit)*

HEB3123 Hebrew 1B (3 credit hours)
This course provides continued coverage of the basic grammar and vocabulary of the Old Testament. Special attention is given to basic translation and the verbal system. (Prerequisite: HEB3113) *(Fulfills requirement for language credit)*

SPN3113 Spanish 1 (3 credit hours)
This is a fundamental course in the study of written and spoken Spanish. The course consists of elements of grammar, drill and punctuation, diction and composition, conversation, and reading simple prose.
(Fulfills requirement for all Language credit except Biblical Studies concentration)

SPN3123 Spanish 2 (3 credit hours)
This is an intermediate course in Spanish for students who wish to develop a broader competence in the language. Intermediate grammar, composition, conversation, and selected readings are emphasized. (Prerequisite: SPN3113) *(Fulfills requirement for all Language credit except Biblical Studies concentration)*

LIT - LITERATURE

LIT2003 American Literature (3 credit hours)
A survey of American literature from 1620 through the present, including representative works from each literary period.
(Fulfills requirement for Humanities credit)

LIT2013 Literature of C. S. Lewis (3 credit hours)
This course explores the imaginative literature of C. S. Lewis. Lewis' fictional works will be set in historical and personal context. Major literary, philosophical, moral, and theological themes will be analyzed.
(Fulfills requirement for Humanities credit)

MAT – MATH

MAT0112 Fundamentals of Math (3 credit hours)
This course is a review of basic mathematical concepts. Focus is placed on practical mathematics that will be used outside the classroom.

MAT1113 College Algebra (3 credit hours)
MAT1113 is a study in relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics may include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, matrices and determinants, mathematical reasoning skills, sequences and series, and applications.

MAT1123 Principles of Mathematics for Non-Profit Organizations and Small Businesses (3 credit hours)
This course will provide a study of the foundational mathematical concepts, budgeting, and financial analysis and management used in non-profit organizations and small businesses. This course provides an introduction to algebraic equations and formulas, budgeting tools, and emphasizes the conceptual understanding of financial reports, mathematical reasoning in budgeting, and problem-solving through biblical and organizational practical examples.

MUS - MUSIC

MUS2013 Music Appreciation (3 credit hours)
This course is a study of the vocabulary, terminology, and concepts necessary to experience, analyze, and discuss great works of music. This will be achieved through the study of technique, form, and history of the arts. Emphasis will be placed on the analysis and evaluation of music. *(Fulfills requirement for Humanities credit)*

MUS4013 Music History 1 (3 credit hours)
This course is a general survey of the history of music from the Greek period to 18th century.

MUS4023 Music History 2 (3 credit hours)
This course is a general survey of the history of music from 18th century to present.

NTB - NEW TESTAMENT

NTB1023 New Testament History and Literature (3 credit hours)
This course is an introduction and survey of the New Testament writings. Each book is surveyed in terms of its date, authorship, theme, characteristics, basic content, and historicity. (Prerequisite: OTB1013)

NTB2013 Life of Christ (3 credit hours)
This course will examine the life, ministry, message, and methods of Jesus Christ. There will be time given to review Jesus' relationship with the Father and the value of His death, burial, and resurrection and what this means for us today. (Prerequisites: OTB1013, NTB1023)

NTB2103 Prison Epistles (3 credit hours)
This course will provide an exegetical study of Paul's epistles to the Ephesians, Philippians, Colossians, and Philemon. Emphasis will be given to the theme of each epistle and special emphasis will be placed on the Christological development.

NTB3003 Pastoral Epistles (3 credit hours)
This course will be an analytical study of Paul's letters to Titus and Timothy. The theological truths and practical instructions contained within these letters will be considered. There will also be time given to the mentoring relationship of Paul to Timothy.

NTB3113 Acts (3 credit hours)
A study of the continued ministry/mission of Jesus Christ carried on through His disciples empowered by the Holy Spirit. The establishing and dynamic growth of the Church under the guidance of the Holy Spirit will also be considered. (Prerequisites: OTB1013, NTB1023, BIB1023)

NTB3123 Romans (3 credit hours)
This course will be a thorough study of Romans. Emphasis will be given to both a doctrinal study within the epistle and identification of and exposition of the major texts. The historical context of the epistle will also be reviewed. (Prerequisites: OTB1013, NTB1023, BIB1023)

