



# OHIO CHRISTIAN U N I V E R S I T Y

College of Adult and Graduate Studies  
2015-2016 Catalog

# Our Mission

Ohio Christian University prepares students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.



## A MESSAGE FROM PRESIDENT SMITH

Welcome to Ohio Christian University!

Congratulations! You have chosen the right university to pursue your life dreams and educational goals because OCU wants to invest in your life. Ohio Christian University and its College of Adult and Graduate Studies began offering degree programs for busy adults in 1999. We are keenly aware of the educational goals and unique needs of adult students. Research shows that adult education must be different. It must be convenient, relevant, collaborative, and experientially rich. We have worked hard to craft an education that meets your needs!

At Ohio Christian University, you will be prepared by a regionally accredited university (Higher Learning Commission). OCU offers a dedicated staff to serve you, convenient class times, and access at locations across Ohio and Georgia or online, anytime/anywhere. You will experience relevant course materials and faculty who are highly qualified both academically and experientially. Professors are prepared to help you tie the latest in academic theory with practical application. Whether you are here to continue your education and achieve greater job potential or to satisfy a personal goal of receiving your degree – I guarantee that you will grow more than you can imagine as you journey into the process of life-long learning.

Hope to see you soon!

Dr. Mark A. Smith

President

# Preparing Christian Servant Leaders



### **Non-Discrimination Policy**

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

In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Ohio Christian University does not within the context of its religious principles, heritage, mission, or goals discriminate on the basis of sex in the area of employment, admission, educational programs, or other activities. Ohio Christian University complies with all federal and state non-discrimination laws and is an equal opportunity institution. The University reserves the right to, and does, maintain student educational and behavioral standards, and standards based upon religious considerations consistent with its role and mission. Questions regarding Title IX may be referred to OCU's Title IX Coordinator: David Pennington; Phone (740) 420-5906; Email: [dpennington@ohiochristian.edu](mailto:dpennington@ohiochristian.edu); Mailing address; 1476 Lancaster Pike, Circleville, OH 43113; Office Location: 617 Lancaster Pike, Circleville, OH 43113.

### **Privacy Policy**

OCU complies with federal and state laws governing the privacy of educational records. A copy of the University policy pertaining to the privacy of such records is available from the Provost's Office.

**In the event of errors or changes of policy, Ohio Christian University reserves the right to change the terms and conditions of this publication. The most up-to-date catalog is available at [ohiochristian.edu/ocucatalog](http://ohiochristian.edu/ocucatalog).**

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# About OCU

## ABOUT OCU

### VISION

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Preparing world-impacting Christian servant leaders.

### MISSION STATEMENT

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Ohio Christian University prepares students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

### OBJECTIVES

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Upon graduation from Ohio Christian University the student should:

1. Articulate a Christian worldview supported by a working knowledge of contrasting philosophies and religions.
2. Confirm an understanding of saving and sanctifying knowledge of God through Jesus Christ as Savior and Lord.
3. Affirm the Bible as the only infallible guide for Christian faith and practice.
4. Demonstrate God's love for humanity through a selfless life that seeks to reconcile the world to Christ.
5. Demonstrate academic scholarship that creates a foundation for lifelong intellectual and professional development.
6. Apply Bible-based moral values in their daily life.
7. Practice a range of leadership skills and abilities.

### CORE VALUES

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#### Christ Centered

Our community of interdependent students, faculty, and staff seeks to honor and obey Jesus Christ, who is present in Spirit and speaks in Scripture, and to advance God's purposes in the lives of every member.

#### Biblically Based

Our academic and student development programs cultivate a deep and enduring faith that affirms the authority of Scripture and embraces Christ as the authentic center of life.

#### Student Oriented

Our traditional undergraduate and adult curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.

#### Ministry Motivated

Our emphasis on ministry and missions extends beyond the classroom into real-world experiences that prepare students for a lifetime of service in ministry.

#### Leadership Focused

Our students experience and engage the world in ways that prepare leaders to serve and transform their professions, churches, and communities.

#### Academic Excellence

We seek to provide an excellent academic environment for the acquisition of both knowledge and wisdom.

### ACCREDITATION AND RECOGNITION

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- ACCREDITED by
  - The Higher Learning Commission:  
<http://www.ncahlc.org>, (312) 263-0456.



# About OCU

- The Association for Biblical Higher Education.
  - The Teacher Education Accreditation Council.
- ❑ AUTHORIZED by
- The Ohio Board of Regents to offer associate, baccalaureate, and master's level education.
  - The Georgia Nonpublic Postsecondary Education Commission to offer associate, baccalaureate, and master's level education.
- ❑ CHARTERED by the State of Ohio.
- ❑ APPROVED by
- The United States Office of Education
  - The Ohio Board of Regents to offer teacher education programs.
  - The United States Department of Justice for the education of foreign students.
  - The Internal Revenue Service for Social Security benefits for eligible students.
  - The Department of Veterans Affairs to train Veterans or eligible persons.
- ❑ RECOGNIZED by
- The Churches of Christ in Christian Union,
  - Primitive Methodist Church, Evangelical Church and Evangelical Methodist Church, for ministerial training.
- ❑ MEMBER of
- The Ohio College Association.
  - The Service Members Opportunity Colleges.
  - The Evangelical Training Association
  - Ohio League for Nursing

## OUR DOCTRINE

- ❑ We believe in one God; self-existent in three Persons, co-equal and co-eternal; Father, Son and Holy Spirit.
- ❑ We believe in the Bible, God's infallible Word, fully inspired by the Holy Spirit, the supreme authority for faith and practice.
- ❑ We believe in the deity of Jesus Christ, who became man, being conceived of the Holy Spirit and born of a virgin. He lived a sinless life and died a substitutionary death as a complete sacrifice for the sins of all mankind. He arose bodily from the dead and ascended to the right hand of the Father where He is now our interceding High Priest.
- ❑ We believe that the Holy Spirit is a Divine Person who reveals Christ, both in a ministry to the world by restraining evil and by convicting of sin, and in a ministry to the Church by indwelling, empowering, guiding, and teaching all Christians.
- ❑ We believe that man was made in the image and likeness of God and by transgression incurred guilt before God, depravity of soul, and spiritual death.
- ❑ We believe in the universal atonement Christ provided for all mankind and that they who do repent and believe on Him are justified and regenerated from the guilt and practice of sin.
- ❑ We believe in entire sanctification as a definite crisis experience subsequent to regeneration. It is wrought on the basis of faith and consecration through the infilling of the Holy Spirit by which the believer is cleansed from all sin and to which the Spirit testifies.
- ❑ We believe in the progressive growth in grace toward Christian maturity through a consistent Christian life of good works which springs from faith in God



# About OCU

and obedience to His Word. This growth we believe to be a necessary complement to the above mentioned crisis experience.

- We believe in the true universal Church as the Body of Christ and Temple of the Holy Spirit. It is composed of all true believers in Christ. It was created by Him for worship and fellowship and is commissioned by Him to publish the Gospel to all the world.
- We believe in the personal return of Christ who shall come with power and great glory to gather the Church to Himself, to establish His millennial kingdom, and to judge the quick and the dead.
- We believe in the resurrection of the just, who shall enter into an actual eternal heaven, and the resurrection of the unjust, who shall go away into an actual and eternal hell.

## HISTORY

Ohio Christian University was founded in 1948 for the purpose of educating clergy for its sponsoring organization, the Churches of Christ in Christian Union. In 1958 a Board of Trustees was established, and in 1961 the institution was incorporated by the State of Ohio. By the mid-1960s the institution had reached an enrollment of 150 and moved to forty acres on Route 22 east of Circleville. In 1976 the institution received authorization from the Ohio Board of Regents and accreditation through the Association for Biblical Higher Education. Other programs were added such as counseling and music. In 1983 teacher education

was initially offered for students interested in Christian school teaching. Later, the program was expanded through articulation agreements with other institutions to enable students to receive state licensure upon completion.

In the late 1990s the institution added a business program. The first nontraditional adult degree completion programs accepted students in January 1999. In 1998 the institution began pursuing dual institutional accreditation with the Higher Learning Commission of the North Central Association and was granted HLC accreditation in 2005.

Following the Higher Learning Commission accreditation in 2005, the Board of Trustees began a search for a new president who would expand the outreach of the University. Under the new president's leadership, the mission of the institution was clarified; new goals were envisioned; assessment plans updated, clarified, and implemented; and programs and partnerships expanded.

Ohio Christian University has remained true to its founders' vision throughout its history. Since its first graduating class of five in 1952, the institution has continued to produce leaders for the church and society. Although the mission, structures, and processes have developed and expanded throughout six decades, the founding goal has remained—that men and women be taught “to value souls more than money and eternity more than time,” producing Christian servant leaders to impact the world.



# Finance

## FINANCE

### FEE SCHEDULE

Application Fee	\$25
Tuition per credit hour for Associate degree	\$325
Tuition per credit hour for Bachelor degree	\$415
Tuition per credit hour for RN-BSN	\$350
Tuition per credit hour for MBA and MM	\$495
Tuition per credit hour for MA degree	\$330
Tuition per credit hour for Military*	\$250
Graduation Fee	\$100
Withdrawal from program fee	\$100
Drop fee within semester (per class)	\$30
Audit (per Associate/ Bachelor onsite class)	\$50
Audit (per Associate/ Bachelor online class)	\$100
Audit (per Master class)	\$110
Fee for transcribing PLA credit beyond HU1000/3000 (per credit hour)	\$60
Additional fee per paper	\$25
Fee for transcribing CLEP and SPT credit (per credit hour)	\$50
Directed Study (per credit hour)	\$150
Technology Fee (per semester)	\$175
Independent Study (per credit hour)	\$200

\*\$250 tuition per credit hour for military service members, veterans, military spouses, and dependents 23 or under.

Students must pay first semester tuition at registration prior to the first class session OR have made arrangements for payment through school loans, grants, etc. A payment plan is available for those students who qualify.

### PAYMENT PLANS

Financial aid will be applied directly to a student's account charges. The student is responsible for paying the remaining portion of his or her bill. The Financial Aid or Business Office will accept the following forms of payment (which can also be found at <http://www.ohiochristian.edu/financial-aid/payment-options>):

### Payment with Credit/Debit Card, Check, Money Order, or Cash

Credit/Debit Card payments, whether one-time or recurring, can be made/arranged via the following link: <https://secure.qgiv.com/for/ocufa/>.

Checks/Money Orders can be made out to "Ohio Christian University," and delivered/mailed to the University's Business or Financial Aid office.

Cash payments can be made in person to the University's Business or Financial Aid office located on the main campus in Circleville, Ohio.

### Employer Reimbursement

Students must provide the name of the employer, information verifying eligibility to receive reimbursement, and requirements for reimbursement. Invoice requests should be made via the following link: <http://www.ohiochristian.edu/financial-aid/request-invoice>.

The student is ultimately responsible to OCU for payment. Any issues between the student and their employer do not, in any way, alter this responsibility. Should a student fail to successfully make payments, the Financial Aid department will place a hold on the student's account until payment is made in full. No grades, transcripts, or diploma will be released until payment is made in full.

### Third Party Payment

Students who receive a scholarship from a third party, such as a church or scholarship fund, or payment by an agency, such as vocational rehabilitation or the military, must provide official documentation from the third party verifying the amount of the scholarship/payment per semester. This documentation should list any restrictions or additional requirements. Invoice requests can be made via the following link: <http://www.ohiochristian.edu/financial-aid/request-invoice>.

### Tuition Deferment

Tuition Deferment can be used alone, or to complement the Employer Reimbursement payment option. To use this option, the Payment Plan Agreement must be completed and submitted to the University's Financial Aid office prior to course registration. Additional instructions are located on the Agreement, which can be completed and submitted via the following link: <http://www.ohiochristian.edu/financial-aid/payment-plan-agreement>.

# Finance

## FINANCIAL AID

Any student planning to use financial aid to cover school costs must first complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA must have Ohio Christian University's school code – 003030 – in order for the results to be received by the Financial Aid Office. Once the FAFSA is successfully submitted online, the Financial Aid Office will receive that information within 2-3 business days. At this point, the student may contact the Financial Aid Office for estimates of eligibility at [agsfinaid@ohiochristian.edu](mailto:agsfinaid@ohiochristian.edu). The FAFSA must be renewed prior to each school year.

### Grant

#### Federal Pell Grant

A Federal Pell Grant does not have to be repaid. This need-based grant is awarded to undergraduate students who have not earned a bachelor's degree. The amount of the award is based on FAFSA results, enrollment status, and Lifetime Eligibility Used (LEU). Pell Grant funds will be credited directly to the student's account.

### Military Benefits

Ohio Christian University accepts educational benefits through the military (e.g., GI Bill, Ohio National Guard Scholarship Program). To begin the process of determining any applicable benefits, the student should contact the respective educational liaison within the appropriate military organization. Once that action has been taken, the student may contact the Financial Aid Office to proceed with any other applicable processes.

Ohio Christian University accepts DANTES/DSST credits. (See Credit by Examination, p. 26)

### Loans

#### Federal Direct Loans

Direct Loans are federal loans available to students who are attending college at least half-time. The amount a student may borrow is based on year in school (defined by completed credit hours), dependency status, and enrollment status, Cost of Attendance (COA), and remaining aggregate loan limit eligibility.

#### Federal PLUS Loan (Parent Loan)

A parent may borrow a PLUS Loan to help pay the expenses of a child who is a dependent undergraduate student enrolled at least half-time. The parent must pass a credit check to be eligible to receive a PLUS Loan. In the event the parent is denied the PLUS Loan due to adverse credit, the student generally becomes eligible to borrow an additional amount in an Unsubsidized Federal Stafford Loan.

#### Private Student Loans

A student may also obtain private loans to cover education-related expenses. For more details visit <http://www.ohiochristian.edu/financial-aid/payment-options>.

## Satisfactory Academic Progress Requirements for Financial Aid

Students must make Satisfactory Academic Progress (SAP) towards earning a degree as stipulated in the table below to receive financial aid at OCU from all federal and state student aid grants, Work Study and loan programs. Some additional grants and scholarships may also use part or all of the SAP standards as minimum criteria for funding eligibility.

Financial Aid SAP will be measured annually. Students previously in good standing, will be placed on Financial Aid probation if the minimum SAP standards are not met. The student will retain eligibility for aid during the probationary period. Students not meeting the minimum SAP standards by the end of the semester the student was placed on Financial Aid probation will be placed on Financial Aid suspension. Aid eligibility will resume when the student raises his or her cumulative academic measurements to the required levels or has a Financial Aid appeal approved. Financial Aid suspension may be appealed if unusual and/or mitigating circumstances affected their academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service or other circumstances as deemed appropriate for consideration by the Financial Aid Appeals Committee. Transfer students with no grade history at OCU will enter on Financial Aid good standing. A Financial Aid SAP calculation, including transfer hours applicable to the current degree pursuit and OCU hours earned, will be run at the next scheduled increment.

# Finance

To appeal, the student must submit a legible letter, a completed Financial Aid Appeal Form, and supporting documentation to the OCU Financial Aid Office. These must explain in detail why the student failed to meet the minimum academic standards, what unusual and/or mitigating circumstance contributed to the failure, and how the situation has changed to allow the student to meet Financial Aid SAP requirements by the next calculation. Appeals must be received by the Financial Aid office no later than 15 business days before the end of the term for which reinstatement is desired. Early appeal submission is strongly encouraged. A committee will review the appeal and will notify the student in writing of their decision. If an appeal is approved, the student will temporarily regain financial aid eligibility. Continuation of eligibility will be contingent upon the student demonstrating improved academic merit achievement as outlined by the Financial Aid appeals committee through their Academic Plan.

## REFUNDS

### Book Refunds

Refunds will be made for textbooks on the following conditions:

1. The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, *and*
2. The textbook(s) is returned to Tree of Life (1-888-392-2930) within two weeks from the course start date,
3. No opened software will be refunded.
4. No refunds on shipping and handling.

### Financial Aid Refunds

Qualified students can receive a refund from their student accounts after the following three requirements have been met:

1. One course has been completed in the semester with a passing grade,
2. Student continues to actively participate in registered courses (see Attendance Policy on p. 22), and
3. Enough financial aid has been received to exceed the semester charges.

Students should reasonably expect to receive a financial aid refund at the end of their second course, as long as all of the above requirements have been met. One absence will delay the processing of the funds.

Ohio Christian University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit [www.ohio-christian.edu/financial-aid/refund-policies](http://www.ohio-christian.edu/financial-aid/refund-policies).

## BOOKS AND MATERIALS

All students attending the College of Adult and Graduate Studies are required to receive books as part of their OCU program. Books are to be purchased through the Tree of Life Bookstore only. This service prevents the inadvertent purchase of a wrong edition and also saves time and money shopping around buying books from several sources.

Students have the option to make their default new, used, or rental books; some books are consumable and will be

## FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Semester Hours Attempted	1-16	17-32	33-48	49 and above
Minimum GPA Requirement	1.7	1.8	1.9	2.0
Minimum Pass Rate Percentage	50%	55%	62%	67%
Maximum Total Credit Hours or Time Allowed to Complete Current Primary Degree Requirements	150% of the specified degree program's published length			

# Finance

available as new only. The precise books students need are delivered to their doorstep.

Books are shipped one to three weeks prior to the class start date so students will have them in plenty of time. Therefore, if students have an address change or need to withdraw from the course, they must notify OCU at least 21 days before the class is scheduled to begin.

A resource fee is assessed for each course and added to the student bill. If a student qualifies for financial aid, the fees will be paid with whatever financial aid that has been awarded, after tuition. If a student does not qualify for financial aid, the book fee may be paid with tuition.

## SCHEDULE CHANGES

### Leave of Absence

Some students may need to leave school for a period of time. If a student wishes to take a leave of absence may begin the process by contacting the assigned academic advisor or the general agsadvicing@ohiochristian.edu account.

### Withdrawal

Students who need to withdraw from a course or program should always make an official contact via email with their assigned Academic Advisor.

A withdrawal from a course or program often requires adjustments to financial aid, per U.S. Department of Education and/or State of Ohio regulations. The Financial Aid office makes that determination and any necessary adjustments upon receiving documentation of the course or program withdrawal. The student is responsible for any outstanding balance incurred as a result of this process.

- ❑ When dropping a course, a student must inform the Financial Aid office of their continued enrollment intention within 45 days of their last date of attendance, in order to keep his/her financial aid in good standing.
- ❑ Withdrawals affect the student's completion rate. (See GPA Requirements on p. 30)

### Withdrawals From Program

- The University will retain a fee of \$100 for processing the withdrawal.

### Withdrawals from Individual Courses

- Students who do not attend any sessions of a course for which they have registered should contact their Academic Advisor to be withdrawn from the course, and their account will be credited for the tuition and be charged a drop fee.
- If a student does not attend/participate any week of a class they will be credited one hundred percent of their tuition.
- If a student attends/participates the first week of the class they will be credited eighty percent of their tuition.
- If a student does not participate the first week, but attends/participates the second week, they are no longer eligible to be credited for the tuition.
- If a student withdraws after the second week of the course, they are no longer eligible to be credited for the tuition.
- If a student has already received textbooks for the courses, it is recommended the books be returned immediately for credit. Many courses change books or update editions without notice.

### Policy on Continual Academic Progress

Students must continue to make progress toward earning a degree or certificate by enrolling and passing at least one course every six months. Students who do not meet this basic enrollment requirement may be dismissed from the University.

Students who are dismissed due to this policy may reapply. Students also have the opportunity to appeal by submitting an appeal in writing to agsappeal@ohiochristian.edu within 5 business days of receiving notification of the dismissal.

### Course Changes

Students withdrawing from a course after the semester begins will be charged a \$30 drop fee and their tuition adjusted to reflect the number of credits carried for that semester. Please contact the Financial Aid office, as dropping a class from the semester may change aid eligibility.

The addition of a class may add to the student's account and exceed their financial aid limits. Please contact the Financial Aid office prior to adding a class to the semester.

# Student Services Policies



## STUDENT SERVICES POLICIES

### BEHAVIORAL STANDARDS

The University requires that Adult and Graduate Students maintain professional standards of behavior. We expect all members of the community both onsite and online to behave in a civil and respectful manner appropriate to a Christian environment. As such, the following behavioral expectations are based on the standards of civil and Christian behavior and common professional codes of conduct and apply to all students while they are on the University premises, including the virtual campus, or representing AGS program in an official capacity.

The College of Adult and Graduate Studies seeks to utilize disciplinary actions that are reconciling and educative. The following behavior expectations and policies (generally) apply only while College of Adult and Graduate Studies students are at University sites or in the virtual classroom environment. The University reserves the right, however, to discipline students for conduct off the University premises if such conduct is detrimental to the reputation of the University or its mission.

### Standard of Dress

The reasonable standard AGS desires to maintain for its adult students is a neat and modest appearance which projects self-confidence, professionalism and high standards. Students in onsite classes should dress appropriately, within the limits of their work schedule. Students should not wear tank tops to class. Dirty or ragged clothing intended as undergarments are not to be worn externally.

### Firearms and Explosives

There will be no discharging of firearms, weapons, or explosives of any kind on University property. "Firearms/weapons" includes rifles, shotguns, air rifles, BB/pellet guns, slingshots, paintball, and bow and arrows. The University may confiscate firearms, if necessary, to maintain the safety of the campus and its residents.

### Harassment

The university will not tolerate harassment or abuse of any member of the university community against any other. Students who are deemed a serious risk of imminent harm to themselves or others may be dismissed immediately. A student should report any incident via telephone or email to the AGS Director of Student Services. Contact the AGS Director of Student Services for details of the University policy.

### Personal Property

Personal property is the sole responsibility of the individual student. The University assumes no responsibility for the loss of money, valuables, or other personal property.

### Theft/Unlawful Entry

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property is strictly prohibited, violators may be prosecuted. Unauthorized or improper use of any University property, equipment, facilities, or resources, including unauthorized entry into any University room, building, or premises is strictly prohibited.

### Tobacco & Controlled Substances

The possession and use of alcoholic beverages of any description, nonmedical narcotics or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on

# Student Services Policies

the OCU Campus and denominational property. Tobacco use in all forms is prohibited on the University Campus and denominational grounds at all times. Students should adhere to the policy at additional University sites.

## **VIOLATION OF BEHAVIORAL STANDARDS**

### **Disciplinary Process**

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature and others are of greater concern and will result in action that is reflective of that. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. Every violation and decision will be discussed with the student.

Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil law. Penalty from civil law does not exempt students from further discipline by the University.

The University reserves the right to discipline students for conduct off the University premises if such conduct is detrimental to the reputation of the University or its mission.

### **Discipline Sanctions**

All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment with Ohio Christian University.

Potential actions in the event of irresponsible behavior include:

1. **Written Warning:** Student receives a letter from the University informing them that they have engaged in behavior that is in violation of Ohio Christian University Behavioral Standards. If they should continue to engage in this behavior or any other behavioral that is in violation of the University Behavioral Standards, more serious actions may be taken by the University. Written warnings may take the form of email or regular mail and will be clearly marked such.
2. **Request for Voluntary Withdrawal:** A student may be asked to withdraw for their best interest.
3. **Suspension:** Temporary immediate removal from academic status and other privileges for a designated period for the purpose of concentrated institutional and

personal assessment of the student's ability to benefit from an OCU educational experience. During this assessment period, the student is not allowed on campus nor to access the University virtual campus. Participation in any University sponsored events is prohibited.

4. **Expulsion:** Permanent removal from school and immediate cessation of participation in the University's programs and services. Enrollment will be terminated with immediate departure from campus or inaccessibility to the University virtual campus. The student will not be allowed to return to any Ohio Christian University location nor to participate in any University-sponsored events.

### **Appeal Procedure**

Students are provided the opportunity to appeal any disciplinary decision by submitting their appeal in writing to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) within three days of receiving notification of the disciplinary action taken.

### **Request for Readmission**

If a student is suspended from the University and desires to return, he/she must submit a written request to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) for readmission. The student is to provide a thorough account of the actions that led to his/her dismissal and the student's strategy for successfully continuing studies at the University. An approval for readmission will be subject to any stipulations made by the AGS Director of Student Services

## **STUDENT SERVICES POLICIES**

### **Accommodations Policy**

Ohio Christian University is committed to its entire student body, including those who need accommodation for disabilities. The 504 Compliance Officer is responsible for coordinating OCU's efforts in complying with applicable Federal and State laws and regulations, including the University's duty to address any inquiries or complaints regarding discrimination or denial of equal access. Information and forms can be located via the following URL: <http://www.ohiochristian.edu/about/nondiscriminatory-policy>.

Additionally, questions or comments may be directed to:  
Ohio Christian University  
Attn: 504 Compliance Officer

# Student Services Policies

1476 Lancaster Pike  
 Circleville, OH 43113  
 Phone Number: 740-477-7803  
 Fax Number: 866-510-2708  
[complianceofficer@ohiochristian.edu](mailto:complianceofficer@ohiochristian.edu)

## Housing and Campus Employment

On campus housing and campus employment is not available for Adult and Graduate Studies students.

## Student Record Information Changes

### Name Change Procedure

The University requires students requesting a name change to provide official documentation to the AGS Registrar's Office. The official documentation must include their new last name and either their social security number or date of birth. A copy of the new driver's license, social security card, a scanned image of their marriage certificate, or dissolution/divorce decree are documentation, approved for the name change to become effective.

### Address and Telephone Number Change Procedure

Students are responsible to update any address or telephone number information in SONIS under the Bio icon.

## Vehicle Regulations

Anyone who drives on the University campus is expected to abide by all posted regulations and use designated parking. Failure to comply with state and campus regulations may result in loss of parking rights. The University does not assume responsibility for any vehicle or its contents while it is on campus.

### Vehicle Operation

Vehicles are to be operated within posted speed limits. The maximum speed limit is 15 miles per hour on the University campus. Vehicles are to be operated only on surfaced roadways and parked only in designated areas. Vehicles may not be parked on lawns.

### Parking On Main Campus & Off-Site

On main campus, no parking is allowed in areas painted or striped with yellow paint. This is done to prevent blocking of driveways, crosswalks, and building entrances. Some parking spaces are reserved from 7:00 AM to 5:00 PM, Monday-Friday. Resident Director and handicap parking are reserved at all times. Students may use all non-designated spaces.

At off-site campuses, students may be required to purchase parking permits or pay fees. Contact the Adult and Graduate Studies Office for details. For safety, students are encouraged to leave class together at night.

## Visitors in the Classroom

- ❑ Children – Due to the various disruptions and distractions (whether real or potential) associated with the presence of minor children in the classroom setting, no minor children will be permitted to accompany either faculty or students into class sessions.
- ❑ Instructor Observation – An instructor observation may be conducted during class time when a University administrator or mentor observes an instructor for evaluation.
- ❑ Student Assistance – Should a student need special assistance, such as someone to help carry class materials and books or someone to help take notes due to a temporary injury, he/she should to notify the instructor of the injury and state the reason for the visitor via email prior to class time.



# Academic Policies

## ACADEMIC POLICIES

Ohio Christian University has developed its College of Adult and Graduate Studies to meet the needs of busy adult students. These students are typically employed full time and interested in completing their degree in the evening, Saturdays, or online, while continuing to work. The opportunity is provided to begin classes at different times of the year and attend class one night or Saturday morning per week or asynchronously online on a year-round basis, thus allowing accelerated completion of the degree than through traditional means when attending part-time.

## PROGRAM ADVANTAGES

To allow students to fit this program into their already busy lives, the University offers courses one evening a week from 6 to 10 p.m., Saturday from 8:30 a.m. to 12:30 p.m., or asynchronously online for the duration of each program.

Organized into groups called a cohort, students progress through the program together. The University presents the curricula in a syllabus with detailed assignments for each week.

## INFORMATION SESSIONS

Throughout the year, Ohio Christian University holds Information Sessions on campus and at other locations to inform prospective students about:

- ❑ Program advantages
- ❑ Program format
- ❑ Financial matters, such as:
  - Program costs
  - Loans and grants, and payment plans
  - Employer reimbursement
- ❑ Beginning dates for groups (cohorts)
- ❑ Application procedures

To get dates for Information Sessions or to schedule an individual conversation, please call the College of Adult and Graduate Studies at 740-477-7700 (877-496-8342 toll free).

## FACULTY

Faculty are key to accomplishing program objectives successfully and thus fulfilling the University's mission. Faculty are academically and experientially qualified, spiritually mature, and strongly committed to the mission and purposes of Ohio Christian University. Additionally, they are expected to facilitate adult learning by allowing non-traditional students to learn from peers and resources as well as from the instructor.

To facilitate non-traditional programs at multiple sites and online, the University partners with excellent faculty at several levels: administrative, full-time instructional, full-time affiliate, adjuncts, and mentees. Faculty in all categories are fully qualified in academics and experience, desire to teach adults effectively, and have a committed relationship with God.

## LIBRARY

The Maxwell Library exists to support the curricular needs of students and faculty. The Library is continuing to expand its resources to support the curricula and promote student academic success. Library hours are posted on the University's Web site. The University is a full member of OhioLINK, which gives students online access to multiple electronic materials such as articles, journals, newspapers, theses/dissertations, and even books. Additionally, materials can be shipped from any OhioLINK library in Ohio. Renewals and requests for material can be made by emailing [library@ohiochristian.edu](mailto:library@ohiochristian.edu).

## COMPUTER LAB

Three computer labs are located on the main campus in the Maxwell Library and the Maxwell Center. Access to computer support at off-campus sites varies. Contact the College of Adult and Graduate Studies for specifics.

## INTERNET ACCESS

Students access SONIS student information system for grades and statements of student accounts. All students are expected to use their assigned GroupWise email account. Students access learning materials through the Edvance360 course learning system ([learn.ohiochristian.edu](http://learn.ohiochristian.edu)). Some courses require students to have access to the Internet for weekly

# Academic Policies

homework and assignments. It is the student's responsibility to secure access for those courses that require it.

Students must use Microsoft Word documents when submitting assignments. Microsoft Excel and PowerPoint will be needed for some courses.

The University encourages students to use technological advances to enhance their personal educational experience. The IT Helpdesk provides assistance regarding access to the University systems. Students are assigned passwords upon their enrollment and may contact [itworkorder@ohiochristian.edu](mailto:itworkorder@ohiochristian.edu) for access information and other inquiries.

The University reserves the right on the main campus to restrict students from accessing Internet sites that are pornographic in nature or in any way not consistent with the standards of Ohio Christian University. The University further reserves the right to monitor use of the Internet on campus, randomly or systematically, or individual or network. Violations of policy will be handled through the disciplinary process.

## PROGRAM BENEFITS

Students in the College of Adult and Graduate Studies will be able to:

- ❑ Complete an associate, bachelor, or master degree in as little as two years (bachelor programs are in a degree completion format and require two years of previous college work).
- ❑ Convert significant prior learning into undergraduate credits by documenting past training, work-related experience, and prior learning.
- ❑ Attend class only once each week, or asynchronously online, and minimize interference with work schedules and family responsibilities.
- ❑ Improve written, oral, and computer skills, and strengthen their abilities to maximize ministry responsibilities and/or leadership skills.
- ❑ Meet in a collaborative format and benefit from the varied experiences and ideas of classmates.
- ❑ Obtain a degree that opens a wide range of opportunities, including pursuing graduate or post-graduate studies.
- ❑ Attend small classes with the same students, developing team-work skills and mutual support.

- ❑ Receive individualized instruction and specific attention to problem areas.
- ❑ Gain satisfaction by fulfilling an educational goal.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law (section 9528), gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

With certain exceptions FERPA requires Ohio Christian University to obtain written consent prior to the disclosure of personally identifiable information from education records.

## Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released. However, if a student does not want Ohio Christian University to disclose directory information from education records without prior written consent, he/she must notify the University in writing by the first day that classes begin in each semester.

The freedom to publish directory information allows OCU to include students in publications such as the yearbook, honor roll lists, graduation programs and sports news. If a student places a hold on directory information, he/she will have to sign a consent form each time information is released.

In accordance with FERPA guidelines, OCU has designated the following items as directory information:

- ❑ Name
- ❑ Current enrollment
- ❑ Local address as a student
- ❑ Permanent address as a student
- ❑ Local telephone number
- ❑ E-mail addresses
- ❑ Dates of attendance
- ❑ Class standing (e.g., sophomore)
- ❑ Schedule of classes
- ❑ Previous institution(s) attended
- ❑ Field(s) of study
- ❑ Awards and honors

# Academic Policies

- ❑ Degree(s) and date(s) conferred
- ❑ Full-time or part-time status
- ❑ Photographic or videotaped image
- ❑ Past and present participation in officially recognized sports and activities, and physical factors of athletes (e.g., height, weight).
- ❑ In very limited circumstances, a student ID number, user ID, or other unique personal identifier may be used to communicate in secured ways. (A student's SSN, in whole or in part, may not be used for this purpose.)

## Other Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords certain other rights with respect to education records. These rights are:

- ❑ The right to inspect and review education records within 45 days of the day the college receives a request for access. You may submit to the Registrar a written request identifying the record(s) you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise you of the correct official to whom the request should be addressed.
- ❑ The right to request the amendment of education records that you believe to be inaccurate or misleading. You may request that the university amend a record you believe is inaccurate or misleading. You should write the official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as you requested, you will be notified of the decision and advised of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.
- ❑ The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure without consent to school officials with legitimate educational interests in the information. A school official is a person employed by the university in an administrative, supervisory, academic, or support staff position (including security and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection

agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university also is permitted to disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- ❑ The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

The complete regulations and full definitions of terminology are at the FERPA page on the U.S. Department of Education website. If you have other questions about FERPA, you may visit the website of the Family Policy Compliance Office or you may write to them:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

## GRADE APPEAL AND ACADEMIC POLICY GRIEVANCE

A student who wishes to appeal a course grade or an academic policy decision must abide by the procedures that follow.

All academic grievances, with all documents, recommendations, and decisions, will be reported to the Assistant Provost and Vice President of Academics. Because the appeal process is at a private university, administrative process, legal counsel, or representation is not appropriate.

### Grade Appeal

A final grade appeal involves only those situations in which a student believes that an instructor: (a) has not followed fair grading practice; or (b) has not followed published grading policy. A student who wishes to appeal a final grade based on one or both of these reasons must follow these procedures:

1. The student must first contact the instructor for full explanation of the grade given and the basis for assigning the grade.
2. If there is no resolution, then the student may file a grade appeal request form (available on MyOCU), and any supporting documents to [agsappeal@ohio-christian.edu](mailto:agsappeal@ohio-christian.edu). If a properly completed grade appeal

# Academic Policies

request form is not received by the University within 6 weeks of the end date of the course indicated in Sonis, then the student will forfeit any further right to appeal.

3. After the University receives the grade appeal request form, it will be forwarded to the instructor for a response.
4. The Academic Appeals Committee will meet to review the form and submitted documents. The decision of the committee will be final and binding upon all parties.

## Academics Policy Grievance

An academic policy grievance involves those situations in which a student believes that the University has not followed published academic policies (which are contained in the AGS Catalog) regarding an academic decision. A student who wishes to file an academic policy grievance must follow these procedures:

1. It is recommended that the student first contact the person who has made the decision for a full explanation of the policy and how the policy was followed.
2. The student may request that the matter be reviewed by the Academic Appeals Committee by filing a formal request in writing to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). The Academic Appeals Committee will notify the student of the decision in writing. If a properly completed written request is not received by the university within 30 calendar days of the date on which the event that gave rise or the complaint occurs, then the student will forfeit any further right to appeal.
3. The student may appeal the the Academic Appeals Committee decision to the Assistant Provost and Vice President of Academics, College of Adult and Graduate Studies, by submission of a written request to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). If the university does not receive a properly completed written request within 15 calendar days of the date on which the notice in step 2 was sent, then the student will forfeit any further right to appeal. The decision of the Academic Appeals Committee will be final and binding upon all parties.

## ACADEMIC HONESTY POLICY

Students are expected to be honest in all their academic work and are responsible for their own work for course requirements. Typically, no more than 20% of any writing should be quoted material. Scholastic dishonesty is a violation of both academic standards and biblical teachings, and is an

affront to other students and the faculty. Academic dishonesty includes the following:

1. Cheating on assignments and tests.
2. Plagiarism. The student is responsible for knowing the legitimate and illegitimate use of source material in written work. Faculty are expected to be aware of and make decisions on instances of plagiarism. As a general guideline, plagiarism is defined by Lucas (2010) as “presenting another person’s language or ideas as one’s own.” There are three types of plagiarism:
  - a. Global plagiarism: “stealing a paper or speech entirely from a single source and passing it off as one’s own.”
  - b. Patchwork plagiarism: “stealing ideas or language from two or three sources and passing them off as one’s own.”
  - c. Incremental plagiarism: “failing to give credit for particular parts of a paper or speech that are borrowed from other people.” *The Art of Public Speaking*, 2010, by Stephen E. Lucas, McGraw-Hill, pp. 36-39.
3. Submitting a paper or project in which part or the entirety was done by someone else. (This does not include designated group assignments in which the student participates.)
4. Allowing another student to submit writing which was not their own.
5. Any act that violates the rights of other students from completing their academic assignments (e.g., deliberate withholding of necessary academic material, willful harm to another student’s work).

All instances of academic dishonesty must be reported to the Academic Office through [agshonestypolicy@ohiochristian.edu](mailto:agshonestypolicy@ohiochristian.edu) for recording in the student’s permanent file. For a student’s first offense, he/she will earn a zero grade on the assignment. Many times failing a final assignment would result in a failure of the entire course. For the second offense, the student will fail the course and be placed on academic probation. For the third offense, the student will fail the course and be suspended from Ohio Christian University. A student who has been suspended for academic reasons may petition for readmission after six months. Returned students receiving another academic dishonesty offense will receive permanent expulsion.

## IDENTITY FRAUD

Enrolled students must complete their own assignments and exams. Any enrolled student who retains a third party to

# Academic Policies

complete assignments and/or exams on the enrolled student's behalf has committed identity fraud. Identity fraud will result in immediate dismissal.

## LATE HOMEWORK POLICY

### Onsite

All assignments must be turned in by 6:30 p.m. the night of class or 9:00 a.m. for Saturday classes. The majority of course finals are due 7 days after the end date of the course to provide students the opportunity to use information they learn from the last session of the course. Assignments turned in up to 1 day late will earn a 10% deduction; 2 days late, 20% deduction; 3-7 days late, 50% deduction. Assignments submitted on or after the 8th day will not be graded and will earn zero.

### Online

All assignments are due the last day of each school week; for example, a Tuesday to Monday school week requires all assignments to be submitted by midnight Eastern time each Monday. The majority of the course finals are due 7 days after the end date of the course to provide students with the opportunity to use information they learn from the last session of the course. Assignments turned in up to 1 day late will earn a 10% deduction; 2 days late, 20% deduction; 3-6 days late, 50% deduction. Assignments submitted on or after the 7th day will not be graded and will earn zero.

## CHANGE OF INFORMATION NOTICE

The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, class schedule, student calendar, program outline, course descriptions, curricula, faculty, student services, administrative policies, and financial assistance. The most up-to-date catalog can be found at [ohiochristian.edu/ocucatalog](http://ohiochristian.edu/ocucatalog).

## ADMINISTRATIVELY-INITIATED COHORT/INDIVIDUAL SCHEDULE CHANGES

The University reserves the right to change a cohort schedule and/or an individual's schedule including, but not limited

to, moving cohorts/individuals from an onsite location to online, moving cohorts from one site location to another, or combining cohorts and thereby terminating one schedule and creating a new schedule. Cohort schedule changes should be rare, but are done to maintain academic integrity, eliminate disruptions, or to maintain financial viability for the institution.

## DIRECTED STUDY

A student who needs a required course that is not available in the regular schedule may contact their Academic Advisor to schedule a directed study course. Directed study courses are offered through e360 for the convenience of the student and faculty.

The duration of a directed study is the same as the regular schedule course on which it is based. Typically, students are charged a directed study fee per credit hour in addition to regular tuition charges.

The University reserves the right to change classes with small enrollment to directed study.

## MULTIPLE DEGREES, MAJORS, CONCENTRATIONS, AND CERTIFICATES

### Obtaining a Second Bachelor's Degree

Students can obtain a second bachelor's degree. It is not generally in the best interest of students to do so as a master's degree will usually be more advantageous. The following conditions apply:

1. An earned baccalaureate degree from an institution that holds regional or ABHE accreditation.
2. Earn a minimum of thirty (30) credit hours beyond the first degree.
3. Complete general education and Bible/theology requirements associated with the degree declared.
4. Complete the specific requirements associated with the degree declared.
5. Complete two-thirds of the major courses within the second bachelor degree program at OCU.
6. Meet the residency requirement.
7. If the original bachelor's has already been conferred by OCU, must reapply for admission and enter under the

# Academic Policies

respective catalog. Completion will result in eligibility to participate in commencement.

## Obtaining a Second Major

Students can obtain a second major while completing their degree with their originally declared major. Second majors are fully different programs (e.g., Business major as well as Psychology major). The following conditions apply:

1. Complete the specific requirements of the original major declared.
2. Complete two-thirds of the major courses within the second major's program at OCU.
3. Meet the residency requirement.
4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## Obtaining Additional Concentrations

Students can obtain additional concentrations while completing their degree with their originally declared major and concentration. Additional concentrations must be within the same major (e.g., Business major with concentrations in Business Management as well as Organizational Leadership). The following conditions apply:

1. Complete the specific requirements of all concentrations declared.
2. Complete all of the courses within the additional concentrations at OCU.
3. Meet the residency requirement.
4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## Obtaining Certificate(s)

Students can obtain certificate(s) in a separate discipline area while completing their degree with their originally declared major and concentration. Certificates are earned in an area that is not formally associated with the originally declared major and concentration (e.g., Business major with a concentration in Business Management and a certificate in Counseling). The following conditions apply:

1. Complete the specific requirements of all certificates declared.
2. All of the courses within the additional certificates must be completed at OCU.
3. Must meet the residency requirement.
4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## ONLINE COURSES

To increase access to education and meet the flexibility needs of busy adult learners, all courses and programs are offered through online delivery. Some courses and concentrations are available only online.

In online courses students complete their weekly learning activities (reading, discussions, assignments) in an asynchronous way (i.e., not necessarily at the same time as others). The timeline is similar to onsite courses. Each course contains a complete syllabus and learning activities for each week.

Within the Edvance360 learning management system, the navigation provides easy maneuvering through courses. Communication is available in a variety of methods, including instant chat, email, and the threaded discussion experience similarly found in social media. Students must use Microsoft Word for activities requiring a submission. Microsoft Excel and PowerPoint are also required for some courses. Communities are also provided for specialty areas, cohorts, and all of the online student body to have continuous resources made available. ([learn.ohiochristian.edu](http://learn.ohiochristian.edu))

## INDEPENDENT STUDY

A student wishing to study a subject matter that is relevant to his/her degree program, but not listed in the catalog, may request an independent study of that subject. The two major criteria are (1) relevance and (2) lack of subject availability through any other course in the catalog. No course listed in the current catalog may be taken as an independent study. Students on any kind of academic restriction will not be considered for an independent study. Students are charged an independent study fee per credit hour in addition to regular tuition charges.

# Academic Policies

## ATTENDANCE POLICY

### Onsite Students

#### Tardy

Students are expected to be present when class begins and remain the entire class session. Students will be considered tardy if they arrive more than 30 minutes late for a class session or leave earlier than 30 minutes before the end of a class session. Two tardies will equal an absence. In the case of an emergency, a student may be allowed one tardy in courses that are three class sessions or fewer in length. Even if a tardy is for a legitimate reason, participation points will still be deducted. Students exceeding the allowed tardies/absences will be given a withdrawal grade.

#### Absence

Under emergency circumstances, a student may be allowed one absence in courses that are four class sessions or more in length. Students are not allowed an absence for any course that has three class sessions or fewer in length. Even if an absence is for a legitimate reason or approved by appeal, participation points will still be deducted. Homework assignments for the class of absence are still due as scheduled. Students exceeding the allowed tardies/absences will be given a withdrawal grade.

Attendance by technology will not count towards class participation points or attendance.

#### Absence Appeal

An absence appeal may be filed for emergency circumstances that arise leading to more than allowed absences. Please contact your Academic Advisor to obtain and complete the appropriate form in such situations. Contact must be made and the appeal form submitted within 7 days of the absence.

#### Late Instructor

Should an instructor be late for a class session, students are expected to wait a minimum of 30 minutes and contact the site coordinator, Student Services, or the OCU Answer Center before leaving. If the instructor arrives within that 30 minute period and any student has left, the student will be counted as absent for the class session. If the instructor does not arrive within the 30 minute period, the students may leave and arrangements will be made to make up those class hours sometime during the time frame of the course or additional assignments will be given.

### Cancellation of Onsite Classes

Ohio Christian University offers classes at many different locations throughout the states of Ohio and Georgia. Weather can vary greatly at these campus locations. Each location will constitute a separate evaluation and decision process, and therefore, class cancellations due to weather issues may apply to some but not all students. As possible, school closing will be determined by 3:00 p.m. the day for which classes are scheduled or by Friday evening in relationship to Saturday morning classes.

Students and professors will be notified through their OCU email account and telephone (as possible) if classes at their specific location are canceled. Students may also call the Adult and Graduate Student Services toll free line at 877-496-8342 after 3 p.m. for the most up-to-date information.

If classes are canceled, professors will contact students regarding make-up.

If classes are not canceled, students must make decisions related to their own attendance based on the attendance policy.

### Online Students

#### Absence

Attendance is determined by participation in weekly learning activities. A student is reported absent for a week if there is no participation in course discussions or submission of assignments during that week. Under emergency circumstances, a student may be allowed one absence in courses that are four weeks or more in length. No absences are allowed in courses that are three weeks or shorter in length.

Students exceeding the allowed absences will be given a withdrawal grade regardless of the circumstances. The only exception is for military reserve personnel fulfilling annual training requirements.

### Auditors

Students auditing courses are required to complete only the Short Application/Registration Form. Students auditing a course are taking the course for no credit, thus they do not earn a grade. Students are encouraged but not required to attend classes regularly and complete homework assignments.

Students may obtain their own textbooks or purchase textbooks through OCU via Tree of Life Bookstore. Because

# Academic Policies

students auditing courses do not qualify for financial aid, they must make arrangements to pay auditing fees prior to registration.

## Senior Citizens

Senior citizens, age 60 and older, may attend (audit) classes at no tuition charge providing there is space available and the professor gives permission. Book and material costs and course fees are the responsibility of the individual auditing the course. Registration is not required; no grade or credit will be recorded.

## Non-Degree-Seeking Students

Students not desiring a degree or certificate, but wanting to take courses for credit must complete the Short Application/Registration Form. Non-degree-seeking students may earn up to 12 semester hours. If a student desires to continue taking courses after having completed 12 semester hours, the

normal admissions process must be completed.

Students registering for undergraduate level courses will be required to confirm only via the application that they have earned a high school diploma or GED. Students registering for graduate level courses will be required to supply a transcript showing a bachelor degree has been earned.

Non-degree seeking students do not qualify for financial aid and must make payment arrangements prior to registration.

## APPLICABLE CATALOG

Catalog requirements for policies and processes may change with each edition of the catalog. The applicable catalog is either the current catalog for policies and processes or the catalog existing at the time of the student's enrolling or changing of a degree program for degree requirements. (Please refer to the Applicable Catalog table at the bottom of this page.)