NTB3223 Life and Epistles of Paul (3 credit hours)
This course consists of an examination of the body of Pauline New Testament literature within the context of the life and ministry of Paul and the rise of early Christianity, including its place within the biblical canon. It includes an exploration of Paul's life as well as the letters he wrote, and consideration of methodological approaches to understanding and interpreting Paul's letters. Each canonical letter of Paul is considered with respect to its aim, purpose(s), historical setting, theological doctrines, and practical applications for spiritual formation. Paul's chief theological ideas are also surveyed. (Prerequisites: OTB1013, NTB1023)

NTB3133 General Epistles (3 credit hours)
This course is a study of the epistles of Hebrews, James, Peter, and Jude. There will be an emphasis placed on the historical context, occasion, theme, and contemporary relevance of each letter.

NTB3413 Johannine Literature (3 credit hours)
This course will provide a study of the Gospel and epistles of John. The historical, biblical, and literary context will be considered of each book. The Gospel of John will give attention to the life and ministry of Jesus Christ, whereas the epistles of John will consider the Christian message and its implications for today.

OTB - OLD TESTAMENT

OTB1013 Old Testament History and Literature (3 credit hours)
This course is a broad overview, a survey of the Old Testament with emphasis on the divisions, authorship, themes, events, literary genres, and spiritual application.

OTB2003 Pentateuch (3 credit hours)
This course will provide an in-depth study of the first five books of the Bible, Genesis through Deuteronomy. There will be special attention given to the various covenants of God.

OTB2013 Old Testament Tabernacle (3 credit hours)
This course is a systematic treatment of redemption as seen through the Old Testament Tabernacle. Attention will be given to its design, materials, construction, and purpose. Emphasis will be given to the Christological aspects of the Old Testament Tabernacle.

OTB3003 Major Prophets (3 credit hours)
This course will be an in-depth study of the Major Prophets, Daniel through Isaiah. The historical context, prophetic genres, and hermeneutical principles of prophetic literature will also be considered. There will be time given to the study of the prophets, their mission, message, and method.

OTB3103 Minor Prophets (3 credit hours)
This course will be an in-depth study of the Minor Prophets, Hosea through Malachi. The historical context, prophetic genres, and hermeneutical principles of prophetic literature will also be considered. There will be time given to the study of the prophets, their mission, message, and method.

OTB3203 Jesus in the Old Testament (3 credit hours)
This course is comprised of a study of the Old Testament specifically focused on the following narrative and theological themes: God's covenant promises to Abraham and his descendants and its witness to the promised Messiah, in light of Jesus of Nazareth being the fulfillment.

PAS - PASTORAL MINISTRY

PAS1013 Survey of Church Ministries (3 credit hours)
This course is a survey and discussion of areas in church ministry, including the functions of the local church to its organization, worship, teaching, pastoral care, discipleship, and evangelism.

PAS3013 Pastoral Ministry (3 credit hours)
This course will explore the duties and responsibilities of the role of the pastor. The study will be practical in scope covering the areas of ministry in the church. The pastoral call, nature of the pastoral ministry, and the basic tasks of the pastor will also be examined and discussed. (Prerequisite: PAS1013)

PAS3023 Communicating the Message (3 credit hours)
This course is a study of the role and significance of preaching, the use of scripture, sermon structure and content, and types of sermons. There will be a special emphasis on sermon delivery. (Prerequisite: COM1023)

PAS3123 Pastoral Internship (3 credit hours)
This course focuses on an in-depth supervised pastoral ministry experience, which enables the student to receive applied training in a local church setting, supervised by the pastor and/or a member of the pastoral staff, as designated by the

host pastor and church leaders. Students should refer to Internship Guidelines in consultation with his/her advisor and the Internship Coordinator for additional requirements.

PAS4113 Pastoral Care and Counseling (3 credit hours)
This course will focus on the care and nurturing of the congregation, collectively and individually. This study will include the biblical basis for pastoral counseling, techniques, situations, and parameters. The course also includes basic premarital counseling techniques. (Prerequisites: PSY2013)

PHL - PHILOSOPHY

PHL3013 Introduction to Philosophy (3 credit hours)
This course will serve as an introduction and analysis of the history of human thought. Time will be given to consider Eastern thought and will be followed by examining philosophical thought beginning with Thales (600 B.C.) The student will also compare the various systems of thought with scripture. (Prerequisite: PTH1013)

PHL3113 Christian Ethics (3 credit hours)
This course will explore Christian ethics and the ethical decision-making process as well as apply those concepts and that process to various cultural and social issues that impact the world and ministry today.