## APPLICABLE CATALOG

Last Course Completed	Applicable Catalog	Process
Less than 6 months	Previously assigned	Reenroll with a recruiter
6 – 12 months	Current	Reenroll with a recruiter
More than 12 months	Current	Complete application, reenroll with a recruiter

# Undergraduate Studies



## UNDERGRADUATE STUDIES

The College of Adult and Graduate Studies offers a Bachelor of Arts degree with majors in Business, Criminal Justice, Interdisciplinary Studies, Leadership and Ministry, Psychology, Substance Abuse Counseling, and a Bachelor of Science in Nursing. An Associate of Arts degree is offered with majors in Business, Christian Ministry, Human Services, and Interdisciplinary Studies. These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

## UNDERGRADUATE PROGRAMS OFFERED

### Associate of Arts Program

- ❑ Associate of Arts with a major in Business
  - Agribusiness Concentration
  - Business Management Concentration
  - Information Technology Concentration
- ❑ Associate of Arts with a major in Christian Ministry
  - Biblical Studies Concentration
  - Pastoral Ministry Concentration
- ❑ Associate of Arts with a major in Human Services
- ❑ Associate of Arts with a major in Interdisciplinary Studies

### Bachelor Programs

- ❑ Bachelor of Arts Program with a major in Business
  - Business Management Concentration
  - Disaster Management and Relief Concentration

- Healthcare Management Concentration
- Information Technology Concentration
- Logistics Management Concentration
- Organizational Leadership Concentration
- ❑ Bachelor of Arts with a major in Criminal Justice
- ❑ Bachelor of Arts with a major in Interdisciplinary Studies
- ❑ Bachelor of Arts with a major in Leadership and Ministry
- ❑ Bachelor of Arts with a major in Psychology
- ❑ Bachelor of Arts with a major in Substance Abuse Counseling
- ❑ Bachelor of Science in Nursing

## ADMISSION REQUIREMENTS

### Application Process

Students may start courses before the admissions process is completed but must have all application file requirements submitted within 10 weeks.

Pieces which must be included in the file before being considered for admission are:

- ❑ Students seeking to complete an associate's degree or having less than 12 semester credits of college work must submit a legible copy of high school transcript, high school diploma, or GED as proof of high school equivalency.
- ❑ Students seeking to complete a degree must submit official transcripts of prior college work from all institutions previously attended. Official transcripts must be sent to the Ohio Christian University College of Adult and Graduate Studies by fax from the sending institution or by mail from the sending institution in a sealed envelope.
- ❑ Completed and signed application and application fee paid (non-refundable).
- ❑ Transcript review of prior college credit (if applicable).
- ❑ Ministry Reference Form (Pastoral Ministry Concentration and Leadership and Ministry major only).

Readmit: See Applicable Catalog p. 23.

### Associate of Arts Programs

1. Legible copy of the high school transcript, high school diploma, or GED as proof of high school equivalency.
2. Application form and payment of Application Fee.

Any applicant not meeting the above-stated requirements may petition for consideration.

# Undergraduate Studies

## Bachelor of Arts Programs

1. A minimum of 50 semester credits from an institution of higher learning accredited regionally or by ABHE.
2. Official transcript directly from all institutions previously attended.
3. GPA of 2.0 or better (on a 4.0 scale) on all prior work.
4. Application form and payment of Application Fee.

Any applicant not meeting the above-stated requirements may petition for consideration.

## Bachelor of Science in Nursing Program

1. A minimum of 50 semester credits from an institution of higher learning accredited regionally or by ABHE. Diploma nursing program graduates will receive individual advising for course equivalency for transfer. A maximum of 80 credit hours may be transferred.
2. Official transcript directly from all institutions previously attended.
3. GPA of 2.0 or better (on a 4.0) on all prior work.
4. Application form and payment of Application Fee.
5. The BSN program requires all candidates to hold a current, unencumbered Registered Nurse License in the state he/she practices throughout the program.

Any applicant not meeting the above-stated requirements may petition for consideration.

## Probationary Admission

Students applying for admission with less than the required cumulative GPA in completed college work may be admitted on GPA Requirements probation until they complete the first semester, after which their status will be re-examined. (See GPA Requirements table on p. 30.)

## Undergraduate Transfer Student Policy

Ohio Christian University welcomes students to apply transfer credits from other institutions. The following provisions govern transferring credits to OCU:

1. The student seeking enrollment by transfer from another college will complete the regular admission process as outlined on page 23 with the addition of a transcript review supplied by OCU.
2. All academic courses in which at least a "C-" grade or its equivalent has been earned are eligible for transfer, subject to discretion of the College of Adult and Graduate

Studies, providing the courses were taken at a regionally or ABHE accredited college/university.

3. Credits earned at an institution that does not hold regional or ABHE accreditation will be accepted only after probationary study at OCU of 30 credit hours and achievement of a 2.0 average or better. The maximum number of credits transferable from a school without regional or ABHE accreditation is less than half of the total program.
4. Courses must be for college credit (i.e., not development).
5. Each applicant for transfer admission will be notified of the specific course credits or equivalents to be granted by OCU.

OCU uses semester hours. One quarter hour is worth 0.67 of a semester hour.

## Advanced Standing

A student bringing transfer credit may be granted advanced standing to replace required courses.

- In undergraduate programs, a student may transfer in up to 6 classes or 18 semester hours (whichever is more advantageous for the student) for advanced standing. (See Undergraduate Transfer Student Policy, p. 25.) The course(s) must be equivalent in content and equal in credit weight to be considered.
- Students requesting advanced standing should understand that hours granted in advanced standing must be made-up with other hours to meet the graduation requirements (60 hours for associate and 120 hours for bachelor). Advanced standing is normally established at the transcript review. Advanced standing requests must be made prior to the semester in which the course in question occurs.

## International Student Policy

The University complies with U.S. government regulations for foreign students. Due to strict government regulations, the University has detailed requirements pertaining to foreign students. It is the responsibility of foreign students to obtain the proper documents and to furnish the University with these documents. Before a student can receive his/her I20 to obtain a visa, certain requirements must be met:

1. The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:
  - IELTS - minimum 5.5

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- Test of English as a Foreign Language (TOEFL): minimum score of 500 paper based, 178 computer based, or 70 internet based.
2. The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

## Credit by Examination

The University accepts credit for knowledge demonstrated by CLEP exams. College Level Examination Program (CLEP) is a national set of exams on selected topics, offered on a regular schedule. For more information consult the web page at <http://www.collegeboard.org/clep/>. The University also accepts DANTES or DSST credits. Please see <http://www.getcollegecredit.com/> for more information.

## Prior Learning Assessment (PLA)

Students can earn credits through a portfolio process. A maximum of 12 semester credit hours for associate-level, which does count toward Advanced Standing, or 24 semester credit hours for bachelor-level may be earned by prior learning assessment (PLA). In most cases, PLA credit is used for elective credit.

These credits can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. The University evaluates and grants appropriate credits for the student's learning (not just the experience) from these sources.

A three-credit course HU1000/3000 Portfolio Development is offered at various times throughout the year. Students taking this course will be instructed in prior learning assessment and how to write for college credit based upon their background and training. Students may write for up to 12 credit hours as part of the initial course work. Bachelor students may write for up to an additional 12 credits thereafter.

## PLA Requirements

1. Students requesting PLA credit must request to be enrolled in HU1000/3000 Portfolio Development and complete paper(s) approved for credits. Students earn three-credit hours for a passing grade (P) for HU1000/3000 course and additional credits for acceptable paper(s) submitted which are added to the student's transcript.
2. Students must finish ALL work for HU1000/3000 within the course timeline. Failure to do so may result in loss

of credit for HU3000 and/or fees being charged for the completed paper(s)/credit hours. Students desiring PLA credit beyond that achieved in the HU1000/3000 course must contact their Academic Advisor and agree to specific start and end dates for submission of all work.

3. Submission of additional work not within the HU1000/3000 course will accumulate an additional charge of \$60.00 per credit hour for evaluation and \$25 per paper for recording.
4. No more than 12 semester credit hours for associate-level or 24 semester credit hours for bachelor-level may come from PLA. PLA credit is not available toward graduate degree requirements.

## Sponsored Pastoral Training (SPT)

1. Adults entering with completed home study credits, authenticated by their denomination or church leadership, and combined with active ministry experience, may receive one credit hour for each course completed. **SPT credit is used for general elective credit only.**
2. In addition to transcribed course work, receipt of credit hinges upon the students' participation in Christian Ministry on the following basis:
  - for 0 year experience, the total number of credits accepted would not exceed 3
  - for 1-3 years, the total number of credits would not exceed 12,
  - for bachelors-level only, those with more than 3 years of experience the total number of credits would not exceed 24.
3. Classes for which SPT credit is given cannot be considered for PLA credit. Official denominational or church transcript for course work must be submitted directly from the organization to the University.
4. Students wishing to receive SPT credit must contact their Academic Advisor to apply and provide supporting documentation prior to start of second semester in program.
5. All SPT credit will be charged \$50 per credit hour for evaluation and recording.
6. No more than 24 semester credit hours for bachelor-level may come from SPT.
7. SPT credit is not available toward graduate degrees.

## Military Service

Some courses provided by the armed forces may earn college credit. The Guide to the Evaluation of Educational

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Experience in the Armed Services, published by the American Council on Education, is used to determine what credit might be granted.

The University accepts DANTES or DSST credits. (See Credit by Examination, p. 26.)

## Segmented Transcript Policy

A student who re-enrolls at Ohio Christian University after an absence of six or more years may petition to have the transcript segmented. If the petition is approved, all courses will remain on the record, but the grades earned earlier will be removed temporarily from the cumulative grade-point average, while the hours earned will be carried forward.

Subsequent gaps of six or more years will not, however, result in further segmentation of the student's transcript.

The following provisions apply toward this policy:

1. A student must be re-enrolled and complete a minimum of 30 credit hours at Ohio Christian University before graduation.
2. The new, temporary grade point average will be used for determining GPA Requirements status.
3. All grades that had been temporarily removed by segmentation will be reinstated and included in determining the official grade point average for graduation. A cumulative GPA of 2.00 is required for graduation. All grades will appear on the transcript.
4. The grade point average used for consideration for entrance to academic programs and eligibility for scholarships and honor societies will be determined by the relevant officials or committees; they may at their discretion use both current and previous grade point averages or only the new, temporary grade point average.

## COURSE LOAD

The normal course load is 12-15 credit hours per semester, taken one course at a time. After successful completion of the first semester, the Director of Student Services may approve the following:

- ❑ Overlapping of courses provided the student's cumulative GPA is 2.70 or higher.
- ❑ A course load of 17-18 hours provided the student cumulative GPA is 2.70 or higher.
- ❑ A course load of 19-21 hours provided the student's cumulative GPA is 3.00 or higher.

## GENERAL EDUCATION REQUIREMENTS (36 OR 39 CREDITS)

### FINE ARTS OR HUMANITIES 9 CREDITS

Includes courses in Literature, Biblical Literature, History, Philosophy, Music, Art, and Drama.

#### Requires:

New Testament Biblical Literature	3 credits
Old Testament Biblical Literature	3 credits

### COMMUNICATION SKILLS 9 CREDITS

Includes courses in Communication, English Composition, and Oral Communication.

#### Requires:

Oral Communication	2 Credits
English Composition	6 Credits

### REASONING SKILLS 9 OR 12 CREDITS

Includes courses in Biological Science (e.g., Biochemistry, Biology, Ecology), Formal/Symbolic Logic, Mathematics, Physical Science (e.g., Astronomy, Chemistry, Earth Science, Physics), Statistics, and Technology.

#### Associate of Arts and Bachelor of Arts Requires:

Mathematics, Statistics, or Logic	3 Credits
Biological or Physical Science	3 Credits

#### Bachelor of Science in Nursing Requires:

Mathematics or Statistics	3 Credits
Biological or Physical Science	6 Credits

### UNDERSTANDING OF SELF & SOCIETY 9 CREDITS

Includes courses in Behavioral Science (e.g., Anthropology, Economics, Geography, Sociology) and Social Science (e.g., Archaeology, Organizational Theory, Political Science).

## MULTIPLE DEGREES, MAJORS, CONCENTRATIONS, AND CERTIFICATES

### Obtaining a Second Bachelor's Degree

Students can obtain a second bachelor's degree. It is not generally in the best interest of students to do so as a master's degree will usually be more advantageous. The following conditions apply:

1. An earned baccalaureate degree from an institution that holds regional or ABHE accreditation.
2. Earn a minimum of thirty (30) credit hours beyond the first degree.

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- 3. Complete general education and Bible/theology requirements associated with the degree declared.
- 4. Complete the specific requirements associated with the degree declared.
- 5. Complete two-thirds of the major courses within the second bachelor degree program at OCU.
- 6. Meet the residency requirement.
- 7. If the original bachelor's has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in eligibility to participate in commencement.

## Obtaining a Second Major

Students can obtain a second major while completing their degree with their originally declared major. Second majors are fully different programs (e.g., Business major as well as Psychology major). The following conditions apply:

- 1. Complete the specific requirements of the original major declared.
- 2. Complete two-thirds of the major courses within the second major's program at OCU.
- 3. Meet the residency requirement.
- 4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## Obtaining Additional Concentrations

Students can obtain additional concentrations while completing their degree with their originally declared major and concentration. Additional concentrations must be within the same major (e.g., Business major with concentrations in Business Management as well as Organizational Leadership). The following conditions apply:

- 1. Complete the specific requirements of all concentrations declared.
- 2. Complete all of the courses within the additional concentrations at OCU.
- 3. Meet the residency requirement.
- 4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## Obtaining Certificate(s)

Students can obtain certificate(s) in a separate discipline area while completing their degree with their originally declared major and concentration. Certificates are earned in an area that is not formally associated with the originally declared major and concentration (e.g., Business major with a concentration in Business Management and a certificate in Counseling). The following conditions apply:

- 1. Complete the specific requirements of all certificates declared.
- 2. All of the courses within the additional certificates must be completed at OCU.
- 3. Must meet the residency requirement.
- 4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## GRADING SYSTEM

Grades are due from the Instructor to the AGS Registrar's Office 15 days after the end date listed in SONIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

The University operates on a four-point grading system as defined below:

### Grade Definition

A	Superior Work. Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
B	Above Average. Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth or insight that A-level works has.
C	Average. Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles.

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D	Inferior but Passing. Implies poor thinking and performance in a course. D-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles. (Not passing for RN-BSN courses. See RN-BSN Progression Policy on p. 44.)
F	Failure. Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
I	Incomplete are recorded temporarily in extenuating circumstances after student request and administrative approval.
W	Withdrawal. This grade is not used in computing the student's GPA, but does affect completion rate.
WP	Withdrawal Passing. This grade is not used in computing student's GPA, but does affect completion rate.
WF	Withdrawal Failing. This grade is used in computing student's GPA, but does not affect completion rate.
AU	Audit. No credit is earned. This grade is not used in computing the student's GPA.
P	Passing. Credit given for a credit/no credit course. This grade is not used in computing the student's GPA.
NC	No credit. No credit is given for a credit/no credit course. This grade is not used in computing the student's GPA.

## Removal of "D" or "F" Grades

Students may repeat a course in which a "D" or an "F" is received for the purpose of earning a higher grade point average. When a course is repeated, the new grade will supersede the earlier grade in computing the cumulative GPA. Courses carrying a "D" or an "F" grade will remain on the transcript but the cumulative GPA will be computed using only the latest grade. This procedure is of special value to students who are placed on GPA requirement probation or suspension. It is strongly recommended that students retake "D" or "F" courses to raise the cumulative grade point average.

## Incompletes

The following policy is to be applied to all students in the University who receive an "I" for incomplete work in a course.

1. A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that the majority of work has already been accomplished. Some work, such as participatory activities, team exercises, and online discussions, cannot be made up.
2. It is the student's responsibility to request an "I" grade by emailing the request and rationale to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in SONIS.
3. The student, instructor, and advisor will be notified regarding approval or denial of the appeal.
4. Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The deadline for submitting work is five weeks from the end date of the course as noted in SONIS.
5. Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly.

## Computing Grade Point Averages (GPA)

A	=	4.00	94-100 percent
A-	=	3.70	91-93 percent
B+	=	3.30	88-90 percent
B	=	3.00	84-87 percent
B-	=	2.70	81-83 percent
C+	=	2.30	78-80 percent
C	=	2.00	74-77 percent
C-	=	1.70	71-73 percent

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D+	=	1.30	68-70 percent
D	=	1.00	64-67 percent
D-	=	0.70	61-63 percent
F	=	0.00	60 percent or below
I	=	0.00	temporary
W	=	No grade point value assigned	
WP	=	No grade point value assigned	
WF	=	0.00	
AU	=	No grade point value assigned	
P	=	No grade point value assigned	
NC	=	No grade point value assigned	

## GPA Requirements

- 1. Readmission: A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course. (Please refer to the table below.)
  - a. Automatically applied to incoming students with less than required cumulative GPA on college transcripts.
  - b. Students on probation may not register for more than 15 credits per semester with no overlapping courses while on probation.

- 2. GPA requirement suspension appeal to remain immediately enrolled may be submitted to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) within one month of notification of suspension. It should describe the extenuating circumstances, such as military service, hospitalization, or death in the immediate family.
- 3. GPA requirement probation required as per chart at the bottom of this page.

## GPA Requirements for Eligibility

Students on GPA requirement probation are ineligible to participate in intercollegiate athletic competition, university sponsored public relations groups, or other groups that represent the University to the public. Students on GPA requirement probation are ineligible to hold any appointed or elected office with student government or organizations.

## GRADUATION HONORS

### OCU AGS Honor Graduate

The College of Adult and Graduate Studies Honor Graduate is elected by the faculty and must represent all the ideals of Ohio Christian University. This bachelor graduate must have distinguished himself/herself in academic achievement, Christian service, and leadership potential.

## GPA REQUIREMENTS

Semester Hours Attempted	GPA Probation	GPA Suspension
1-16	Cumulative GPA Below 1.70	
17-32	Cumulative GPA Below 1.80	Cumulative GPA Below 1.70
33-48	Cumulative GPA Below 1.90	Cumulative GPA Below 1.80
49-60	Cumulative GPA Below 2.00	Cumulative GPA Below 1.90
61 and above		Cumulative GPA Below 2.00

# Undergraduate Studies

## Latin Honors

The following honors are designed for bachelor's graduates. Summer bachelor graduates are eligible for these honors, but cannot be recognized at the spring commencement because their grades for summer classes are not yet completed. Those who complete associate and graduate programs are not eligible.

Students who have earned at least 60 credit hours in residency in course work which assign letter grades that affect the student's cumulative GPA must meet the following criteria:

- ❑ *Summa Cum Laude* (with highest honors): cumulative grade point average of 3.90 or above.
- ❑ *Magna Cum Laude* (with high honors): cumulative grade point average of 3.75-3.89.
- ❑ *Cum Laude* (with honors): cumulative grade point average of 3.50-3.74.

Students who have earned between 40 and 59.9 credit hours in residency in course work which assign letter grades that affect the student's cumulative GPA must meet the following criteria:

- ❑ *Summa Cum Laude* (with highest honors): cumulative grade point average of 3.95 or above.
- ❑ *Magna Cum Laude* (with high honors): cumulative grade point average of 3.80-3.94.
- ❑ *Cum Laude* (with honors): cumulative grade point average of 3.55-3.79.

## GRADUATION REQUIREMENTS

To graduate a student must:

1. Complete the approved course of study for one of the programs offered.
2. Complete the additional hours required in the areas of general education and general electives. The Bachelor degrees require 120 semester credits. The Associate degree requires 60 semester credits.
3. Achieve a cumulative GPA of at least 2.0 or better (on a 4.0 scale) on all course work. For the students of the Bachelor of Science in Nursing Program, please refer to the RN-BSN Progression Policy on p. 44 for additional graduation requirements.
4. Complete all CLEP and PLA credits.

5. Satisfy all financial obligations to the University and be in good standing with the University.
6. Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee. Graduates may participate in commencement exercises. Graduation requirements are subject to change.

Curriculum requirements serve as a guide to program planning and are also subject to change. Every effort will be made to communicate changes to all concerned students in a reasonable manner.

OCU reserves the right to deny graduation to any student whose character is contrary to the testimony, doctrine, and standards of the University.

## Residency Requirements

In order to graduate from Ohio Christian University, candidates must have taken:

- ❑ At least 15 semester credits from OCU and have completed the final 12 credits at OCU for an associate's degree.
- ❑ 30 semester credits from OCU and have completed the final 24 credits at OCU for a bachelor's degree.

## DEGREE CONFERRAL

Degrees are conferred in a rolling process to allow students who complete all program requirements to have their final transcript and diploma. Typically conferral happens monthly. Those with degrees already conferred are encouraged to participate in the next commencement ceremony.

## COMMENCEMENT CEREMONY

Ohio Christian University conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year. A student's name may be listed in a commencement program only once for any one degree.

Students wishing to participate in the commencement ceremony must:

1. Lack no more than nine credit hours to complete in summer classes.
2. Take all remaining course work from Ohio Christian University.
3. Have all requirements completed by September 1.

# Undergraduate Studies

## ACADEMIC HONORS

Academic excellence is promoted within the student body. A concerted effort is made to encourage students to succeed in their scholastic work and to experience affirmation in their college careers. There are several honors given to outstanding students.

### Dean's List

Students enrolled in at least 12 "graded" credit hours who achieve a semester GPA of at least 3.50 are included on this list published on myOCU following each fall and

spring semester. Ohio Christian University operates on a non-standard, rolling semester basis which means that the fall semester ends in July and the spring semester ends in December. The Dean's list is published in January (spring) and August (fall).

### National Spire Honor Society

Associate students qualify for membership in the National Spire Honor Society. Students apply for membership in the spring of each year. Membership is limited by the national society rules, so the top students who apply will be selected. To qualify for membership students should:

- ❑ Be a graduating sophomore
- ❑ Have a minimum cumulative GPA of 3.0
- ❑ Have been involved in at least three campus, community, or church ministries
- ❑ Demonstrate leadership, persistence, and future promise
- ❑ Maintain the highest ethical standards
- ❑ Submit resume

### Pinnacle Honor Society

Bachelor students qualify for membership in the National Pinnacle Honor Society. Students apply for membership in the spring of each year. Membership is limited by the national society rules, so the top students who apply will be selected. To qualify for membership students should:

- ❑ Be a graduating senior
- ❑ Have a minimum cumulative GPA of 3.0
- ❑ Have been involved in at least three campus, community, or church ministries
- ❑ Demonstrate leadership, persistence, and future promise
- ❑ Maintain the highest ethical standards
- ❑ Submit resume



# Associate Programs



## ASSOCIATE PROGRAMS

### BUSINESS

The Business major is for adults who want to equip themselves with a basic education in business related skills. The inclusion of a core of Bible/Christian Worldview classes ensures this education is morally and ethically grounded. There are three concentrations: Agribusiness, Business Management, and Information Technology.

#### 60 Semester Credits Core Business Course List

- ❑ PS1000 College Success Skills (3 credits)
- ❑ IT1100 Technology Skills for College (3 credits)
- ❑ EN1000 English Composition I (3 credits)
- ❑ MG1000 Introduction to Management (3 credits)
- ❑ EN2010 English Composition II (3 credits)
- ❑ GB1000 Bible Study Methods (3 credits)
- ❑ PH1000 Worldviews (3 credits)
- ❑ SP2000 Oral Communication (3 credits)
- ❑ NT2000 New Testament Survey (3 credits)
- ❑ SI1000 Introduction to Math Systems (3 credits)
- ❑ OT1000 Old Testament Survey (3 credits)
- ❑ MG1070 Microeconomics (3 credits)
- ❑ MG2050 Business Math (3 credits)
- ❑ PS2000 Introduction to Psychology (3 credits)
- ❑ SI2010 Earth Science (3 credits)
- ❑ ET2800 Business Ethics (3 credits)

### AGRIBUSINESS CONCENTRATION

This program prepares individuals for careers in the agricultural business segment of the agricultural industry. It provides an understanding of basic business and management concepts and principles as they are applied to the agricultural industry. Students will also learn the basic concepts and principles of agricultural production. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales, store managers, farm operations, and office managers of agricultural products marketing firms.

#### Concentration Objectives

Upon completion of this program, a student should be able to:

- ❑ Integrate Christian principles in critical thinking and decision-making.
- ❑ Demonstrate awareness and improvement of thinking and learning strategies.
- ❑ Exhibit competency in general education subjects.
- ❑ Comprehend interpersonal communication skills.
- ❑ Apply business and management functions and skills in practical agribusiness situations.

#### Concentration Course List

- ❑ AB2200 Introduction to the Animal and Poultry Industries (3 credits)
- ❑ AB2300 Field Crop Production (3 credits)
- ❑ AB2100 Agribusiness Sales (3 credits)
- ❑ AB2000 Farm Management (3 credits)

### BUSINESS MANAGEMENT CONCENTRATION

This program prepares individuals for careers in business management positions. It provides an understanding of basic business and management concepts and principles as they are applied to a variety of organizations.

#### Concentration Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.

# Associate Programs

3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Apply business and management functions and skills to practical situations

## Concentration Course List

- ❑ MG1050 Introduction to Marketing (3 credits)
- ❑ MG2010 Introduction to Financial Management (3 credits)
- ❑ AC2020 Accounting 1 (3 credits)
- ❑ MG2200 Entrepreneur Basics (3 credits)

## INFORMATION TECHNOLOGY CONCENTRATION

This program prepares individuals for careers in the information technology segment of the business industry. It provides an understanding of basic business and IT concepts and principles as they are applied to a variety of organizations.

### Concentration Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Correlate information technology functions and skills in practical business situations.

### Concentration Courses

- ❑ Students tailor this concentration to their needs, using the information technology courses available through The Computer Workshop, located onsite in Dublin, Ohio or online in synchronous format. Students will take the equivalence of 14 semester credit hours to customize their concentration. Visit <http://www.tcworkshop.com/CourseCategories.aspx> for details of information technology course offerings and dates.
- ❑ PS2702/PS3702 Career Advancement 1 credit 3 weeks

\*Students in this concentration do not take the OCU IT1000 course.

## CHRISTIAN MINISTRY

The Christian Ministry major is for adults who want to increase their effectiveness to lead as Christians in their arenas of influence, be they secular, religious, professional, or personal. There are two concentrations from which a student must choose: Biblical Studies and Pastoral Ministry.

### 60 Semester Credits Core Course List

- ❑ PS1000 College Success Skills (3 credits)
- ❑ IT1100 Technology Skills for College (3 credits)
- ❑ EN1000 English Composition I (3 credits)
- ❑ TH1000 Theology of Christian Experience (3 credits)
- ❑ EN2000 English Composition II (3 credits)
- ❑ GB1000 Bible Study Methods (3 credits)
- ❑ PH1000 Worldviews (3 credits)
- ❑ SP2000 Oral Communication (3 credits)
- ❑ NT2000 New Testament Survey (3 credits)
- ❑ SI1000 Introduction to Math Systems (3 credits)
- ❑ OT1000 Old Testament Survey (3 credits)
- ❑ CM1400 Personal Stewardship (3 credits)
- ❑ NT2010 Life of Christ/Gospels (3 credits)
- ❑ PS2000 Introduction to Psychology (3 credits)
- ❑ CM2020 Evangelism and Discipleship 1 (3 credits)
- ❑ SI2010 Earth Science (3 credits)

## BIBLICAL STUDIES CONCENTRATION

This program provides a solid Bible foundation and a Christian orientation to life. Courses provide a foundational knowledge of the Old and New Testament, which affords a basis on which to construct a well-reasoned theology and personal application.

### Concentration Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Exhibit knowledge and understanding of God's word.

# Associate Programs

## Concentration Course List

- ❑ NT2200 Pauline Epistles (3 credits)
- ❑ NT2300 Life in New Testament Bible Times (3 credits)
- ❑ NT2900 Acts of the Apostles (3 credits)
- ❑ OT2100 Pentateuch (3 credits)

## PASTORAL MINISTRY CONCENTRATION

The Pastoral Ministry concentration is for the student who has felt a calling into ministry. This program provides the necessary information for students to effectively lead a church, a ministry within a church, or even a non-profit organization.

### Concentration Objective

Upon completion of this program, the student should be able to apply practical ministry skills to meet the pastoral needs of a local congregation.

## Concentration Course List

- ❑ CM1040 Principles of Worship (3 credits)
- ❑ CM2040 Christian Ministry Administration (3 credits)
- ❑ CM1000 Survey of Christian Education (3 credits)
- ❑ CM2800 Ministry Practices (3 credits)

## HUMAN SERVICES

The Human Services major is for adults who want to equip themselves with an education in human services skills. The inclusion of a core of Bible/Christian Worldview classes ensures this education is morally and ethically grounded. This program prepares individuals for entry-level positions in a variety of helping professions and provides a foundation for a variety of bachelor-level programs such as criminology, counseling, ministry, psychology, and social work.

### Program Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Apply assistance and services as appropriate to human need and situations.

## 60 Semester Credits Core Course List

- ❑ PS1000 College Success Skills (3 credits)
- ❑ IT1100 Technology Skills for College (3 credits)
- ❑ EN1000 English Composition I (3 credits)
- ❑ TH1000 Theology of Christian Experience (3 credits)
- ❑ EN2000 English Composition II (3 credits)
- ❑ HS1000 Introduction to Human Services (3 credits)
- ❑ GB1000 Bible Study Methods (3 credits)
- ❑ PH1000 Worldviews (3 credits)
- ❑ SP2000 Oral Communication (3 credits)
- ❑ NT2000 New Testament Survey (3 credits)
- ❑ SI1000 Introduction to Math Systems (3 credits)
- ❑ OT1000 Old Testament Survey (3 credits)
- ❑ HS1100 Applied Skills for Helping Professions (3 credits)
- ❑ HS1200 Opportunities in Social Issues (3 credits)
- ❑ PS2000 Introduction to Psychology (3 credits)
- ❑ SI2010 Earth Science (3 credits)
- ❑ HS2000 Principles of Behavior (3 credits)
- ❑ HS2100 Public and Private Services (3 credits)
- ❑ HS2200 Cycles of Addiction (3 credits)
- ❑ HS2300 Managing Social Casework (3 credits)
- ❑ HS2800 Servant Leadership in the Helping Professions (3 credits)



# Associate Programs

## INTERDISCIPLINARY STUDIES

This degree is a customized, interdisciplinary degree. Students receive individualized academic advising and a broad educational experience with coursework from a variety of academic disciplines. The program includes general education requirements and an area of concentration but not a specific major. The concentration area can be tailored to prepare students for entry into a particular career area. The degree provides maximum flexibility for students who have well-defined career objectives and wish to determine the content of their degree rather than pursue one of the established majors at OCU. The degree serves as a bridge to numerous higher degree programs and prepares students for employment in areas not requiring specific associate degrees. Students in this major are not eligible to graduate additional designations on transcript (e.g. double major, concentration, or certificate).



## Program Objectives

Upon completion of this program, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies. Demonstrate a proficiency in the broad range of academic knowledge and skills required by the various academic disciplines.
3. Identify problems and analyze, diagnose, and develop solutions from a broad-based perspective.
4. Use the acquired academic knowledge and skills as the foundation for success in future educational and/or vocational plans.
5. Explain their individualized program of study and academic training to a prospective employer or an admissions officer of a baccalaureate program.

## Course Requirements

- IS1000 Interdisciplinary Studies Foundations I (1 credit)
- IS2800 Interdisciplinary Studies Capstone I (3 credits)

## Other Course Requirements

General Education Requirements (see pg. 24)	36 credits
Bible, Biblical Literature, or Theology	6 credits
Automatically one concentration	12 credits
Credits with same or related academic discipline. Cannot be Bible, Biblical Literature, or Theology.	
General Electives	2 credits
At least 21 credits must be at the 2000 or higher level.	
At least 21 credits must be earned with OCU, including:	
IS1000 Interdisciplinary Studies Foundations I and	
IS2800 Interdisciplinary Studies Capstone I.	

# Bachelor Programs

## BACHELOR PROGRAMS

### BUSINESS

The Business major is focused on equipping the student for management roles in both profit and non-profit organizations. The inclusion of a core of Bible/Christian Worldview classes ensures this education is morally and ethically grounded. There are six concentrations within the Business major: Business Management, Disaster Management and Relief, Healthcare Management, Information Technology, Logistics Management, and Organizational Leadership.

#### 120 Semester Credits

- 36 General Education
- 39 General Electives
- 45 Program Electives

#### Core Course List

- ❑ RS3000 Research and Professional Development Skills (3 credits)
- ❑ CM3000 Christian Excellence (3 credits)
- ❑ PH3000 Transformed Worldview (3 credits)
- ❑ CM3100 Concepts of Leadership (3 credits)
- ❑ MG4030 Macroeconomics (3 credits)
- ❑ AC4010 Accounting II (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ MG3040 Business Information Systems (3 credits)
- ❑ MG3050 Business Law (3 credits)
- ❑ MG4000 Financial Management (3 credits)
- ❑ ET3000 Ethics (3 credits)
- ❑ MG4800 Management Capstone (3 credits)

### ACCOUNTING CONCENTRATION

The accounting concentration provides students a broad based view of relevant accounting concepts.

#### Concentration Objectives

Upon completion of this concentration, the student should be able to apply the basic responsibilities of accountants in assisting organizations in financial and economic based decisions.



#### Concentration Course List

- ❑ AC4020 Intermediate Accounting (3 credits)
- ❑ AC4030 Introductory Auditing (3 credits)
- ❑ AC4040 Managerial Accounting (3 credits)
- ❑ AC4050 Accounting Information Systems (3 credits)

### BUSINESS MANAGEMENT CONCENTRATION

The concentration in Business Management prepares individuals for supervisory or middle management careers in business. It provides an understanding of basic business and management concepts and principles as they are applied to a variety of organizations.

#### Concentration Objectives

Upon completion of the Business major and Business Management concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply management principles to work with people and processes within an organization.

# Bachelor Programs

## Concentration Course List

- ❑ LG3000 Logistics Management (3 credits)
- ❑ MG3020 Managers in Organizations (3 credits)
- ❑ MG4040 Human Resources for Managers (3 credits)
- ❑ MG4020 Marketing Concepts and Applications (3 credits)

## DISASTER MANAGEMENT AND RELIEF CONCENTRATION

The Disaster Management and Relief concentration is designed to develop leadership abilities in management, to be utilized in all types of disaster situations, emphasizing Christ-like service to those in need. Graduates of this program will be trained to serve all stages of human suffering from immediate relief through community rebuilding and redevelopment.

### Concentration Objectives

Upon completion of the Business major and Disaster Management and Relief concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply key elements of disaster management strategies, theories, and concepts to simulated and practical situations.

### Concentration Course List

- ❑ DM3001 Introduction to Disaster Response and Recovery (3 credits)
- ❑ DM4001 Natural and Man-made Disasters (3 credits)
- ❑ DM4101 Trauma: Understanding and Intervention (3 credits)
- ❑ PS4200 Conflict (3 credits)

## HEALTHCARE MANAGEMENT CONCENTRATION

The concentration in Healthcare Management develops the managerial skills required to work in today's regulated, complex health care field. Graduates will have a solid

foundation to meet the challenges of increasing quality while decreasing cost in healthcare delivery. The program prepares graduates for supervisory or middle management positions in hospitals, managed care organizations, community health centers, physician group practices, pharmaceutical companies, and other types of facilities.

### Concentration Objectives

Upon completion of the Business major and Healthcare Management concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply management principles to healthcare organizations.

### Concentration Course List

Four of the following courses:

- ❑ HM4000 Healthcare Industry (3 credits)
- ❑ HM3100 Healthcare Informatics (3 credits)
- ❑ HM4010 Legal and Regulatory Issues in Healthcare (3 credits)
- ❑ HM4020 Healthcare Finance and Reimbursement (3 credits)
- ❑ HM4030 Corporate Compliance and Integrity (3 credits)

## HUMAN RESOURCES CONCENTRATION

This program prepares students for careers in human resources. Students who complete the human resources concentration should be able to thoroughly describe the human resources needs of organizations, contribute to building effective human resources policies and programs, and offer recommendations for improvement.

### Concentration Objective

Upon completion of this concentration, students should be able to contribute to building effective human resources policies and programs.

# Bachelor Programs

## Concentration Course List

- ❑ HR3040 Introduction to Human Resources and Workforce Planning (3 credits)
- ❑ HR4010 Compensation and Benefits (3 credits)
- ❑ HR4040 Employee and Labor Relations (3 credits)
- ❑ HR4050 Training and Development (3 credits)

## INFORMATION TECHNOLOGY CONCENTRATION

The concentration in Information Technology prepares individuals for supervisory or middle management careers in the IT segment of the business industry. It provides an understanding of basic business and management concepts and principles as they are applied to a variety of organizations.

### Concentration Objectives

Upon completion of the Business major and Information Technology concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Correlate information technology functions and skills in practical business situations.

### Concentration Courses

Students tailor this concentration to their needs, using the information technology courses available through The Computer Workshop, located onsite in Dublin, Ohio or online in synchronous format. Students will take the equivalence of 12 semester credit hours (maximum of 29 semester credits) to customize their concentration.

Visit <http://www.tcworkshop.com/CourseCategories.aspx> for details of information technology course offerings and dates.

## INSURANCE CONCENTRATION

This program prepares individuals for entry into the insurance industry. Upon completion of this concentration, students should be able to apply management principles to work with people and processes within the insurance industry.

## Concentration Objective

Upon completion of this concentration, the student should be able to apply management principles to work with people and processes within the insurance industry.

### Concentration Course List

- ❑ MG4100 Life and Health Insurance (3 credits)
- ❑ MG4110 Risk Management (3 credits)
- ❑ MG4120 Insurance Operations (3 credits)
- ❑ MG4130 Property and Liability Insurance (3 credits)

## LOGISTICS MANAGEMENT CONCENTRATION

Logistics Management is concerned with the movement, storage, and processing of materials and information across the whole of the supply chain, from acquisition of raw materials and components, through manufacturing, to delivery of finished products to end users. The Logistics Management concentration prepares graduates for careers in purchasing and supplier management; manufacturing logistics; transportation management; inventory, distribution, and warehouse management; information management; and customer service management.

### Concentration Objectives

Upon completion of the Business major and Logistics Management concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply management principles to logistics and supply chain organizations.

### Concentration Course List

- ❑ LG3000 Logistics Management (3 credits)
- ❑ LG4000 Transportation Systems (3 credits)
- ❑ LG4012 Warehousing and Terminal Management (3 credits)
- ❑ LG4020 Strategic Procurement (3 credits)

# Bachelor Programs

## MARKETING CONCENTRATION

This program prepares individuals for entry-level careers in marketing. Upon completion of this concentration, students should be able to employ strategic marketing planning and management across a diverse group of organizations and customers.

### Concentration Objective

Upon completion of this concentration, students should be able to employ strategic marketing planning and management across a diverse group of organizations and customers.

### Concentration Course List

- ❑ MG4020 Marketing Concepts and Applications (3 credits)
- ❑ MG4210 Advertising and Promotion (3 credits)
- ❑ MG4220 Production and Brand Management (3 credits)
- ❑ MG4230 Market Research (3 credits)

## ORGANIZATIONAL LEADERSHIP CONCENTRATION

The concentration in Leadership prepares individuals for positions of leadership. Courses provide a foundation to meet the challenges of leading organizations in a changing environment.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply leadership theory and techniques to facilitate change within an organization.

### Concentration Course List

- ❑ PL3101 Organizational Leadership (3 credits)
- ❑ PL4301 Leadership Communication (3 credits)
- ❑ PL4001 Leading Change (3 credits)
- ❑ PL4101 Global Leadership (3 credits)

## CRIMINAL JUSTICE

This program prepares individuals who want to work in the justice field. This program seeks to equip the student for a fulfilling career with a foundational understanding of human behavior within criminal, transformative, and restorative justice systems. Students will be prepared to serve society as ethical, caring, service-minded individuals. A major in Criminal Justice opens the door to many jobs in law enforcement, corrections, court-related positions, and security.

### Program Objectives

Students who complete the Criminal Justice major should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply current and historical justice principles and practices to real-life situations.
4. Function within chosen area(s) of justice system with the insight of the functions and interdependencies of various areas.
5. Apply procedural rules and statutes through the criminal process.
6. Design alternatives to the conventional penal approaches through the lenses of transformative and restorative justice.

### 120 Semester Credits

- 36 General Education
- 33 General Electives
- 51 Program Requirements

### Core Course List

- ❑ RS3000 Research and Professional Development Skills (3 credits)
- ❑ CM3000 Christian Excellence (3 credits)
- ❑ CJ3000 Introduction to Justice Systems (3 credits)
- ❑ PH3000 Transformed Worldview (3 credits)
- ❑ CJ3100 Law Enforcement (3 credits)
- ❑ CJ3200 Criminal Investigation (3 credits)
- ❑ CJ3300 Technology in Criminal Justice (3 credits)
- ❑ CM3100 Concepts of Leadership (3 credits)
- ❑ CJ3400 Courts and Judicial Process (3 credits)
- ❑ CJ3500 Corrections (3 credits)
- ❑ PS4110 Conflict Resolution (3 credits)



# Bachelor Programs

- ❑ CJ4000 Victimology (3 credits)
- ❑ ET3000 Ethics (3 credits)
- ❑ PS3060 Statistics for Social Sciences (3 credits)
- ❑ CJ4100 Criminal Law (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ CJ4200 Terrorism and Homeland Security (3 credits)
- ❑ CJ4800 Criminal Justice Capstone (3 credits)

## INTERDISCIPLINARY STUDIES

This degree is a customized, interdisciplinary degree. Students receive individualized academic advising and a broad educational experience with coursework from a variety of academic disciplines. The program includes general education requirements and an area of concentration but not a specific major. The concentration area can be tailored to prepare students for entry into a particular career area. The degree provides maximum flexibility for students who have well-defined career objectives and wish to determine the content of their degree rather than pursue one of the established majors at OCU. The degree serves as a bridge to numerous higher degree programs and prepares students for employment in areas not requiring specific baccalaureate degrees. Students in this major are not eligible to graduate with additional designations on transcript (e.g. double major, concentration, or certificate).

### Program Objectives

Upon completion of this program, students should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Demonstrate a proficiency in the broad range of academic knowledge and skills required by the various academic disciplines.
4. Identify problems and analyze, diagnose, and develop solutions from a broad-based perspective.
5. Use the acquired academic knowledge and skills as the foundation for success in future educational and/or vocational plans.
6. Explain their individualized program of study and academic training to a prospective employer or an admissions officer of a graduate program.

## 120 Semester Credits Core Courses

- ❑ IS3000 Interdisciplinary Studies Foundations II (1 credit)
- ❑ IS4800 Interdisciplinary Studies Capstone II (3 credits)

### Other Course Requirements:

General Education Requirements (pg.24)	36 credits
Bible or Theology	12 credits
Concentrations	30 credits

Each concentration consists of 15 credits with the same or related academic discipline.

General Electives	38 credits
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At least 30 credits must be at the 3000 or higher level.

At least 30 credits must be earned with OCU, including IS3000 Interdisciplinary Studies Foundations 2 and IS4800 Interdisciplinary Studies Capstone 2.

## LEADERSHIP AND MINISTRY

The Leadership and Ministry major is for adults who want to increase their effectiveness to lead as Christians in their arenas of influence, be they secular, religious, professional, or personal. There are four concentrations from which a student must choose: Biblical Studies, Pastoral Ministry, Church Planting, and Organizational Leadership.

### Program Objectives

Upon completion of this program, the student should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Articulate a doctrinal position and its relevance to ministry.
4. Demonstrate skills in communicating the gospel in a variety of contexts and to various audiences.

## 120 Semester Credits

- 36 General Education
- 39 General Electives
- 45 Program Requirements

### Core Courses List

Take four courses for concentration.

- ❑ RS3000 Research and Professional Development Skills (3 credits)
- ❑ CM3000 Christian Excellence (3 credits)

# Bachelor Programs

- ❑ PH3000 Transformed Worldview (3 credits)
- ❑ CM3200 Spiritual Formation in the Evangelical Church (3 credits)
- ❑ NT4020 General Epistles (3 credits)
- ❑ CM3030 Evangelism and Discipleship II (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ CM3025 Foundations of Teaching and Preaching (3 credits)
- ❑ CM4200 Sacraments and Rituals in the Evangelical Church (3 credits)
- ❑ CM4800 Ministry Capstone (3 credits)
- ❑ ET3010 Pastoral Ethics (3 credits)
- ❑ OT4040 Old Testament Prophets (3 credits)

## BIBLICAL STUDIES CONCENTRATION

The Biblical Studies concentration is designed to prepare individual to engage with biblical literature. Courses provide a foundational knowledge for in depth study of the Bible, as well as, teaching and preaching biblical literature.

### Concentration Objective

Upon completion of this program, the student should be able to demonstrate the necessary skill for interpreting biblical literature.

### Concentration Course List

- ❑ GB4000 Advanced Bible Study Methods (3 credits)
- ❑ NT4000 Synoptic Gospels (3 credits)
- ❑ HI4000 Survey of Church History (3 credits)
- ❑ OT4000 Historical Books of the Old Testament (3 credits)

## CHURCH PLANTING CONCENTRATION

The Church Planting concentration is designed for students desiring to serve as evangelistic leaders in the Western culture. Courses provide a foundational knowledge of engaging culture, communicating the Gospel, and leadership for starting new churches.

### Concentration Objective

Upon completion of this program, the student should be able to demonstrate ministry leadership skills necessary for starting new churches.

## Concentration Course List

- ❑ SO3000 Cultural Anthropology (3 credits)
- ❑ CM4025 Advanced Teaching and Preaching (3 credits)
- ❑ CM4100 Fundamentals of Church Planting (3 credits)
- ❑ CM4300 Growing a Great Commission Church (3 credits)

## ORGANIZATIONAL LEADERSHIP CONCENTRATION

The concentration in Leadership prepares individuals for positions of leadership. Courses provide a foundation to meet the challenges of leading organizations in a changing environment.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply leadership theory and techniques to facilitate change within an organization.

### Concentration Course List

- ❑ PL3100 Organizational Leadership (3 credits)
- ❑ PL4300 Leadership Communication (3 credits)
- ❑ PL4000 Leading Change (3 credits)
- ❑ PL4100 Global Leadership (3 credits)

## PASTORAL MINISTRY CONCENTRATION

The Pastoral Ministry concentration is for the student who has felt a calling into ministry. This program provides the necessary information for students to effectively lead a church, a ministry within a church, or even a non-profit organization.

### Concentration Objective

Upon completion of this program, the student should be able to apply practical ministry skills to meet the pastoral needs of a local congregation.

### Concentration Course List

- ❑ CM3100 Concepts of Leadership (3 credits)
- ❑ MI3000 Theology of Missions (3 credits)
- ❑ PS3040 Pastoral Care and Counseling (3 credits)
- ❑ CM3015 Church Administration (3 credits)

# Bachelor Programs

## PSYCHOLOGY

The Leadership and Ministry major is for the student who has felt a calling into ministry. This program provides the necessary information for students to effectively lead a church, a ministry within a church, or even a non-profit organization.

### Program Objectives

Students who complete the Leadership and Ministry major should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Articulate a doctrinal position and its relevance to ministry.
4. Lead a local ministry.
5. Demonstrate skills in communicating the gospel in a variety of contexts and to various audiences.
6. Apply practical ministry skills to meet the pastoral needs of a local congregation.