PLC – PRIOR LEARNING CREDIT

PLA1013-NT Prior Learning Portfolio Assessment (3 credit hours)
This course is an intense, highly structured, and fast-paced course which guides the student in preparation of an academic portfolio. Students are provided with the opportunity to translate knowledge and skills obtained through ministry experience for the submission of an academic portfolio, which, along with other assignments and required documents, contains petitions to request academic credit for prior learning experience. (* NT indicates the course is non-transferrable to another institution.)

PSY - PSYCHOLOGY

PSY2013 General Psychology (3 credit hours)
This course will serve as an introduction to the basic principles of human behavior. Principles and concepts that affect the growth and development of the whole person will be analyzed and discussed.

PTH - PRACTICAL THEOLOGY

PTH1013 Christian Worldview (3 credit hours)
A worldview is the "way we view the world." It addresses big questions: "Why am I here? Is there a God? What is He like? How do I live?" A Christian worldview is formed by godly wisdom, gives foundational direction for living a full life, and is built on the premise of God's divine revelation, His Word.

PTH3023 Contemporary Theology (3 credit hours)
This course is a survey of the history and evolvement of the doctrines of the various theological groups beginning in the 19th century to the present. This study will include the theology of the major denominations in America. There will also be time given to the assessment of major contemporary theological trends and their influence on the Church today.

PTH4013 Theology of Ministry (3 credit hours)
This course will focus on the theological foundation for doing ministry. The course will examine and explore what Christian biblical ministry is, why do ministry in the first place, how it is possible to do ministry, to whom should we minister, etc. Each student will develop his/her own theology of doing ministry. (Prerequisites: OTB1013, NTB1023, BIB1023)

PTH4113 Church Planting (3 credit hours)
This course will examine the Bible basis for planting and establishing churches. It will also examine various methods of church planting, conduct studies in demographics, research, and assess case studies of actual church plants. Student will develop his/her plan for planting a church in a specific locale.

SCI – SCIENCE

SCI1013 Introduction to Earth Science (3 credit hours)
Earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter.

SCI2013 Creation Science (3 credit hours)
This course will be a study of the origin of all things as described in scripture. There will be time given for the discussion and evaluation of contemporary issues in relation to the theory of evolution and the intelligent design debate.

SCI 2023 Intro to Physical Science (3 credit hours)
This course would cover physics, chemistry, earth science, astronomy, and biology at a level appropriate for non-science students. This conceptual approach relates science to everyday life. These conceptual ideas serve as the foundation supporting and integrating all the sciences.

SCI2113 Human Anatomy (3 credit hours)
SCI2113 is a course of Human Anatomy. Lectures deal almost exclusively with the anatomy (form and function) of the human body, with topics ranging from the cellular level to the organ systems level. The goal of this course is to provide a working knowledge of human anatomical concepts.

SCI3023 Physics, Philosophy, and Creation (3 credit hours)
This course discusses the philosophies of modern and classical physics, with an emphasis on quantum theory, creation science, and evolution. (Prerequisites: MAT1013, PHIL3013)

SCI/COU4313 Behavioral Science Research (3 credit hours)
A study of the various research methods in the behavioral sciences. Emphasis is on the techniques used as well as the process and ethics of research. Topics investigated include sampling. Hypothesis development and testing, and research design.

SOC - SOCIOLOGY

SOC2023 Marriage and Family (3 credit hours)
This course provides an overview of the family as an institution. It emphasizes preparedness for marriage, mate selection, adjustments, family member status and role, socialization processes, social control, change in family structure, and biblical principles of marriage and family.

STH - SYSTEMATIC THEOLOGY

STH3023 Person and Work of the Holy Spirit (3 credit hours)
This course will be an intensive study of the doctrine of the Holy Spirit. Attention will be given to the person, nature, and work of the Holy Spirit in relation to the church as well as the individual believer. (Prerequisites: OTB1013, NTB1023, STH3213, STH3223)

STH3213 Theology 1 (3 credit hours)
This course will serve as an introduction to the study of theology, which includes an investigation into the great doctrines of the Bible. God – His nature, attributes, and works; angels; man and the fall; sin – its nature and consequences will be studied. (Prerequisites: OTB1013, NTB1023, BIB1023)

STH3223 Theology 2 (3 credit hours)
This course will investigate the doctrines of Christ, salvation, the Holy Spirit – His Person and works, the Church, and eschatology - the study of last things. (Prerequisites: OTB1013, NTB1023, BIB1023, STH3213)

STH3503 Eschatology (3 credit hours)
This course will be an exegetical study of prophetic revelation, both Old and New Testaments, with special attention given to Revelation. The underlying hermeneutics of Covenant and Dispensational Theology, the Kingdom program, death, the resurrection, and eternal destinies are given extensive consideration. Finally, the major views regarding the rapture of the church, the Tribulation, the Second Coming, and the Millennium are evaluated.