### 120 Semester Credits

- 36 General Education
- 39 General Electives
- 45 Program Requirements

### Core Course List

- ❑ RS3000 Research and Professional Development Skills (3 credits)
- ❑ CM3000 Christian Excellence (3 credits)
- ❑ PS3010 Life Span Psychology (3 credits)
- ❑ PS3020 Theories of Personality (4 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ PS4030 Spiritual Dimensions of Illness and Recovery (3 credits)
- ❑ PS3030 Social Psychology (2 credits)
- ❑ PS4100 Theories and Techniques of Individual Counseling (4 credits)
- ❑ PS3600 Abnormal Psychology (3 credits)
- ❑ PS4010 Learning, Memory and Cognition (3 credits)
- ❑ PS3050 Integrative Seminar I (1 credit)
- ❑ PS3060 Statistics for Social Sciences (3 credits)
- ❑ PS4020 Perspectives on Diversity in Counseling (3 credits)
- ❑ PH3000 Transformed Worldview (3 credits)

- ❑ CD3600 Diagnostic Evaluation and Personal Assessment (3 credits)
- ❑ CD3000 Ethical and Legal Issues in Counseling (3 credits)
- ❑ CD4200 Theories and Techniques of Group Counseling (3 credits)
- ❑ PS4050 Integrative Seminar II (2 credits)

## SUBSTANCE ABUSE COUNSELING

The Substance Abuse Counseling Major is designed to equip the person entering the addiction recovery field and to meet the 180 hours of chemical dependency education required for licensure in the State of Ohio.

To be licensed in the field of chemical dependency counseling in Ohio, there are three requirements that must be met.

They include:

- ❑ Completion of education specific to chemical dependency counseling. The BA degree program meets more than the minimum hours required. Ohio Christian University's degree program is designed to meet this requirement of chemical dependency counseling education.
- ❑ Appropriate supervision of chemical dependency counseling while employed in a treatment facility. For many students, this process begins after completion of the degree program.
- ❑ Successful completion of the licensure test that is administered by the State of Ohio.

Students are eligible to apply to the Ohio Chemical Dependency Professionals board for Certified Chemical Dependency Assistant status (CDCA) once they have completed 40 clock hours (not semester hours) of chemical dependency training in specific areas. The CDCA is required to seek entry level employment and to begin supervision required prior to taking the State test for licensure. (Refer to [www://ocdp.ohio.gov/](http://www.ocdp.ohio.gov/). Click "Licensing" and scroll to "CDCD.")

Those who live outside of Ohio or plan to relocate to another state, should contact the appropriate state licensure board to learn of requirements unique to that state. The names of the boards can be found online at the International Certification and Reciprocity Consortium at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

# Bachelor Programs

## Program Objectives

Students who complete the Substance Abuse Counseling major should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Identify the needs of persons using assessment techniques, diagnostic criteria, and treatment planning.
4. Utilize appropriate counseling techniques with individuals, families, and groups.
5. Provide chemical dependency specific education to clients, families, groups and the community.
6. Design and provide aftercare.

## 120 Semester Credits

- 36 General Education
- 36 General Electives
- 48 Program Requirements

## Core Course List

- ❑ RS3000 Research and Professional Development Skills (3 credits)
- ❑ CM3000 Christian Excellence (3 credits)
- ❑ CD3100 Introduction to Substance Abuse (3 credits)
- ❑ PH3000 Transformed Worldview (3 credits)
- ❑ CD3300 Psychopharmacology (3 credits)
- ❑ CD3000 Ethical and Legal Issues in Counseling (3 credits)
- ❑ CD3500 Prevention Strategies (3 credits)
- ❑ PS3600 Abnormal Psychology (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ CD3600 Diagnostic Evaluation and Personal Assessment (3 credits)
- ❑ CD4100 Individual Chemical Dependency Counseling (4 credits)
- ❑ PS3000 Methods of Counseling (3 credits)
- ❑ CD3700 Case Management (3 credits)
- ❑ CD3200 Family Dynamics in Substance Abuse (3 credits)
- ❑ PS4030 Spiritual Dimensions of Illness and Recovery (3 credits)
- ❑ CD4200 Theories and Techniques of Group Counseling (3 credits)
- ❑ CD4800 Preparation for the State Test (3 credits)

## BACHELOR OF SCIENCE IN NURSING

The RN-BSN Nursing Completion program at Ohio Christian University (OCU) redefines and prepares professional nurses to deliver holistic Christian caring for individual clients and communities locally and across the globe. The vision is to be recognized as an excellent RN-BSN Completion Program with compassionate graduates that consistently exemplify Christian Servant Leadership in the communities they serve.

## Program Objectives

Upon completion of the RN-BSN Program, the graduate should be able to:

1. Synthesize Christian principles, evidence-based practice, and interdisciplinary perspectives to make decisions across complex issues for improved outcomes for clients across the life span and organizations.
2. Utilize theories and concepts from the arts, humanities, and the Bible to improve critical thinking, teaching learning effectiveness, and leadership/management strategies.
3. Demonstrate Christian caring and client-centered care as priority professional practice values.
4. Apply information and communication technologies to facilitate client-focused, culturally diverse, self-care management.
5. Articulate state, national, and global healthcare trends in policy, finance, and regulatory environments.
6. Analyze the value of life-long learning and service to the profession and the community.

## The RN-BSN Progression Policy

The BSN progression policy applies to courses with an NR prefix, PS3060, HM3100, SI4000, and ET3000. To successfully complete these particular courses within the BSN program, a student must be assigned a final course grade of C or better. Any core course in which a final grade less than C can be repeated once with the last grade replacing the previous grade in the cumulative GPA. Failure to achieve a satisfactory grade in a course after a second attempt will result in academics suspension and ineligibility to continue in the BSN program.

# Bachelor Programs

## 120 Semester Credits

- 39 General Education
- 33 General Electives
- 48 Program Requirements

## Core Course List

- ❑ RS3000 Research and Professional Development Skills (3 credits)
- ❑ CM3000 Christian Excellence (3 credits)
- ❑ NR3000 Transition to Baccalaureate Nursing (3 credits)
- ❑ PS3060 Statistics for Social Sciences (3 credits)
- ❑ PH3000 Transformed Worldview (3 credits)
- ❑ HM3100 Healthcare Informatics (3 credits)
- ❑ NR3200 Nursing Theory- Foundations for Professional Practice (3 credits)
- ❑ NR3300 Nursing Research and Evidence-Based Practice (3 credits)
- ❑ NR3400 Health Assessment and Genetics (3 credits)
- ❑ SI4000 Pathophysiology for Nurses (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ NR4100 Health Promotion and Wellness (3 credits)
- ❑ NR4200 Community Health Nursing (3 credits)
- ❑ ET3000 Ethics (3 credits)
- ❑ CM3100 Concepts of Leadership (3 credits)
- ❑ NR4300 Christian Servant Leadership for Nursing (3 credits)
- ❑ NR4800 Professional Nursing Capstone (3 credits)



# Electives

## ELECTIVES

### **HI1100 Church History Elective (3 credits) 5 weeks**

Church History is a study of the development of Christianity from its inception to the time of Reformation. Special emphasis is given to the leading characters and major turning points in history throughout this time frame.

### **HI1200 US History: 1877 to Present Elective (3 credits) 5 weeks**

This course surveys the political, economic, and social factors that shaped the United States. This course examines the broad themes of expansionism, imperialism, isolationism, nationalism, and internationalism. Those themes are used to help better understand our nation's history and identify the Christian influences on those themes.

### **HU1000/3000 Portfolio Development Elective (3 credits) 5 weeks**

The concept of Prior Learning Assessment (PLA) is based upon the assumption that adult learners have learned from a number of experiences in their past and that some of this learning is on the collegiate level. This course is an introductory study of composition utilizing the KOLB model writing process. (Pass/Fail)

### **LG4030 Logistics Security Elective (3 credits) 5 weeks**

This course covers the vulnerabilities of and measures to secure the domestic and global transportation and supply chain networks. Topics covered include security organizations, security-related legislation and strategies, security programs, maritime transportation security,

containerized cargo security, land transportation security, foodchain security, pharmaceutical chain security, utilities security, cyber security, first response and recovery, and supply-chain security technologies.

*Prerequisite: Logistics Management*

### **MG4060 International Studies Elective (3 credits) 5 weeks**

This intensive, international study course includes a required trip of approximately one week during which students deal with the management challenges of companies outside of the United States. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures and human resources. Special emphasis is on the discussion of similarities and comparisons of the aforementioned aspects of the country visited to those experienced and studied in the United States.

### **MG6060 International Studies Elective (3 credits) 6 weeks**

This intensive, international study course includes a required trip of approximately one week during which students deal with the management challenges of companies outside of the United States. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures and human resources. Special emphasis is on the critical analysis of similarities and comparisons of the aforementioned aspects of the country visited to those experienced and studied in the United States. This course is an option to replace MM6040 Leading Multi-National Business Ventures or MB6070 Global Business Environment.

# Electives

## **PL3001 Personal Leadership Elective - Online Only** **(3 credits) 5 weeks**

This course focuses on developing personal leadership skills by exploring self-concept, self-esteem, personal values, time and stress management, as well as self-management in conflict situations. Habits for effectiveness in personal leadership will also be covered.

## **PL4201 Psychology of Leadership Elective - Online Only** **(3 credits) 5 weeks**

This course presents the psychological underpinning of leadership. Classic experiments on obedience, conformity, social influence, impression management, and will be presented to demonstrate how the power of situation influences leader and follower behavior.

## **PS2700/PS3700 Career Advancement Elective (1 credit) 3 weeks**

This course is designed to help students understand how to maximize their career potential. Students will develop an individual program for their short- and long-term career, with application based on students' areas of emphasis in the major.

## **SI1060 College Algebra Elective (3 credits) 5 weeks**

This course introduces the student to the fundamental ideas of algebra. This survey course will develop an understanding of algebraic expressions, equations, inequalities, and graphs. Polynomials, rational expressions, and radicals will also be introduced. Additionally, the course will explore how math is viewed in a biblical worldview specifically in this course's area of study.



## **S02000 Introduction to Sociology Elective (3 credits) 5 weeks**

This course is a beginning study of sociology. Sociology is a scientific study of human behavior: individuals, groups, social forces/movements, and cultural aspects that influence behavior. Students will be able to integrate personal experiences while studying the principles that constitute a society.

## **TH2001 Holiness Literature Elective - Online Only (3 credits) 5 weeks**

This course explores the historical development of the doctrine of "holiness" that is often referred to as "Christian Perfection" and/or "Sanctification". While the development of this doctrine has occurred throughout the history of the Christian Church, attention and focus will be on the 18th through 20th century and its influence upon the church within modern culture.

# EQUIP® Leadership Certificate

## EQUIP® LEADERSHIP CERTIFICATE

Ohio Christian University is proud to offer in partnership with EQUIP® the EQUIP® Leadership Certificate program through iTunesU.

### Admissions

- ❑ Completed online registration form  
([ohiochristian.edu/equip-leadership/register](http://ohiochristian.edu/equip-leadership/register))
- ❑ Proof of payment

### Certificate Objective

Upon completion of the EQUIP® Leadership Certificate, students should be able to foster leadership qualities within and in others.

### Cost

Free (not for credit) or \$50 per credit transcript fee (for credit).

### Completion

An EQUIP® Leadership Certificate will be granted to students who have successfully completed all three courses.

Degree-seeking students can request (1) semester credit per EQUIP® course (for a total of (3 credits)). Transcription fee will apply.

### Courses

Each of the three EQUIP® Leadership courses is only available through iTunes.

- ❑ PL1000 EQUIP Leadership I (1 credit)
- ❑ PL1100 EQUIP Leadership II (1 credit)
- ❑ PL1200 EQUIP Leadership III (1 credit)



*Dr. John Maxwell  
OCU Alumnus, International Leadership Expert  
and acclaimed author with 20 million books sold*

# Associate Level Certificates

## ASSOCIATE LEVEL CERTIFICATES

### Admission Requirements for Associate Level Certificates

- ❑ Completed OCU application
- ❑ 12 credit hours or 1 year of relevant work experience
- ❑ Those with less than 12 hours of college experience must submit a copy of a high school transcript, high school diploma, or GED
- ❑ Proof of payment

### Associate Level Certificates Offered

- Agribusiness
- Management Skills
- Ministry Skills
- New Testament
- Old Testament
- Theology and Worldview

## AGRIBUSINESS CERTIFICATE

This certificate prepares individuals for careers in the agricultural business segment of the agricultural industry.

### Certificate Objective

Upon completion of the Agribusiness Certificate, students should be able to manage the fundamental principles of agricultural production.

### Cost

Associate degree charge per credit hour.

### Completion

An Agribusiness Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Agribusiness courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ AB2200 Introduction to the Animal and Poultry Industries (3 credits)
- ❑ AB2300 Field Crop Production (3 credits)
- ❑ AB2100 Agribusiness Sales (3 credits)
- ❑ AB2000 Farm Management (3 credits)

## MANAGEMENT SKILLS CERTIFICATE

This certificate prepares individuals to exhibit skills for careers in business management positions.

### Certificate Objective

Upon completion of the Management Skills Certificate, students should be able to apply management functions and skills to practical situations.

### Cost

Associate Degree charge per credit hour.

### Completion

A Management Skills Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Management courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ MG1000 Introduction to Management (3 credits)
- ❑ MG2010 Introduction to Financial Management (3 credits)
- ❑ MG1050 Introduction to Marketing (3 credits)
- ❑ MG2200 Entrepreneur Basics (3 credits)

## MINISTRY SKILLS CERTIFICATE

This certificate prepares individuals to exhibit skills for various ministries within today's church and society.

### Certificate Objective

Upon completion of the Ministry Skills Certificate, students should be able to assume a position of ministry in a local church.

### Cost

Associate Degree charge per credit hour.

### Completion

A Ministry Skills Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Ministry courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ CM1100 Survey of Children's Ministry (3 credits)
- ❑ CM1200 Survey of Youth Ministries (3 credits)

# Associate Level Certificates

- ❑ CM2020 Evangelism and Discipleship 1 (3 credits)
- ❑ CM1040 Principles of Worship (3 credits)

## **NEW TESTAMENT CERTIFICATE**

This certificate prepares individuals with a foundational knowledge of the New Testament.

### **Certificate Objective**

Upon completion of the New Testament Certificate, students should be able to exhibit knowledge and understanding of the New Testament.

### **Cost**

Associate Degree charge per credit hour.

### **Completion**

A New Testament Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of New Testament courses with a cumulative GPA of at least 2.5 in the designated courses.

### **Required Courses**

- ❑ NT2000 New Testament Survey (3 credits)
- ❑ NT2010 Life of Christ/Gospels (3 credits)
- ❑ NT2200 Pauline Epistles (3 credits)
- ❑ NT2900 Acts of the Apostles (3 credits)

## **OLD TESTAMENT CERTIFICATE**

This certificate prepares individuals with a foundational knowledge of the Old Testament.

### **Certificate Objective**

Upon completion of the Old Testament Certificate, students should be able to exhibit knowledge and understanding of the Old Testament.

### **Cost**

Associate degree charge per credit hour with the exception of OT4040 which will be charged at the bachelor degree charge per credit hour.

### **Completion**

An Old Testament Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Old Testament courses with a cumulative GPA of at least 2.5 in the designated courses.

## **Required Courses**

- ❑ OT1000 Old Testament Survey (3 credits)
- ❑ OT1100 Covenant & Promise (3 credits)
- ❑ OT2100 Pentateuch (3 credits)
- ❑ OT4040 Old Testament Prophets (3 credits)

## **THEOLOGY AND WORLDVIEW CERTIFICATE**

This certificate prepares individuals to understand the foundation of theology within the contexts of various worldviews.

### **Certificate Objective**

Upon completion of the Theology and Worldview Certificate, students should be able to apply theology within the contexts of various worldviews.

### **Cost**

Associate degree charge per credit hour for PH1000 and TH1000. Bachelor degree charge per credit hour for TH4000 and PH3000.

### **Completion**

A Theology and Worldview Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Theology and Worldview courses with a cumulative GPA of at least 2.5 in the designated courses.

### **Required Courses**

- ❑ PH1000 Worldviews (3 credits)
- ❑ TH1000 Theology of Christian Experience (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ PH3000 Transformed Worldview (3 credits)



# Bachelor Level Certificates

## BACHELOR LEVEL CERTIFICATES

### Admissions for Bachelor Level Certificates

- ❑ Completed OCU application
- ❑ 24 credit hours or 2 years of relevant work experience
- ❑ Proof of payment

### Cost

All bachelor level certificates are charged the bachelor cost per credit hour.

### Bachelor Level Certificates Offered

- Business Management
- Counseling
- Disaster Management and Relief
- Healthcare Management
- Logistics Management
- Ministry Leadership
- Organizational Leadership

## BUSINESS MANAGEMENT CERTIFICATE

This certificate prepares individuals to understand basic business management concepts and principles as they are applied to a variety of organizations.

### Certificate Objective

Upon Completion of the Business Management Certificate, students should be able to apply business concepts in a business environment.

### Completion

A Business Management Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Business Management with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ MG3020 Managers in Organizations (3 credits)
- ❑ LG3000 Logistics Management (3 credits)
- ❑ MG4040 Human Resources for Managers (3 credits)
- ❑ MG4020 Marketing Concepts and Applications (3 credits)

## COUNSELING CERTIFICATE

This certificate prepares individuals to have a foundational understanding of human behavior in various settings.

This certificate verifies successful completion of the courses required to earn a "Counseling Certificate" and does not constitute a certificate or license that is required under Ohio law or any other state law or any other state law to engage in the practice of professional counseling or chemical dependency counseling.

### Certificate Objective

Upon completion of the Counseling Certificate, students should be able to apply counseling theories to life situations.

### Completion

A Counseling Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of counseling courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ PS3000 Methods of Counseling (3 credits)
- ❑ PS3010 Life Span Psychology (3 credits)
- ❑ CD3200 Family Dynamics in Substance Abuse (3 credits)
- ❑ PS4030 Spiritual Dimensions of Illness and Recovery (3 credits)

## DISASTER MANAGEMENT AND RELIEF CERTIFICATE

This certificate prepares individuals to serve all stages of human suffering from immediate relief through community rebuilding and redevelopment.

### Certificate Objective

Upon completion of the Disaster Management and Relief Certificate, students should be able to apply key elements of disaster management strategies, theories, and concepts to simulated and practical situations.

### Completion

A Disaster Management & Relief Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Disaster Management and Relief courses with a cumulative GPA of at least 2.5 in the designated courses.

# Bachelor Level Certificates

## Required Courses

- ❑ DM3001 Introduction to Disaster Response and Recovery (3 credits)
- ❑ DM4001 Natural and Man-made Disasters (3 credits)
- ❑ DM4101 Trauma: Understanding and Intervention (3 credits)
- ❑ PS4200 Conflict (3 credits)

## HEALTHCARE MANAGEMENT CERTIFICATE

The certificate in Healthcare Management develops the managerial skills required to work in today's regulated, complex healthcare field.

### Certificate Objective

Upon completion of the Healthcare Management Certificate, students should be able to apply management principles to healthcare organizations.

### Completion

A Healthcare Management Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Healthcare Management courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

Four of the following must be completed:

- ❑ HM4000 Healthcare Industry (3 credits)
- ❑ HM4010 Legal and Regulatory Issues in Healthcare (3 credits)
- ❑ HM3100 Healthcare Informatics (3 credits)
- ❑ HM4020 Healthcare Finance and Reimbursement (3 credits)
- ❑ HM4030 Corporate Compliance and Integrity (3 credits)

## LOGISTICS MANAGEMENT CERTIFICATE

This certificate prepares individuals to manage various aspects of logistics.

### Certificate Objective

Upon completion of the Logistics Management Certificate, students should be able to apply management principles to logistics and supply chain organizations.

### Completion

A Logistics Management Certificate will be printed on the transcript of those students who have successfully completed 12 credits of Logistics Management option courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ LG3000 Logistics Management (3 credits)

Three of the following must be completed:

- ❑ LG3000 Logistics Management (3 credits)
- ❑ LG4012 Warehousing and Terminal Management (3 credits)
- ❑ LG4000 Transportation Systems (3 credits)
- ❑ LG4020 Strategic Procurement (3 credits)
- ❑ LG4030 Logistics Security (3 credits)

# Bachelor Level Certificates

## MINISTRY LEADERSHIP CERTIFICATE

This certificate prepares individuals to lead in various ministries within today's church and society.

### Certificate Objective

Upon completion of the Ministry Leadership Certificate, students should be able to apply leadership concepts to serve the pastoral needs of a local congregation.

### Completion

A Ministry Leadership Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Ministry Leadership courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

- ❑ ET3010 Pastoral Ethics (3 credits)
- ❑ CM3015 Church Administration (3 credits)
- ❑ CM3100 Concepts of Leadership (3 credits)
- ❑ PS3040 Pastoral Care and Counseling (3 credits)

## ORGANIZATIONAL LEADERSHIP CERTIFICATE

This certificate prepares individuals to lead in various businesses and organizations.

### Certificate Objective

Upon completion of the Organizational Leadership Certificate, students should be able to apply leadership theory and techniques within an organization.

### Completion

An Organizational Leadership Certificate will be printed on the transcript of those students who have successfully completed 12 credits of Organizational Leadership option courses with a cumulative GPA of at least 2.5 in the designated courses.

### Required Courses

Four of the following must be completed:

- ❑ PL3100 Organizational Leadership (3 credits)
- ❑ PL4300 Leadership Communication (3 credits)
- ❑ PL4000 Leading Change (3 credits)
- ❑ PL4100 Global Leadership (3 credits)
- ❑ PL3001 Personal Leadership (3 credits)
- ❑ PL4201 Psychology of Leadership (3 credits)



# Graduate Studies

## GRADUATE STUDIES

### INTRODUCING GRADUATE EDUCATION AT OCU

Graduate-level work is a rigorous undertaking, requiring high expectation of learning and an advanced level of thinking. As graduate students engage in research and discussion, the expectation is that their critical thinking skills will demonstrate a high quality of articulated reasoning.

### GRADUATE PROGRAMS OFFERED

- ❑ Master of Arts with a Major in Ministry
  - Pastoral Care and Counseling Concentration
  - Practical Theology Concentration
- ❑ Master of Business Administration
- ❑ Master of Management
- ❑ Dual Graduate Degree: Master of Business Administration and Master of Arts in Ministry

These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

### INTERNATIONAL STUDENT POLICY

The University complies with U.S. government regulations for foreign students. Due to strict government regulations, the University has detailed requirements pertaining to foreign students. It is the responsibility of foreign students to obtain the proper documents and to furnish the University with these documents. Before a student can receive his/her I20 to obtain a visa, certain requirements must be met: The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:

- Test of English as a Foreign Language (TOEFL): minimum score of 550 paper based, 213 computer based, or 79 internet based.
- IELTS - minimum 6.0.



The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

### ADVANCED STANDING

Ohio Christian University may accept up to nine graduate semester credits in transfer from a regionally accredited institution. If graduate credit is from an institution that is not regionally accredited but meets all other stipulations, the credit will be accepted only after probationary study at OCU of 18 graduate credit hours and achievement of 3.0 average or better. The following criteria are used to assess transfer credit:

- ❑ The course is no more than 10 years old.
- ❑ The course is equivalent to the course being substituted.
- ❑ A minimum grade of "B-" was earned for the course.
- ❑ The course was not earned for a degree that was already conferred.

An advanced standing request must be made prior to the semester in which the course in question occurs.

# Graduate Studies

## ADMISSION REQUIREMENTS

### Application Process

Students may start courses before the admissions process is completed but must have all pieces submitted within 10 weeks.

Pieces which must be included in the file before being considered for graduate admission are:

- ❑ Official transcripts from the baccalaureate degree-granting institution. Transcripts are also required from any graduate institutions if a student is transferring hours to OCU. Transcripts must come directly from the sending institution to OCU's College of Adult and Graduate Studies via fax or via mail in a sealed envelope.
- ❑ Completed and signed application and application fee paid (non-refundable).
- ❑ 1 Ministry Reference Forms (Master of Arts program only)

Readmit: See Applicable Catalog on p. 23.

### Master of Arts

Applicants should meet the following admissions criteria:

- ❑ A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the ABHE verified on original transcripts sent by the institution directly to Ohio Christian University.
- ❑ An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution.

Any applicant not meeting the above-stated requirements may petition for consideration.

### Master of Business Administration or Master of Management

The University has set the following requirements for these graduate programs:

- ❑ A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the ABHE verified on original transcripts sent by the institution directly to Ohio Christian University.
- ❑ An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution.

Any applicant not meeting the above-stated requirements may petition for consideration.

### Dual Graduate Degree: Master of Business Administration and Master of Arts

Applicants should meet the following admission criteria:

- ❑ A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body for the ABHS verified on original transcripts sent by the institution directly to Ohio Christian University.
- ❑ An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution.

Any applicant not meeting the above-stated requirements may petition for consideration.

### International Student Policy

The University complies with U.S. government regulations for foreign students. Due to strict government regulations, the University has detailed requirements pertaining to foreign students. It is the responsibility of foreign students to obtain the proper documents and to furnish the University with these documents. Before a student can receive his/her I20 to obtain a visa, certain requirements must be met: The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:

- a. Test of English as a Foreign Language (TOEFL): minimum score of 550 paper based, 213 computer based, or 79 internet based.
- b. IELTS - minimum 6.0.

The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

### Advanced Standing

Ohio Christian University may accept up to nine graduate semester credits in transfer from a regionally accredited institution. If graduate credit is from an institution that is not regionally accredited but meets all other stipulations, the credit will be accepted only after probationary study at OCU of 18 graduate credit hours and achievement of 3.0 average or better. The following criteria are used to assess transfer credit:

- ❑ The course is no more than 10 years old.
- ❑ The course is equivalent to the course being substituted.
- ❑ A minimum grade of "B-" was earned for the course.
- ❑ The course was not earned for a degree that was already conferred.

# Graduate Studies

□ An advanced standing request must be made prior to the semester in which the course in question occurs.

## Probationary Admission

If an applicant meets all other requirements except GPA, the applicant may be accepted on GPA requirement probation. Students placed on GPA probation who do not have an overall GPA of at least 3.0 after attempting 9 credits will be suspended from the program.

## COURSE LOAD

The minimum full-time student load is 18 graduate semester credits per year.

## GRADING SYSTEM

Grades are due from the Instructor to the AGS Registrar's Office 15 days after the end date listed in SONIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

The University operates on a four-point grading system as defined below.

### Grade Definition

A	Superior Work. Implies excellence in thinking and performance in a course. High-level work that is clear, precise, and well-reasoned, and insightful.
B	Above Average. Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth of insight that A-level work had.
C	Average. Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles.
F	Failure. Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
I	Incomplete. Incompletes are recorded temporarily in extenuating circumstances after student request and administrative approval.

W	Withdrawal. This grade is not used in computing the student's GPA, but does affect completion rate.
WP	Withdrawal Passing. This grade is not used in computing student's GPA, but does affect completion rate.
WF	Withdrawal Failing. This grade is used in computing student's GPA, but does not affect completion rate.
AU	Audit. No credit is earned. This grade is not used in computing the student's GPA.

## Computing Grade Point Average (GPA)

Letter grades are assigned numerical values according to the chart below.

A	=	4.00	94 - 100 percent
A-	=	3.70	91 - 93 percent
B+	=	3.30	88 - 90 percent
B	=	3.00	84 - 87 percent
B-	=	2.70	81 - 83 percent
C+	=	2.30	78 - 80 percent
C	=	2.00	74 - 77 percent
F	=	0.00	73 percent and below
I	=	0.00, temporary	
W	=	No grade point value assigned	
WP	=	No grade point value assigned	
WF	=	0.00	
AU	=	No grade point value assigned	

## Incompletes

The following policy is to be applied to all students in the University who receive an "I" for incomplete work in a course:

1. A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that the majority of work has already been accomplished. Some work, such as participatory activities, team exercises, and online discussions, cannot be made up.

# Graduate Studies

2. It is the student's responsibility to request an "I" grade by emailing the request and rationale to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in SONIS.
3. The student, instructor, and advisor will be notified regarding approval or denial of the appeal.
4. Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The deadline for submitting work is five weeks from the end date of the course as noted in SONIS.
5. Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly.

## GPA Requirements

1. GPA Requirement Probation Status:
  - a. Students admitted on a probationary basis because they do not meet the minimum GPA for regular admission are placed on GPA Probation.
  - b. A student is placed on GPA requirement probation if his/her cumulative GPA is not at least 3.0 at the end of a semester. If cumulative GPA is not at least 3.0 after attempting 9 more credits, the student will be suspended.
  - c. No more than 6 credits may be earned with course grades of C or C+. Additional courses with a grade of C or C+ must be retaken.
2. GPA requirement suspension appeal may be submitted to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) within one month of notification of suspension, and should describe the extenuating circumstances, such as military service, hospitalization or death in the immediate family.
3. Readmission: A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course.

## GRADUATION REQUIREMENTS

Students are personally responsible for meeting all requirements for graduation. To graduate a student must:

1. Complete the approved course of study for one of the graduate programs offered.

2. Achieve a cumulative GPA of at least 3.0 or better (on a 4.0 scale) on all course work. Satisfy all financial obligations to the University and be in good standing with the University.
3. Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee. Graduates may participate in commencement exercises. Graduation requirements are subject to change.

Curriculum requirements serve as a guide to program planning and are also subject to change. Every effort will be made to communicate changes to all concerned students in a reasonable manner.

OCU reserves the right to deny graduation to any student whose character is contrary to the testimony, doctrine, and standards of the University.

## Residency Requirements

In order to graduate from Ohio Christian University with a master's degree, candidates must have taken at least 23 graduate semester credits (for MA) or 27 credits (for MBA or MM) from OCU. Students must complete all program requirements within seven years.

## DEGREE CONFERRAL

Degrees are conferred in a rolling process to allow students who complete all program requirements to have their final transcript and diploma. Typically conferral happens monthly. Those with degrees already conferred are encouraged to participate in the next commencement ceremony.

## COMMENCEMENT CEREMONY

Ohio Christian University conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year. A student's name may be listed in a commencement program only once for any one degree.

Students wishing to participate in the commencement ceremony must:

1. Lack no more than four credit hours to complete in summer.
2. Take all remaining course work from Ohio Christian University.
3. Have all requirements completed by September 1.

# Master Programs



## MASTER PROGRAMS

### MASTER OF ARTS IN MINISTRY

Ohio Christian University has developed its Master of Arts with a major in Ministry to enhance the ministry skills of pastors and lay leaders in the local church. The program will prepare students to serve even more effectively in the church and society, whether they are in paid or lay ministry.

The Master of Arts with a major in Ministry program consists of a core requirement (8 courses) and concentrations (Practical Theology or Pastoral Care and Counseling), each consisting of 4 courses. All courses contribute to the ability to enhance students' ministry skills. All graduates of this program must be grounded in the Bible, theology, and historical thought and context of the church.

#### Program Objectives

Upon completion of the graduate program a student should be able to:

1. Demonstrate a deep love for God by continually practicing spiritual disciplines.
2. Analyze Christian theological thinking through the centuries and its effects on the church and culture and the effects of culture and church on Christian theological thinking.
3. Conduct independent research and evaluation of biblical and theological literature and apply knowledge to enhance ministry practices.
4. Analyze situations and choose the proper interventions to help others cope with crises. (Pastoral Care and Counseling)
5. Demonstrate skills in church administration, preaching/teaching, handling sacraments and rituals, and care giving in the local church. (Practical Theology)
6. Conduct research that leads to enhanced ministry practices.

### 34 Semester Credits Core Course List

- ❑ MA5000 Ministry Essentials (3 credits)
- ❑ MA5100 Pastoral Care Giver (3 credits)
- ❑ MA5200 Worship in the Church (3 credits)
- ❑ MA5300 New Testament History and Interpretation (3 credits)
- ❑ MA5400 Old Testament History and Interpretation (3 credits)
- ❑ MA5500 History of Christian Thought (3 credits)
- ❑ MA5600 Theology of John Wesley (3 credits)
- ❑ MA6801 Ministry Capstone (1 credit)

### PASTORAL CARE AND COUNSELING CONCENTRATION

The Pastoral Care and Counseling Concentration is designed for those ministers who are called to a counseling ministry. The program is not designed to qualify the graduate to work as a licensed counselor. Completion of the "Pastoral Care and Counseling" concentration verifies successful completion of the courses required to earn the concentration and does not constitute a certificate or license that is required under Ohio law or any other state law to engage in the practice of professional counseling.

#### Concentration Course List

- ❑ PS6000 Methods of Pastoral Counseling (3 credits)
- ❑ PS6400 Spiritual Issues in Pastoral Counseling (3 credits)
- ❑ PS6200 Ethical and Legal Issues in Pastoral Counseling (3 credits)
- ❑ PS6600 Pastoral Intervention in Crisis (3 credits)

# Master Programs

## PRACTICAL THEOLOGY CONCENTRATION

The Practical Theology Concentration is designed for those who are employed as pastors in their churches. It is expected that most of these will be ministers who have ordination credentials. Consequently, the program is planned to enhance those ministry skills and increase their effectiveness in their careers. A second category of persons who may be interested in this program are those who have limited experience in ministry but feel called to dedicate their lives to the work of ministry and may be employed full-time or part-time by a church in a ministry role. The program is planned to continue the development of their ministry skills in practical theology.

### Concentration Course List

- ❑ CM6100 Biblical Preaching (3 credits)
- ❑ CM6300 Pastoral Leadership (3 credits)
- ❑ CM6500 Spiritual Disciplines (3 credits)
- ❑ CM6700 Mission in the Western World (3 credits)

## MASTER OF BUSINESS ADMINISTRATION

The MBA program provides the leaders of today and tomorrow with the knowledge and skills required to succeed in a competitive business environment. The program emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications.

### Program Objectives

Upon completion of the MBA program, the graduate should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Implement business concepts in a business environment.
4. Apply business management principles to work with people and processes within a business organization.
5. Evaluate operations and provide recommendations to improve performance.

## 36 Semester Credits Core Course List

- ❑ GR5000 Graduate Essentials (1 credit)
- ❑ MG5000 Business Essentials (2 credits)
- ❑ MG5030 Economics for Managers (3 credits)
- ❑ MG5010 Marketing and Advertising for Managers (3 credits)
- ❑ MG5020 Project Management (3 credits)
- ❑ MG5050 Legal and Regulatory Environment (3 credits)
- ❑ MB6030 Managing and Leading Operations (3 credits)
- ❑ MB6010 Advanced Managerial Accounting (3 credits)
- ❑ MM6500 Ethics in Leadership (3 credits)
- ❑ MB6070 Global Business Environment (3 credits)
- ❑ MB6050 Quantitative and Analytic Methods (3 credits)
- ❑ MG5060 Managerial Finance and Analysis (3 credits)
- ❑ MB6800 Applied Business Administration Capstone (3 credits)

## MASTER OF BUSINESS ADMINISTRATION (WITH CONCENTRATION)

The MBA with concentration provides the leaders of today and tomorrow with the knowledge and skills required to succeed in a competitive business environment within specific industries. The program emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications. There are six concentrations from which a student must choose:

- Accounting
- Digital Marketing
- Finance
- Healthcare Management
- Human Relations
- Organizational Leadership.

### Core MBA with Concentration Objectives

Upon completion of this program, the student should be able to:

1. Integrate Christian principles in critical thinking and decision-making.

# Master Programs

2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Implement business concepts in a business environment.
4. Evaluate operations and provide recommendations to improve performance.

## Core MBA Concentration Course List

- ❑ GR5000 Graduate Essentials (1 credit)
- ❑ MG5000 Business Essentials (2 credits)
- ❑ MG5010 Marketing and Advertising for Managers (3 credits)
- ❑ MG5030 Economics for Managers (3 credits)
- ❑ MG5060 Managerial Finance and Analysis (3 credits)
- ❑ MB6010 Advanced Managerial Accounting (3 credits)
- ❑ MB6070 Global Business Environment (3 credits)
- ❑ MB6050 Quantitative and Analytic Methods (3 credits)
- ❑ MB6030 Managing and Leading Operations (3 credits)

## ACCOUNTING CONCENTRATION

The accounting concentration provides students an in-depth view of relevant accounting concepts.

### Concentration Objective

Upon completion of this concentration, the student should be able to lead organizations in financial and economic based decisions.

### Concentration Course List

- ❑ AC6020 Federal Taxation (3 credits)
- ❑ AC6030 Auditing (3 credits)
- ❑ AC6040 Nonprofit Accounting (3 credits)
- ❑ AC6050 Financial Statement Analysis (3 credits)

## DIGITAL MARKETING CONCENTRATION

The Digital Marketing concentration is designed to provide greater study for marketing managers or those who want to enhance their career path with training in the world of marketing. Upon completion of this concentration, students should be able to lead and manage organizations' strategic marketing development in the digital economy.

### Concentration Objective

Upon completion of this concentration, students should be able to lead and manage organizations' strategic marketing development in the digital economy.

## Concentration Course List

- ❑ MB6200 Digital Marketing (3 credits)
- ❑ MB6210 Psychology of Marketing (3 credits)
- ❑ MB6220 Digital Marketing Communication (3 credits)
- ❑ MB6230 Product and Brand Development (3 credits)

## FINANCE CONCENTRATION

The finance concentration is designed to provide greater study for financial managers or those who wish to broaden their career opportunities through training in financial theory and practice. Upon completion of this concentration, the student should be able to apply financial management principles to work with individuals and corporations to achieve their financial goals.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply financial management principles to work with individuals and corporations to achieve their financial goals.

### Concentration Course List

- ❑ MB6100 Corporate Finance (3 credits)
- ❑ MB6110 Financial Planning (3 credits)
- ❑ MB6120 Financial Markets and Institutions (3 credits)
- ❑ MB6130 Investments (3 credits)

## HEALTHCARE MANAGEMENT CONCENTRATION

The healthcare management concentration prepares the healthcare professional as an informed and contributing agent in an informatics environment for senior-level management positions in all types of health care organizations.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply critical decision-making to the current issues and future trends facing local, state, and national healthcare.

### Concentration Course List

- ❑ HM6000 Modern Healthcare Industry (3 credits)
- ❑ HM6020 Healthcare Finance (3 credits)
- ❑ HM6010 Healthcare Legal and Regulatory Climates (3 credits)
- ❑ HM6030 Trends in Healthcare (3 credits)

# Master Programs

## HUMAN RESOURCES CONCENTRATION

The human resources concentration is designed to provide greater study for human resources professionals or those who wish to strengthen their knowledge and skills in the human resources area. Upon completion of this concentration, students should be able to analyze an organization's human resources needs and offer recommendations for comprehensive improvement.

### Concentration Objective

Upon completion of this concentration, students should be able to analyze an organization's human resources needs and offer recommendations for comprehensive stabilization and/or improvement.

### Concentration Course List

- ❑ HR5030 Managing Human Resources (3 credits)
- ❑ HR5040 Employment Law (3 credits)
- ❑ HR6010 Strategic Compensation Management (3 credits)
- ❑ HR6030 Strategic Human Resources Development (3 credits)

## ORGANIZATIONAL LEADERSHIP CONCENTRATION

The MBA leadership program prepares individuals to embrace significant leadership responsibilities in either the public or private sectors. Courses help students to understand the challenges and opportunities inherent in a leadership role. Upon completion of this concentration, the student should be able to apply leadership principles to work with people and processes within a profit or not-for-profit organization.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply leadership principles to work with people and processes within a profit or not-for-profit organization.

### Concentration Course List

- ❑ MM6020 Advanced Organizational Behavior (3 credits)
- ❑ MM6060 Theory and Practice of Leadership (3 credits)
- ❑ MM6040 Leading Multi-National Business Ventures (3 credits)
- ❑ MM6080 Strategic Leadership: For Standard MBA (3 credits)
- ❑ MB6800 Applied Business Administration Capstone: For MBA with Concentration Students (3 credits)

## MASTER OF MANAGEMENT

The MM program prepares professionals who want to enhance their career path in a variety of profit or not-for-profit organizations. The program emphasizes critical and strategic thinking, ethics, and real-world application of management principles.

### Program Objectives

Upon completion of the MM program, the graduate should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply management principles to work with people and processes within a profit or not-for-profit organization.
4. Evaluate operations and provide recommendations to improve performance.

### 36 Semester Credits Core Course List

- ❑ GR5000 Graduate Essentials (1 credit)
- ❑ MG5000 Business Essentials (2 credits)
- ❑ MG5030 Economics for Managers (3 credits)
- ❑ MG5010 Marketing and Advertising for Managers (3 credits)
- ❑ MG5020 Project Management (3 credits)
- ❑ MG5050 Legal and Regulatory Environment (3 credits)
- ❑ MM6060 Theory and Practice of Leadership (3 credits)



# Master Programs

- ❑ MM6020 Advanced Organizational Behavior (3 credits)
- ❑ MM6500 Ethics in Leadership (3 credits)
- ❑ MM6040 International Business Management (3 credits)
- ❑ MM6080 Strategic Leadership (3 credits)
- ❑ MG5060 Managerial Finance and Analysis (3 credits)
- ❑ MM6800 Applied Business Management Capstone (3 credits)

## DUAL DEGREES: MASTER OF BUSINESS ADMINISTRATION AND MASTER OF ARTS IN MINISTRY

Ohio Christian University has developed its unique program of Master of Business Administration and Master of Arts with a major in Ministry to address the needs of its constituencies. The combination of these degrees will serve pastors who need to be a “tent-maker” or to lead in the financial aspects of their ministry as well as business people who desire to fully engage in ministry understanding and opportunities at their churches and ministry organizations.

The MBA/MA dual degrees program provides the leaders of today and tomorrow with the knowledge and skills required to succeed in multiple environments: business and ministry.

The program emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications as well as the Bible, theology, and historical thought and context of the church.

### Program Objectives

Upon completion of the MBA/MA dual degrees program, the graduate should be able to:

1. Integrate Christian principles in critical thinking and decision-making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Implement business concepts in a business environment.
4. Evaluate operations and provide recommendations to improve performance.
5. Analyze Christian theological thinking, church, and culture through the centuries and the effects of each on the others.

6. Conduct independent research and evaluation of biblical and theological literature and apply knowledge to enhance ministry practices.

### 32 Semester Credits Core Course List

- ❑ GR5010 Dual Masters Graduate Essentials (1 credit)
- ❑ MG5000 Business Essentials (2 credits)
- ❑ MG5010 Marketing and Advertising for Managers (3 credits)
- ❑ MG5030 Economics for Managers (3 credits)
- ❑ CM6300 Pastoral Leadership (3 credits)
- ❑ PS6200 Ethical and Legal Issues in Pastoral Counseling (3 credits)
- ❑ MG5060 Managerial Finance and Analysis (3 credits)
- ❑ CM6500 Spiritual Disciplines (3 credits)
- ❑ MB6010 Advanced Managerial Accounting (3 credits)
- ❑ MB6070 Global Business Environment (3 credits)
- ❑ MB6050 Quantitative and Analytic Methods (3 credits)
- ❑ MB6030 Managing and Leading Operations (3 credits)
- ❑ MA5100 Pastoral Care Giver (3 credits)
- ❑ MA5200 Worship in the Church (3 credits)
- ❑ MA5300 New Testament History and Interpretation (3 credits)
- ❑ MA5400 Old Testament History and Interpretation (3 credits)
- ❑ MA5500 History of Christian Thought (3 credits)
- ❑ MA5600 Theology of John Wesley (3 credits)
- ❑ CM6100 Biblical Preaching (3 credits)
- ❑ MD6800 Dual Masters Capstone (3 credits)



# Course Descriptions

## COURSE DESCRIPTIONS

### **AB2000 Farm Management (3 credits) 5 weeks**

This course is a study of the effective organizational and management principles involved in a farming operation with emphasis given to developing a farm operation business plan, management of farm resources, farm finances, and practices for an effective farm operation. This course will assist students in developing strategies for the present and future success of a farming operation.

*Prerequisite: Introduction to the Animal and Poultry Industries, Agribusiness Sales, Field Crop Production*

### **AB2100 Agribusiness Sales (3 credits) 5 weeks**

A study of the basic principles and concepts of marketing and selling within various agribusiness markets including an in-depth look at selling various agriculture commodities as well as the development of a marketing and sales plan.

### **AB2200 Introduction to the Animal and Poultry Industries (3 credits) 5 weeks**

This course is a general introduction to nutrition, reproduction, breeding, management and description of marketing channels of animals and poultry. Also, it equates live animal and carcass characteristics with market specifications. Factors of pre- and post-slaughter treatment are related to the shelf life of fresh and processed meats.

### **AB2300 Field Crop Production (3 credits) 5 weeks**

This course is a general introduction to the management of field crops, including growth and development, establishment, rotation of crops and chemicals, harvesting, and storage. Also it examines pest management, as well as, environmental and societal issues related to field crops.

### **AC2020 Accounting 1 (3 credits) 6 weeks**

This course introduces the student to the double-entry system of bookkeeping and the basic accounting cycle. An examination of the fundamental concepts and procedures utilized by entities to communicate financial information according to generally accepted accounting principles. Individual effort is emphasized through the use of a workbook and practice set.

*Prerequisite: MG2050 Business Math*

### **AC4010 Accounting II (3 credits) 6 weeks**

The acquisition, analysis, and reporting of financial information is important to the individual manager and the organization. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision-making.

*(Recommendation: prior college level accounting course)*

### **AC4020 Intermediate Accounting (3 credits) 5 weeks**

This course expands on basic accounting coursework to provide an increased understanding of financial statement preparation and presentation to external users.

*Prerequisite: Accounting II*

### **AC4030 Introductory Auditing (3 credits) 5 weeks**

This course introduces the basic evidential procedures involved in supporting the various types of audits, in compliance with Generally Accepted Auditing Standards (GAAS).

*Prerequisite: Accounting II*

### **AC4040 Managerial Accounting (3 credits) 5 weeks**

This course provides students an understanding of the use of financial and cost accounting information that support internal decision-making.

*Prerequisite: Accounting II*

### **AC4050 Accounting Information Systems (3 credits) 5 weeks**

This course provides students the insight into the implementation and management of automated accounting systems, with an emphasis on internal controls and information accuracy.

*Prerequisite: Accounting II*

*Recommendation: MG3040 Business Information Systems*

### **AC6010 Advanced Managerial Accounting (3 credits) 6 weeks**

The course examines the use of financial information in the internal operations of an organization. Approaches to management decision-making, organizational planning, and performance evaluation through the use of internal financial information are covered.

### **AC6020 Federal Taxation (3 credits) 6 weeks**

The focus of this course involves the application of the Internal Revenue Code on basic organizational transactions, including the analysis of the impact of Federal taxation on organization profitability and decisions.

*Prerequisite: Minimum of 9 accounting undergraduate credit hours with one course being AC4020 Intermediate Accounting*

# Course Descriptions

## **AC6030 Auditing (3 credits) 6 weeks**

This course covers the processes applied by accountants in providing auditing, attestation, and assurance services on financial information supplied by management of various types of organizations.

*Prerequisite: Minimum of 9 accounting undergraduate credit hours with one course being AC4020 Intermediate Accounting*

## **AC6040 Nonprofit Accounting (3 credits) 6 weeks**

This course examines the various accounting practices used by non-profit and governmental organizations, in developing and maintaining internal financial controls for financial management and preparing and presenting financial reports to external stakeholders.

*Prerequisite: Minimum of 9 accounting undergraduate credit hours with one course being AC4020 Intermediate Accounting*

## **AC6050 Financial Statement Analysis (3 credits) 6 weeks**

The course examines the various elements of financial reports that are used by internal and external stakeholder to analyze and evaluate the organization for a variety of purposes, through the interpretation of financial information.

*Prerequisite: Federal Taxation, Auditing, Nonprofit Accounting*

## **CD3000 Ethical and Legal Issues in Counseling (3 credits) 5 weeks**

This course is designed to introduce the student to the inter-related concepts of professionalism, ethics, and legal issues that present themselves in the context of counseling, with particular emphasis on the area of substance abuse counseling. Students will examine and analyze professional issues in counseling from both a legal and an ethical perspective.

## **CD3100 Introduction to Substance Abuse (3 credits) 5 weeks**

This course gives an overview of fundamental concepts related to chemical dependency and addiction treatment. It includes views from science, sociology, criminology, and family studies, as well as a Christian and biblical worldview. Students will be encouraged to develop their own personalized view of chemical dependency, addiction and treatment.