STU - STUDENT MINISTRY

STU3013 Essentials of Student Ministry (3 credit hours)
This course is an introductory study of the essentials of an effective student ministry. The course will discuss the call to student ministry, student culture, the needs and characteristics of young people in relation to home, school, church, and society. The course will provide instruction in the organization and administration of student programs and outreach. (Prerequisite: ADM2023)

STU4013 Child/Adolescent Development (3 credit hours)
This course is a study of the behavior and growth patterns from childhood to young adulthood. The course will examine the maturation process and development of the student in physical, mental, social, and spiritual facets. (Prerequisite: PSY2023)

STU4023 Student Event Planning (3 credit hours)
This course will discuss how to plan, budget, promote, and accomplish mission trips, retreats, camps, special events, and other meaningful functions. There will also be time given to the dynamics of effective fund-raising and team building. (Prerequisites: ADM2023, STU3013)

STU4113 Dynamics of Student Discipleship (3 credit hours)
This course covers the various aspects of discipleship training in the local church student ministry and the dynamics of mentoring the individual young person. The course will also explore curriculum development, course planning, and identify resources available for an effective student discipleship ministry. (Prerequisite: ADM2023)

WOR - WORSHIP MINISTRY

WOR3013 Music Theory 1 (3 credit hours)
This course deals with the basic fundamentals of music with initiation of harmonic analysis and part writing. This course will cover elements of pitch, rhythm, triads and seventh chords, diatonic chords, principles of voice leading, root position part writing, and harmonic progression.

WOR3023 Music Theory 2 (3 credit hours)
This course is a sequential course in written harmony, including inversion, seventh chords and non-harmonic tones. (Prerequisites: WOR3013)

WOR3113 Music in the Church (3 credit hours)
This course is a study of the philosophy of music as seen from the perspective of the church. Included is a study of the nature, purpose, and role of hymnody, church liturgics, and worship choruses, along with a history of music in worship.

WOR4013 Theology of Worship (3 credit hours)
This course will aid the student in gaining an understanding of the heritage, foundations, and theological implications of church music and worship from Old Testament times to the present. This course will also include the study of hymnology emerging from the Protestant Reformation until the present. (Prerequisites: WOR3013, WOR3023, WOR3113)

WOR4021 Multimedia and Technology in Worship (1 credit hours)
This course is designed to give the student a comprehension of the various technical facets in the presentation and enhancement of church worship. Such areas as sound, lighting, video, power point, and production will be explored.

WOR4022 Worship Leading (2 credit hours)
This course provides the student with insight in regard to a practical study of the various styles of music, structuring the worship service, leading and working with both instruments and vocals, and worship team building. There will be time given to consider the dynamics of Spirit-filled worship.

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Faculty – 2026-2027 Academic Year

Bontrager, Steven, *D.Min., Portland Seminary/George Fox University*

Brown, Jodi, *M.Ed. Counseling & Human Services, University of Idaho*

Caywood, Jason, *M.Div., Fuller Theological Seminary*

Doak, John, *Ph.D., Special Education, Texas Women's University*

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Haecker, Kathy, *M.A. Professional Counseling, Amberton University*

Ivey, Meredith, *M.Ed. Counseling, University of North Texas*

Ming, Spencer, *M.A. Theological Studies, Asbury Theological Seminary*

Okolo, Stephanie, *D.Min., Liberty University*

Rayburn, James, *D.Min., Louisville Presbyterian Theological Seminary*

Rhodes, Alex, *M.A. Applied Psychology, Liberty University*

Row, Korben, *M.A. Clinical Mental Health Counseling, Liberty University*

Scalf, Candace, *J.D., Liberty University, Ph.D., Leadership, University of the Cumberlands*

Villanueva, Diana, *Ed.D., Educational Leadership, Liberty University*