## **CD3200 Family Dynamics in Substance Abuse (3 credits) 5 weeks**

This course explores the impact of chemical dependency and substance abuse upon the family system. Enabling as a dynamic that reinforces dysfunctional patterns will be examined. Attention is given to treatment options and interventions for not only the family member with the Substance Use Disorder, but the other family members impacted by their use as well. Additionally, substance use issues related to

adolescents and children will be addressed. These dynamics will be addressed with a Christian and biblical worldview.

## **CD3300 Psychopharmacology (3 credits) 5 weeks**

This course is designed to provide background, instruction, and practical understanding of substances with addictive or abusive potential. Current medical guidelines will be evaluated in light of biblical truth to allow for a holistic approach to patient care. The primary emphasis of this course will be on legal and illegal drugs that elicit a pharmacologic effect in the central nervous system. Both pharmacokinetic (e.g., drug absorption, distribution, metabolism and excretion) and pharmacodynamics (e.g., psychotropic effects) will be discussed in a practical manner. Drugs will be categorized by common classifications to facilitate learning and retention.

*Corequisite: Introduction to Substance Abuse*

## **CD3500 Prevention Strategies (3 credits) 5 weeks**

This course focuses on the discipline of prevention. It will show the dynamics of prevention and how certain prevention programs are researched and science based. There will be both general and specific introductions to various forms and types of prevention programs and activities.

*Prerequisite: Introduction to Substance Abuse*

## **CD3600 Diagnostic Evaluation and Personal Assessment (3 credits) 5 weeks**

This course gives an overview of the counselor functions of screening, intake, orientation, assessment and diagnosis. The processes of interviewing and assessment and related ethical, legal and professional issues will be explored. The course will also examine and practice the use of tests, assessment instruments and the Diagnostic and Statistical Manual of Mental Disorders in the process of Diagnostic Evaluation and Personal Assessment of a client.

## **CD3700 Case Management (3 credits) 5 weeks**

Best practices are presented for case management common to various human services. Topics include interviewing skills, documentation, cultural aspects, self-care, and ethical issues.

*Prerequisite: Introduction to Substance Abuse*

## **CD4100 Individual Chemical Dependency Counseling (4 credits) 6 weeks**

This course begins to develop skill in counseling through an analysis of various approaches such as Cognitive Behavioral, Rational Emotive Therapy, Gestalt, Control Theory, Reality

# Course Descriptions

Therapy, and Person Centered Therapy. A very important part of this course is to develop skills and practical approaches in order to be able to conduct individual sessions.

*Prerequisite: Introduction to Substance Abuse*

## **CD4200 Theories and Techniques of Group Counseling (3 credits) 5 weeks**

This course gives an overview of several main group theories, explains and demonstrates techniques associated with those theories and reviews the main theorists associated with each. Students develop skills associated with facilitating group counseling. Additionally, these areas of study will be addressed with a Christian and biblical worldview.

## **CD4800 Preparation for the State Test (3 credits) 5 weeks**

This course is designed to provide a general review of material that you have learned throughout your curriculum at OCU and to familiarize you with the content, construction, and requirements for passing the Ohio Chemical Dependency Professional Board's State Licensure Examination.

*Prerequisite: Family Dynamics in Substance Abuse, Individual Chemical Dependency Counseling, Theories and Techniques of Group Counseling*

## **CJ3000 Introduction to Justice Systems (3 credits) 5 weeks**

This course gives an overview of fundamental concepts and roles related to the justice systems: law enforcement officers, court officers, corrections officers, victims, and defendants. It aligns the justice system with Christian worldview. Students will have the opportunity to explore and plan strategic career steps upon which to focus throughout the program and into their career after graduation.

## **CJ3100 Law Enforcement (3 credits) 5 weeks**

This course provides an introduction to the development and organizational designs of America's law enforcement organizations. The role, behavior, and life of the officer within the contexts of law enforcement culture and society will be discussed. The concepts of power and relational skills will be addressed, as well as how Christian worldview fits into the life of a law enforcement officer.

*Prerequisite: Introduction to Justice Systems*

## **CJ3200 Criminal Investigation (3 credits) 5 weeks**

This course provides the foundations necessary for criminal investigations, including interviewing witnesses and suspects,

collecting and preserving evidence, processing a crime scene, reporting, and following up.

*Prerequisite: Criminal Investigation*

## **CJ3300 Technology in Criminal Justice (3 credits) 5 weeks**

This course provides an introduction of cybercrime and computer-related crime issues. The trends in cyber law and inter-jurisdictional implications will be examined in the context of criminal justice. The use of technology and systems by agencies will also be discussed.

*Prerequisite: Introduction to Justice Systems*

## **CJ3400 Courts and Judicial Process (3 credits) 5 weeks**

This course provides a study of the functions, operations, and decision-making processes of the judicial process in the United States, including an analysis of the role of courts and the function and responsibilities of the key personnel within them.

*Prerequisite: Introduction to Justice Systems*

## **CJ3500 Corrections (3 credits) 5 weeks**

This course provides an introduction to historical, philosophical, and operational frameworks of the corrections system. The goals of punishment will be explored, along with alternatives to the conventional penal approach. Biblical perspectives on government's role in punishment and power will be discussed.

*Prerequisite: Introduction to Justice Systems*

## **CJ4000 Victimology (3 credits) 5 weeks**

This course studies the role of the victim and the relationship between victims and offenders in criminology. The historic and current treatment of victims will be discussed as well as the problems and dilemmas faced by victims. Students will engage in the concept of theodicy for their personal understanding and communication with victims.

*Prerequisite: Introduction to Justice Systems*

## **CJ4100 Criminal Law (3 credits) 5 weeks**

This course provides a study of the fundamental principles and practices of law and how it impacts criminal justice. This course emphasizes the dynamic interaction among the individual, criminal justice, and society. The concepts of Christian ethics and proper conduct will be emphasized throughout the course.

*Prerequisite: Introduction to Justice Systems*

# Course Descriptions

## **CJ4200 Terrorism and Homeland Security (3 credits) 5 weeks**

This course provides a study of issues surrounding terrorism and the preventative and responsive nature of the Department of Homeland Security. Threats from domestic and international terrorism will be examined as well as the role of government, organizations, and citizens.

*Prerequisite: Introduction to Justice Systems*

## **CJ4800 Criminal Justice Capstone (3 credits) 5 weeks**

This course provides an experience to synthesize various components of the criminal justice system while emphasizing the principles and applications of justice systems which emphasizes human dignity and the healing of the community. Students will integrate learning from all course work in solving complex problems, engaging in dilemmas that incorporate biblical principles, and preparing for their career after graduation.

*Prerequisite: Victimology, Criminal Law, Terrorism and Homeland Security*

## **CM1000 Survey of Christian Education (3 credits) 5 weeks**

This is a study of the biblical introductory and contemporary basics of evangelical Christian education. The study will be a comprehensive overview of the field of Christian education with a focus on the teaching/learning process in the local church. A secondary emphasis will be on Christian education in the family and other settings.

## **CM1040 Principles of Worship (3 credits) 5 weeks**

Class instruction in scriptural principles and methods of worship, coupled with field experience exposing the student to varied worship styles, and are employed to equip the student to critically analyze worship practices.

## **CM1100 Survey of Children's Ministry (3 credits) 5 weeks**

A study of the nature and needs of childhood with special attention to nurturing and enriching the moral and spiritual development of the child. Students will gain skills in the practical application in planning the Church's ministry to and for children.

## **CM1200 Survey of Youth Ministries (3 credits) 5 weeks**

This course will explore current trends in youth ministry found within the evangelical church and youth culture abroad, while giving special emphasis to practical tools and techniques that may be implemented to grow the youth ministry programs of a local church and beyond.

## **CM1400 Personal Stewardship (3 credits) 5 weeks**

This course is designed to assist the student in being a good steward of God-given re-sources. While mainly concentrating on finances (budgeting, debt, giving, investing), this course will also lead the student to better choices concerning careers, honesty, wise council, time management, and planning for the future. The student will complete an analysis of his/her current situation and develop an effective plan to become a better steward.

## **CM2020 Evangelism and Discipleship 1 (3 credits) 5 weeks**

A study of evangelism, focusing on examples of effective evangelism in the First Century, and applying those principles into an effective methodology for the Twenty-First Century, with special emphasis on the foundation of spiritual revival, prayer, building healthy relationships, and starting the convert on the journey of discipleship.

## **CM2040 Christian Ministry Administration (3 credits) 5 weeks**

This is a study of the multiple roles of leaders in Christian ministry in the context of the Church and its varied ministries. Special emphasis will be given to the impact that lay and pastoral leaders have on the quantitative growth of the Church.

## **CM2800 Ministry Practices (3 credits) 5 weeks**

This course summarizes the life and work of the pastor.

*Prerequisite: Personal Stewardship, Christian Ministry Administration, Survey of Christian Education*

## **CM3000 Christian Excellence (3 credits) 5 weeks**

This course focuses on the attitude of the individual and how it impacts the ability and willingness to strive towards Christian excellence. Students will also be introduced to reflecting on personal value systems, analyze techniques to exemplify Christian modeling, and exploring the transition from success to excellence.

## **CM3015 Church Administration (3 credits) 5 weeks**

A study of the concepts, principles, and methods needed to organize the ministries of a local church. Special emphasis will be given to understanding and being able to apply the practices necessary to construct a strategic plan for a local congregation.

## **CM3025 Foundations of Teaching and Preaching (3 credits) 5 weeks**

This course introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. Practical application assignments will be made, and reports/presentations will be given.

# Course Descriptions

## **CM3030 Evangelism and Discipleship II (3 credits) 5 weeks**

A study of the nature, purpose, and process of biblical evangelism and its application to various ministries; a study of New Testament discipleship principles and their application, with a special emphasis upon building discipling relationships and small group ministry.

## **CM3100 Concepts of Leadership (3 credits) 5 weeks**

The course is a study involving strategies from the business for-profit, the non-profit sector, and the moral and spiritual arena. Application of the concepts will influence personal and career goals.

## **CM3200 Spiritual Formation in the Evangelical Church (3 credits) 5 weeks**

This course integrates foundational Christian doctrine with personal experience in the journey toward wholeness in Christ. The course will be emphasizing scripture, discipline, and community as essential patterns of devotion.

## **CM4025 Advanced Teaching and Preaching (3 credits) 5 weeks**

This course is designed to build upon prior learning and experience with preaching and teaching. The focus of this course will be on the construction and delivery of narrative preaching and teaching of the Gospel.

## **CM4100 Fundamentals of Church Planting (3 credits) 5 weeks**

This course is designed to equip church planters to develop their own church planting vision, mission, and the supporting processes and systems. The course will focus on the development of a strategic plan for establishing a church in a community.

## **CM4200 Sacraments and Rituals in the Evangelical Church (3 credits) 5 weeks**

This course introduces the biblical and theological concepts of sacraments in the life of God's people and enables students to design meaningful ways to celebrate both sacraments and other spiritual rituals in congregational worship and life.

## **CM4300 Growing a Great Commission Church (3 credits) 5 weeks**

This course is designed to provide the skills to grow a new church after the launch. The course will look at how to continue to develop a spiritually focused and strategically mobilized church to fulfill its role in God's global mission

## **CM6100 Biblical Preaching (3 credits) 6 weeks**

This course is intended to concentrate on the dual tasks of biblical exegesis and sermon delivery. Students will be

expected to preach at least twice in class using various literary genres taken from both testaments. The course will give particular attention to expository preaching.

## **CM6300 Pastoral Leadership (3 credits) 6 weeks**

This course is designed to explore pastoral leadership by focusing upon the implications of the biblical servanthood model as it pertains to the pastor/leader in the practice of ministry. This course seeks to guide the student into a better understanding not only of what the pastor as leader does but also of who the pastor as leader is within the context of Christian ministry as well as to develop a more unified model of a Servanthood Theology of Ministry model.

## **CM6500 Spiritual Disciplines (3 credits) 6 weeks**

The course will involve study and experience of practices that historically have aided the development of spiritual formation.

## **CM6700 Mission in the Western World (3 credits) 6 weeks**

This course equips students for mission to non-Christian people in contemporary Western society. The course draws on insights from Scripture and the social sciences. Emphasis will be given to understanding the social and cultural influences, attitudes, beliefs, values, and worldviews of people in "post-modern" and "post-Christian" America.

## **DM3001 Introduction to Disaster Response and Recovery (3 credits) 5 weeks**

This course introduces and explores the field of emergency/disaster management. It provides background for dealing with disasters, victimization, and economic losses from disasters in organized ways. It examines how organizations serve communities and individuals from a service prospective.

## **DM4001 Natural and Man-made Disasters (3 credits) 5 weeks**

This course is designed to learn more about the causes and consequences of naturally occurring and man-made disasters. Time will be spent on a wide range of issues including man's impact on the earth, post-war issues, etc.

*Prerequisite: Introduction to Disaster Response and Recovery*

## **DM4101 Trauma: Understanding and Intervention (3 credits) 5 weeks**

The issue of trauma is something that any good disaster worker needs to understand and know how to identify. This class will focus on the trauma that is experienced by those

# Course Descriptions

directly affected by the traumatic experience as well as those there to deliver aid.

*Prerequisite: Introduction to Disaster Response and Recovery(Online Only)*

## **EN1000 English Composition I (3 credits) 5 weeks**

This course emphasizes the process of research and writing. Learners will gain and refine skills of developing a thesis, organizing content, and revising drafts to express ideas clearly and correctly. Social media platforms will be explored to enable students to network professionally.

## **EN2000 English Composition II (3 credits) 5 weeks**

This course emphasizes persuasive writing and extends creative experiences. Learners will reflect scholarly and professional writing skills, such as principles of logical/critical thinking and reasoning, effective organization, APA research and documentation, and content-rich development of ideas.

*Prerequisite: English Composition I*

## **ET2800 Business Ethics (3 credits) 5 weeks**

This course examines the theoretical and practical problems of ethical behavior and decision making in the workplace and develops a biblically based framework to address moral and ethical issues.

## **ET3000 Ethics (3 credits) 5 weeks**

This course presents an overview of some of the main classical philosophical views that have shaped Western norms, values, and beliefs. Christian Ethics will be the primary focus of this course. There will be a direct correlation drawn between ethics and morals. Decisions or choices are made based on a system of beliefs. In Christian Ethics, the Bible is used to prescribe how a person ought to live.

## **ET3010 Pastoral Ethics (3 credits) 5 weeks**

This course introduces to those called to ministry in traditional settings ethical codes that inform the critical thinking of care givers. The parameters that will be discussed through the use of case studies are designed to challenge ministers to a higher level of both thinking and acting as representatives of Jesus Christ. Such practices protect both the pastor and those to whom he or she ministers.

## **GB1000 Bible Study Methods (3 credits) 5 weeks**

This course introduces the principles, methods, and practice of Bible study skills. Students will grasp the basic principles

and methods of observation, interpretation, and application in the study of the Bible.

## **GB4000 Advanced Bible Study Methods (3 credits) 5 weeks**

This course further develops skills with the Inductive Bible Study method. Students will survey a book of scripture, engage in the process of observation and survey, expand their skills of interpretation, and develop concrete applications.

## **GR5000 Graduate Essentials (1 credit) 4 weeks**

Students enter the Ohio Christian University MBA and Master of Management (MM) with a wide variety of academic, work, and life experiences. As the first course for all entering students, Graduate Essentials begins the process of capitalizing on the student's previous experiences, and reviews the primary skills and tools necessary to succeed in the remainder of the program. The course is an overview of writing, research, team collaboration, communication, and problem solving while building the student's self-awareness of personal strengths.

## **GR5010 Dual Masters Graduate Essentials (1 credit) 4 weeks**

Students enter the Ohio Christian University MBA and MA in Ministry with a wide variety of academic, work, and life experiences. As the first course for all entering students, Graduate Essentials begins the process of capitalizing on the student's previous experiences, and reviews the primary skills and tools necessary to succeed in the remainder of the program. The course is an overview of writing, research, team collaboration, communication, and problem solving while building the student's self-awareness of personal strengths.

## **HI1100 Church History Elective (3 credits) 5 weeks**

Church History is a study of the development of Christianity from its inception to the time of Reformation. Special emphasis is given to the leading characters and major turning points in history throughout this time frame.

## **HI1200 US History: 1877 to Present Elective (3 credits) 5 weeks**

This course surveys the political, economic, and social factors that shaped the United States. This course examines the broad themes of expansionism, imperialism, isolationism, nationalism, and internationalism. Those themes are used to help better understand our nation's history and identify the Christian influences on those themes.

# Course Descriptions

## **HI4000 Survey of Church History (3 credits) 5 weeks**

This course is a survey of the major events, persons and ideas of the Christian community from the Apostolic age to the present.

## **HM3100 Healthcare Informatics (3 credits) 5 weeks**

This course introduces the nurse to informatics applications in clinical practice, administration, research and education. Basic informatics concepts, current issues and information management systems will be covered. Topics include legislative regulation, HIPPA, electronic health records, and other applications will be identified and explored.

## **HM4000 Healthcare Industry (3 credits) 5 weeks**

This course provides a comprehensive overview of the healthcare industry including healthcare organizations and structures, public policy makers, and healthcare operations. Emphasis is placed on rapid changes in healthcare delivery systems as a response to increased healthcare costs, aging of the population, advanced medical science and technology, changing disease patterns, consumer demands, and distribution and use of the healthcare workforce.

## **HM4010 Legal and Regulatory Issues in Healthcare (3 credits) 5 weeks**

This course is an introduction to legal and regulatory standards governing healthcare organizations. Topics include legal requirements, responsibilities, and constraints related to health provider/patient relationships, medical records, malpractice insurance, and licensure of health professionals.

## **HM4020 Healthcare Finance and Reimbursement (3 credits) 5 weeks**

This course relays a general description and application of certain financial principles in a healthcare setting including insurance payment systems, funding sources, non-profit verses for profit, return on investment, and profitability. It provides an overview of financial statements and financial responsibility reporting, budgeting, inventory control, asset management, payer systems, accounts receivable, charity care, and managing controllables.

## **HM4030 Corporate Compliance and Integrity (3 credits) 5 weeks**

This course will assist the nurse manager in identifying the key elements of compliance, responsibility and integrity as required by the Office of Inspector General, and common institutional policy. Core content will include the following learning categories: general compliance risk areas, elements

of a compliance program, impacts of documentation and coding, and patient care risk areas related to a healthcare delivery system or business.

## **HM6000 Modern Healthcare Industry (3 credits) 6 weeks**

This course evaluates the various sectors of healthcare and healthcare models. The course describes the relationship of the healthcare industry to current economic trends, health policy management, and the system of care provided by collaborative teams caring for the needs of individuals and populations.

## **HM6010 Healthcare Legal and Regulatory Climates (3 credits) 6 weeks**

This course prepares the student with working knowledge of the foremost legal regulations impacting the multiple modes of modern healthcare delivery. The readings and assignments will focus on research and critique of the current legal and regulatory climate in healthcare. Specific attention will be given to debating the rationale and effectiveness of certain aspects of healthcare regulation and law.

## **HM6020 Healthcare Finance (3 credits) 6 weeks**

This course provides an opportunity for the student to synthesis their learned theory and concepts of healthcare revenue recovery in an accounts receivable environment. Students will apply the composition of revenue cycle principles with the integration of multiple payer classes along with the estimation of revenue from contracted payers, the challenges and trends of payer sources and the responsibility of the healthcare executive leading the supplier side of an accounts receivable dependent service line.

## **HM6030 Trends in Healthcare (3 credits) 6 weeks**

This course expects the student to incorporate the aspects of a corporate compliance plan into a working case study. The student will demonstrate competency in the development and description of healthcare corporate responsibility concepts through the research and presenting of current and future trends in healthcare corporate compliance and the measurement of an effective corporate integrity program.

## **HR3040 Introduction to Human Resources and Workforce Planning (3 credits) 5 weeks**

This course provides an introduction to human resources functions and related activities, including employee benefits, counseling, corporate risk management, discipline, and strategic workforce planning.

# Course Descriptions

## **HR4010 Compensation & Benefits (3 credits) 5 weeks**

This course examines of monetary and non-monetary benefit theories and practices, including employee evaluation, individual and group pay, and insurance and retirement plans.

*Recommendation: HR3040 to Human Resources and Workforce Planning*

## **HR4040 Employee & Labor Relations (3 credits) 5 weeks**

This course provides a study of the contemporary environment of employee and labor relations, including a review of internal structures and policies, federal and state laws, and human resources role in personnel risk management.

## **HR4050 Training & Development (3 credits) 5 weeks**

This course is an exploration of the role of employee development in contemporary organizations and the methods, development, and assessment of training programs.

*Recommendation: HR3040 to Human Resources and Workforce Planning*

## **HR5030 Managing Human Resources (3 credits) 6 weeks**

This course provides an advanced overview of strategic human resources planning and implementation that will focus on positively influencing the quality of performance, productivity, and social wellbeing of employees.

## **HR5040 Employment Law (3 credits) 6 weeks**

An examination of employment and personnel law, this course will focus on the large body of laws, administrative rulings, and precedents that encompass all areas of the employer/employee relationship.

*Prerequisite: Managing Human Resources*

## **HR6010 Strategic Compensation Management (3 credits) 6 weeks**

A study of the strategic importance of compensation and its practical application. Emphasis will be placed on understanding the elements of a total compensation plan including system design, compensation strategy, benefits and pay, and systems management issues.

*Prerequisite: Employment Law*

## **HR6030 Strategic Human Resources Development (3 credits) 6 weeks**

A study of strategic employee training and development with a focus on the assessment and design of career management planning for organizational performance.

*Prerequisite: Employment Law*

## **HS1000 Introduction to Human Services (3 credits) 5 weeks**

This course serves as an overview of fundamental concepts of human services. The perspective will be a biblical worldview at the areas of addictions, criminology, family studies, psychology, and sociology. Students will develop their own personalized view of the helping professions.

## **HS1100 Applied Skills for Helping Professions (3 credits) 5 weeks**

This course allows students to gain skills in communication for helping professions, including rapport building, interviewing, active listening, and documenting. The topics of personal awareness, problem solving, diversity, and confidentiality will also be addressed.

*Prerequisite: Introduction to Human Services*

## **HS1200 Opportunities in Social Issues (3 credits) 5 weeks**

This course provides a relevant and current review of social issues. A focus on opportunities will allow students to discuss problems in positive terms and determine their role in making a difference in society and in their professions.

*Prerequisite: Introduction to Human Services*

## **HS2000 Principles of Behavior (3 credits) 5 weeks**

This course provides a relevant and current review of social issues. A focus on opportunities will allow students to discuss problems in positive terms and determine their role in making a difference in society and in their professions.

*Prerequisite: Introduction to Human Services*

## **HS2100 Public and Private Services (3 credits) 5 weeks**

The course examines the structure of public and private services and institutions. Students will gain knowledge in how these can be best utilized to serve general, at-risk, and vulnerable populations.

*Prerequisite: Introduction to Human Services*

## **HS2200 Cycles of Addiction (3 credits) 5 weeks**

This course examines the cycles of addictions and their impact on individuals, families, communities, and societies. A review of initiation, dependence, intervention, recovery, and relapse as well as the concept of addictive thinking.

*Prerequisite: Introduction to Human Services*

## **HS2300 Managing Social Casework (3 credits) 5 weeks**

This course provides students with the skills to provide case management that is acceptable to private and public services.

# Course Descriptions

The emphasis is the process of coordinating services as a direct provider.

*Prerequisite: Introduction to Human Services, Principles of Behavior*

## **HS2800 Servant Leadership in the Helping Professions (3 credits) 5 weeks**

This course examines issues which will prepare graduates to be servant leaders in a variety of human service areas. It serves as the capstone course in which students demonstrate their achievement of program outcomes through the integration of knowledge and skills.

*Prerequisite: Public and Private Services, Cycles of Addiction, Managing Social Casework*

## **HU1000/3000 Portfolio Development Elective (3 credits) 5 weeks**

The concept of Prior Learning Assessment (PLA) is based upon the assumption that adult learners have learned from a number of experiences in their past and that some of this learning is on the collegiate level. This course is an introductory study of composition utilizing the KOLB model writing process. (Pass/Fail)

## **IS1000 Interdisciplinary Studies Foundations 1 (1 credit) 3 weeks**

Students will develop an explanation of the need for an individual program. A persuasive proposal will include the reasoning behind choosing the particular focus and what the course of study is intended to accomplish. With guidance from an academic advisor, students will develop a model timetable for completion of their degree.

## **IS2800 Interdisciplinary Studies Capstone 1 (3 credits) 5 weeks**

Examination of interdisciplinary scholarship and problem solving, with application based on students' areas of emphasis in the major.

*Prerequisite: Interdisciplinary Studies Foundations 1*

## **IS3000 Interdisciplinary Studies Foundations II (1 credit) 3 weeks**

Students will develop an explanation of the need for an individual program. A persuasive proposal will include the reasoning behind choosing the particular focus and what the course of study is intended to accomplish. With guidance from an academic advisor, students will develop a model timetable for completion of their degree.

## **IS4800 Interdisciplinary Studies Capstone II (3 credits) 5 weeks**

Examination of interdisciplinary scholarship and problem solving, with application based on students' areas of emphasis in the major.

*Prerequisite: Interdisciplinary Studies Foundations II*

## **IT1100 Technology Skills for College (3 credits) 5 weeks**

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office, specifically Word and PowerPoint for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

## **LG3000 Logistics Management (3 credits) 5 weeks**

This course provides an overview of the role of logistics in business. Students examine the principles of customer service, ways to plan and manage supply chains, and steps for arranging product transportation and distribution. Students gain practical application and the ability to create logistic strategies.

## **LG4000 Transportation Systems (3 credits) 5 weeks**

Develops an understanding of the strategic role of freight transportation systems in supply chain networks. Emphasis is given to the components of transportation systems, including inter-modal and intra-modal competition, their technological features, operational processes and cost conditions, the buyer-seller channels for acquiring transportation services, and the strategic and tactical alternatives for transport procurement.

*Prerequisite: Logistics Management*

## **LG4012 Warehousing and Terminal Management (3 credits) 5 weeks**

Focuses on the administration of warehouse and inventory management in logistics systems with analysis of customer service, forecasting inventory, investment, layout design, and operation.

*Prerequisite: Logistics Management*

## **LG4020 Strategic Procurement (3 credits) 5 weeks**

Offers special emphasis on the analysis of supply markets, supplier selection, building and maintaining key supplier relationships for long-term success, strategic planning, and use of information technology. This course develops an understanding of the strategic framework, managerial issues, and best practices related to the planning and execution of "source" processes.

*Prerequisite: Logistics Management*

# Course Descriptions

## **LG4030 Logistics Security Elective (3 credits) 5 weeks**

This course covers the vulnerabilities of and measures to secure the domestic and global transportation and supply chain networks. Topics covered include security organizations, security-related legislation and strategies, security programs, maritime transportation security, containerized cargo security, land transportation security, food chain security, pharmaceutical chain security, utilities security, cyber security, first response and recovery, and supply-chain security technologies.

*Prerequisite: Logistics Management*

## **MA5000 Ministry Essentials (3 credits) 6 weeks**

This course is an introductory course that will assist the learner in developing the basic skills necessary for success in graduate study. The orientation course is an overview of biblical studies and theology, while building awareness of calling, personal strengths, and graduate writing skills. (This course is the prerequisite for the remaining courses in the MA program.)

## **MA5100 Pastoral Care Giver (3 credits) 6 weeks**

Undertakes the task of forming pastoral care givers who focus on the value of persons and their relationships, who know the history of pastoral care, the major therapeutic models, and the application of biblical principles to pastoral care and counseling, with the result that they can identify basic human problems and respond appropriately through pastoral care and counseling.

## **MA5200 Worship in the Church (3 credits) 6 weeks**

This course is an exploration of corporate Christian worship: the acts and expressions flowing from a biblical Christian understanding of who God is, and how he has chosen to relate with people, especially those he has redeemed. It is supplemented by a review of worship's historical development, and incorporates application of these principles to planning for corporate expression of worship.

## **MA5300 New Testament History and Interpretation (3 credits) 6 weeks**

This course acquaints the students with the results of modern research on the New Testament. It will provide a study of the origin and nature of the New Testament canon with special attention being given to the relationship of the synoptic Gospels, the purpose and integrity of Acts, and the authorship and dates of the epistles.

*Prerequisite: 6 credits undergraduate Bible*

## **MA5400 Old Testament History and Interpretation (3 credits) 6 weeks**

Acquaints the student with the results of modern research on the Old Testament. The literary approaches to the biblical material are studied, focusing primarily on the Pentateuch, Isaiah, Daniel, and the Psalms.

*Prerequisite: 6 credits undergraduate Bible*

## **MA5500 History of Christian Thought (3 credits) 6 weeks**

Traces the development of the Church's doctrines from the close of the Apostolic Age through the modern period. Emphasis is given to the development of the ecumenical creeds and to the distinctive doctrines of the Reformation.

*Prerequisite: (3 credits) undergraduate Theology*

## **MA5600 Theology of John Wesley (3 credits) 6 weeks**

The course provides a fuller understanding of the Wesleyan theological heritage through its spiritual and ideological construction found at the inception of Methodism. This study is intended to offer a critical explanation and evaluation of the origins and development of Methodism's richest resources, while encouraging its adequate communication in preaching, teaching, scholarship, and holy living.

*Prerequisite: (3 credits) undergraduate Theology*

## **MA6801 Ministry Capstone (1 credit) 3 weeks**

As the culmination of this program, students will integrate everything learned to create a Personal Credo and Philosophy of Ministry.

*Prerequisite: Old Testament History and Interpretation, History of Christian Thought, Theology of John Wesley*

## **MB6010 Advanced Managerial Accounting (3 credits) 6 weeks**

The course examines the use of financial information in the internal operations of an organization. Approaches to management decision-making, organizational planning, and performance evaluation through the use of internal financial information are covered.

## **MB6030 Managing and Leading Operations (3 credits) 6 weeks**

This course is designed to provide students with an understanding of the current strategic operations management approaches, with proven analytic techniques. Students will utilize operations management tools in simulations and apply the concepts to operational scenarios in the workplace.

# Course Descriptions

## **MB6050 Quantitative and Analytic Methods (3 credits) 6 weeks**

This course introduces the concepts and skills for integrating analytics into the decision-making process, to assist organizations in achieving their goals. Basic database and analytical concepts are introduced. The course will include an overview of descriptive, predictive, and prescriptive analytics—focusing on the abilities of analytics to assist organizations in improving performance.

## **MB6070 Global Business Environment (3 credits) 6 weeks**

This course deals with the management challenges of multi-national enterprises (MNEs). Areas of study include special challenges for global management both internal and external to the organization. The socioeconomic impact of multi-national locations on the organization, and the organization's impact on the areas in which it has locations are examined. The course also covers current challenges and controversies related to globalization. This course may be substituted with MG6060 International Studies Electives (see Electives Section, p. 46.)

## **MB6100 Corporate Finance (3 credits) 6 weeks**

This course provides an in-depth review of organizational finances as applied to financial analysis and control. The influence of regulatory and environmental factors will be considered.

*Prerequisite: Managerial Finance and Analysis with a minimum grade of B*

## **MB6110 Financial Planning (3 credits) 6 weeks**

This course provides an overview of financial planning for individual and family investments within profit and not-for-profit applications. The creation of financial investment plans and financial consulting will be practiced.

## **MB6120 Financial Markets and Institutions (3 credits) 6 weeks**

This course provides a review of the behaviors of the financial markets and institutions that impact the economy.

*Prerequisite: Corporate Finance*

## **MB6130 Investments (3 credits) 6 weeks**

This course provides an analysis of financial principles for organizational investments in financial markets and investment alternatives. Portfolio management using valuation principles and investment instruments will be practiced.

*Prerequisite: Financial Planning, Financial Markets and Institutions*

## **MB6200 Digital Marketing (3 credits) 6 weeks**

This course provides an overview of digital marketing concepts and strategies, including e-commerce and social targeting.

*Prerequisite: Marketing and Advertising for Managers*

## **MB6210 Psychology of Marketing (3 credits) 6 weeks**

This course is an in-depth study of the role of psychology in marketing with a focus on generational contrasts.

*Prerequisite: Marketing and Advertising for Managers*

## **MB6220 Digital Marketing Communication (3 credits) 6 weeks**

This course provides an in-depth study of the impact of technologies on the marketing communication process.

*Prerequisite: Marketing and Advertising for Managers*

## **MB6230 Product and Brand Development (3 credits) 6 weeks**

This course provides the opportunity to analyze market research in the development of products and brand strategies in the e-commerce environment.

*Prerequisite: Digital Marketing, Psychology of Marketing, Digital Marketing Communication*

## **MD6800 Dual Masters Capstone (3 credits) 6 weeks**

This course serves as the culmination and integration of the learning from all Masters of Business Administration and Master of Arts in Ministry courses. There will be a synthesis of business administration strategies with the integration of their Personal Credo and Philosophy of Ministry in a capstone project.

## **MG1000 Introduction to Management (3 credits) 5 weeks**

This course introduces learners to accepted management principles from both a historic and contemporary perspective with application to both not-for-profit and for-profit organizations.

## **MG1050 Introduction to Marketing (3 credits) 5 weeks**

This course is designed around the interacting marketing activities of analysis, planning, implementation, and control. The course focuses on competitive and customer analysis, marketing strategy development, and implementations for decision making in both domestic and global organizations. The course incorporates current developments in marketing to acquaint students with the present-day challenges of marketing activities, including the social, legal, ethical, and technological environments of marketing. Finally, students

# Course Descriptions

apply these skills and understanding to a real marketing situation and make recommendations for future marketing strategy and tactics.

## **MG1070 Microeconomics (3 credits) 5 weeks**

This course introduces microeconomic concepts, which includes the economic analysis of individual, business, and industry operations. The primary microeconomic areas of supply and demand analysis, theory of the firm, and competition are discussed in relationship to current economic conditions.

## **MG2010 Introduction to Financial Management (3 credits) 5 weeks**

This course provides an overview of foundational financial theory and its application to management decision-making and firm valuation.

## **MG2050 Business Math (3 credits) 5 weeks**

This course will focus on math as it is used in the real world, and begins with a review of the basic math functions. Students will then study the fundamentals of banking, pricing, payroll, interest, reading and analyzing financial statements, taxes, insurance, and investments, and learn to apply them to situations that occur in business and personal life.

## **MG2200 Entrepreneur Basics (3 credits) 5 weeks**

This course centers on investigating business feasibility. Areas of study will include recognizing business opportunities, developing the business concept, and testing an opportunity for feasibility. Startup and takeover situations will be studied. Business plans will be created.

## **MG3020 Managers in Organizations (3 credits) 5 weeks**

This course covers the roles managers can and do play (past, present, future) to create and modify organizations in their quest to fulfill the organizational mission. An analysis of the interaction of an organization with the goals, priorities and strategies of employees is studied as well.

## **MG3040 Business Information Systems (3 credits) 5 weeks**

This course will examine computerized information systems and how data is captured, processed, and communicated. Students will learn about the fundamental concepts and technologies used in business information systems. A practical hands-on look at how (intermediate) Microsoft Excel and (beginning) Microsoft Access can be integrated within business information systems will be covered.

## **MG3050 Business Law (3 credits) 5 weeks**

Business law is a study of the fundamental principles and practices of law, and how it impacts business situations. This course emphasizes the dynamic interaction between the individual, organization, and society. The concepts of Christian ethics and proper business conduct will be emphasized throughout the course.

## **MG4000 Financial Management (3 credits) 5 weeks**

Financial management provides a foundation of the main topics in finance. This course provides a theoretical foundation to evaluate organizational finance issues and apply theory in practice.

*Prerequisite: Accounting II*

## **MG4020 Marketing Concepts and Applications (3 credits) 5 weeks**

This class covers the role of marketing research, analysis of marketing opportunities, selection of target markets, development of marketing mix variables, management of the marketing effort, and development of the market plan.

## **MG4030 Macroeconomics (3 credits) 5 weeks**

This course introduces economic analysis at the aggregate level, including the impact of monetary and fiscal policies on the aggregate behavior of individuals and business. The effect of current domestic and international policies on macroeconomic performance is analyzed.

*(Recommendation: prior college level economics course)*

## **MG4040 Human Resources for Managers (3 credits) 5 weeks**

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process, and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

## **MG4060 International Studies Elective (3 credits) 5 weeks**

This intensive, international study course includes a required trip of approximately one week during which students deal with the management challenges of companies outside of the United States. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures and human resources.

# Course Descriptions

Special emphasis is on the discussion of similarities and comparisons of the aforementioned aspects of the country visited to those experienced and studied in the United States.

## **MG4100 Life and Health Insurance (3 credits) 5 weeks**

This course provides a foundational understanding of individual and group life and health insurance. It includes an overview of products as well as systems for determining needs.

## **MG4110 Risk Management (3 credits) 5 weeks**

This course provides an introduction to risk management as related to the individual and the business. The fundamentals of identifying and managing risk will be addressed as they impact decision-making.

## **MG4120 Insurance Operations (3 credits) 5 weeks**

This course introduces industry standards and expectations related to insurance operations. Influencing factors for decision-making in operations will be considered.

## **MG4130 Property and Liability Insurance (3 credits) 5 weeks**

This course provides principles for property and liability insurance. Risk control techniques will be addressed as they relate to analysis, contracts, and compensation.

## **MG4210 Advertising and Promotion (3 credits) 5 weeks**

This course serves as an introduction to the processes of media utilization and incentives to inspire customers to purchase products or services.

*Prerequisite: Marketing Concepts and Applications*

## **MG4220 Product and Brand Management (3 credits) 5 weeks**

This course examines decision-making for the management of products and brands in relationship to the product life cycle.

*Prerequisite: MG4020 Marketing Concepts and Applications*

## **MG4230 Market Research (3 credits)**

This course provides a study of how data analysis and consumer perspective are used in contemporary marketing efforts.

*Prerequisite: Marketing Concepts and Applications*

## **MG4800 Management Capstone (3 credits) 5 weeks**

Offers an overall view of managing an organization by challenging students to integrate learning from all course work in solving complex management problems.

*Prerequisite: Accounting II, Macroeconomics, Financial Management*

## **MG5000 Business Essentials (2 credits) 6 weeks**

Leaders, managers, and professionals enter the Ohio Christian University MBA and Master of Management (MM) with a wide variety of academic, work, and life experiences. As the first business discipline specific course for all entering students, Business Essentials begins the process of capitalizing on the student's wide variety of experiences and assures the skills and tools necessary to succeed in the remainder of the program. The course is a rigorous overview of accounting, economics, finance, marketing, and management theories, and leadership. (This course is the prerequisite for the remaining courses in the MBA and MM program.)

## **MG5010 Marketing and Advertising for Managers (3 credits) 6 weeks**

This course is a study of Marketing Management with emphasis on analyzing marketing mix variables for problem solving in both domestic and international markets. Also it explores and analyzes consumer behavior as well as captures customer value through improving product management, maximizing channels and establishing customer-driven marketing strategies. Evaluation of digital marketing strategies is included in the course.

## **MG5020 Project Management (3 credits) 6 weeks**

This course develops a foundation of principles and solutions that support project management through all lifecycle phases, including initiation, planning, executing, monitoring and controlling, and closing. It also includes a strategic view of best practice project management techniques, processes, and activities.

## **MG5030 Economics for Managers (3 credits) 6 weeks**

This course is an overview of basic economic theory necessary for establishing, revising, and interpreting business policy. Students will identify and interpret appropriate economic indicators and macroeconomic and microeconomic phenomena that aid sound decision-making for management. The course will also deal with political influences on the performance of markets, currency exchange, and economic growth.

## **MG5050 Legal and Regulatory Environment (3 credits) 6 weeks**

This course reviews various regulatory and legal systems and their causal effect on the legal environment of business. The course will analyze relevant court cases and legal principles as a basis for understanding the depth and breadth of the law's influence on the free market enterprise systems.

# Course Descriptions

## **MG5060 Managerial Finance and Analysis (3 credits) 6 weeks**

This course provides a framework for analysis of investment and financing decisions, through an understanding of financial theory and strategies. Emphasis is placed on the application of financial theory to management decision-making and problem solving.

## **MG6060 International Studies Elective (3 credits) 6 weeks**

This intensive, international study course includes a required trip of approximately one week during which students deal with the management challenges of companies outside of the United States. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures and human resources. Special emphasis is on the critical analysis of similarities and comparisons of the aforementioned aspects of the country visited to those experienced and studied in the United States. This course is an option to replace MM6040 Leading Multi-National Business Ventures or MB6070 Global Business Environment.

## **MG6800 Applied Business Administration Capstone (Also for MBA with Concentration Studies) (3 credits) 6 weeks**

Skills and competencies are applied to actual business problems. Students develop cross-functional business solutions. This course serves as the culmination and integration of the learning from all MBA courses. There will be a synthesis of business administration strategies and practices from organizational behavior, leadership, marketing, financial analysis, ethics, and finance.

*Prerequisite: Advanced Managerial Accounting, Quantitative and Analytic Methods, Managerial Finance and Analysis*

## **MI3000 Theology of Missions (3 credits) 5 weeks**

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, and personal challenges of cross-cultural missions.

## **MM6020 Advanced Organizational Behavior (3 credits) 6 weeks**

This course investigates the importance and impact of individual and organizational behavior upon the culture, climate, and structure of an organization. The practical application of human resource theories in the organization is introduced, emphasizing the relevance of the theories to contemporary events.

## **MM6040 International Business Management (3 credits) 5 weeks**

This course deals with the challenges of managing in a culturally diverse organization. The course focuses on internal management practices necessary for operating effectively in a multi-cultural environment. Areas of study include special challenges for management of multi-national operations, managing diverse cultures, and multi-national/multi-cultural human resource management. This course may be replaced with MG6060 International Studies.

## **MM6040 Leading Multi-National Business Ventures (3 credits) 6 weeks**

This course deals with the challenges of leading multinational enterprises. Areas of study include special challenges for leading international operations, marketing, political and economic risk management, supply chains, cultures, and human resources. It addresses challenges and controversies related to globalization, offshoring, outsourcing, and emerging markets, as well as managing subsidiaries and affiliates in diverse cultures. This course may be replaced with MG6060 International Studies which may be viewed in the Electives Section.

## **MM6060 Theory and Practice of Leadership (3 credits) 6 weeks**

This course will investigate the importance and impact of leadership on the function and performance of organizations. The topics covered will also include organizing, leading, and controlling groups and organizations, along with a survey of current literature on the topic of leadership.

## **MM6080 Strategic Leadership (3 credits) 6 weeks**

This course includes an examination of the processes and approaches of strategic leadership beginning with the setting of direction through the defining of the organization's mission and vision. The analysis of the development, implementation, and attainment of measurable strategic goals will include a review of how managers' evaluate internal and external environments as part of this process.

## **MM6080 Strategic Leadership: For (Standard) MBA Students (3 credits) 6 weeks**

This course includes an examination of the processes and approaches of strategic leadership beginning with the setting of direction through the defining of the organization's mission and vision. The analysis of the development, implementation, and attainment of measurable strategic goals will include a review of how managers' evaluate internal and external environments as part of this process.

# Course Descriptions

## **MM6500 Ethics in Leadership (3 credits) 6 weeks**

This course is designed to analyze and evaluate ethical, legal, and moral issues facing individuals and within the context of a Christian biblical worldview. Students will be challenged to critically examine the challenges for leaders and managers to infuse and support ethical principles in an organizational culture.

## **MM6800 Applied Business Management Capstone (3 credits)**

### **6 weeks**

Skills and competencies are applied to actual management situations. Students develop cross-functional business solutions. This course serves as the culmination and integration of the learning from all MM courses. There will be a synthesis of organizational and management strategies and practices from organizational behavior, leadership, marketing, financial analysis, and ethics.

*Prerequisite: Advanced Organizational Behavior, Strategic Leadership*

## **NR3000 Transition to Baccalaureate Nursing (3 credits) 5 weeks**

This course is designed to facilitate socialization of the RN student entering the BSN program of study. Emphasis is on the professional nurse's role in American health care within the context of a Christian worldview. Topics covered include the historical formation of the professional nurse role, contemporary professional nurse roles, present and future professional nursing practice, scholarly communication, and the evolution of legal and ethical issues in professional nursing. The student will be introduced to the OCU conceptual framework, the model of Christian servant leadership, and the changing paradigm of professional nursing roles.

## **NR3200 Nursing Theory- Foundations for Professional Practice (3 credits) 5 weeks**

This course will introduce students to theory-guided nursing practice. Students will explore the role of theory in the development of nursing as a profession and will be introduced to selected theorists who are impacting nursing practice today. Topics covered include the central concepts of nursing theories, main precepts of theories of nursing and the criteria for evaluating the utility of a nursing theory for its relevance to nursing practice, education or research.

*Prerequisite: Transition to Baccalaureate Nursing*

## **NR3300 Nursing Research and Evidence-Based Practice (3 credits)**

### **5 weeks**

This course provides an introduction of the research process. Students will be introduced to the use of current evidence that guides nursing best practice to facilitate quality patient outcomes. Students will be expected to develop competence in the access interpretation, use, and evaluation of research for nursing practice; as well as construction of research questions using the PICO-T model.

*Prerequisite: Transition to Baccalaureate Nursing, Statistics for Social Sciences*

## **NR3400 Health Assessment and Genetics (3 credits) 5 weeks**

This course offers exploration and expansion of the practicing nurse's skills of advanced holistic health assessment, cultural competence and family-centered communication across the lifespan. An overview of genetic concepts as they relate to human variation and disease will be presented.

*Prerequisite: Transition to Baccalaureate Nursing*

## **NR4100 Health Promotion and Wellness (3 credits) 5 weeks**

This course reviews concepts of health promotion and primary care activities with emphasis on anticipatory guidance/patient-family teaching throughout the life span. Health promotion assumptions, including environmental influences and ecological principles basic to nursing practice are emphasized. Healthy People 2020 objectives and alternative health practices are examined.

*Prerequisite: Transition to Baccalaureate Nursing*

## **NR4200 Community Health Nursing (3 credits) 5 weeks**

This field experience course is concerned with the health and well-being of vulnerable populations as aggregates within the community. The concept of community, based on the three levels of prevention will be emphasized. Activities will include assessment of a selected community's health, wellness needs, and available resources. Project-based field experiences for students assist them in applying community-health principles and implementing relevant concepts. Immersion through an international location is an option for this course.

*Prerequisite: Transition to Baccalaureate Nursing*

## **NR4300 Christian Servant Leadership for Nursing (3 credits) 5 weeks**

This collaborative care course is designed to expand the scope of nursing practice. Project-based field experiences integrate leadership/management activities framed in the servant leadership model applied to professional nursing practice. Topics

# Course Descriptions

to be considered include: team/group dynamics, power, conflict management, change theory, workplace issues, quality improvement, patient safety, and economic/political issues in healthcare.

*Prerequisite: Transition to Baccalaureate Nursing*

## **NR4800 Professional Nursing Capstone (3 credits) 5 weeks**

This course is offered as a final course in the nursing cognate designed to provide the baccalaureate nursing student the opportunity to demonstrate achievement/mastery of program objectives. Students will develop a capstone project from the integration and synthesis of information acquired from the entire program of learning (general education, general electives, and required nursing courses).

*Prerequisite: Health Promotion and Wellness, Community Health Nursing, Christian Servant Leadership for Nursing*

## **NT2000 New Testament Survey (3 credits) 5 weeks**

This course provides a general survey of the New Testament. Special emphasis is placed on the historical background of the New Testament, the beginning of Christianity, and the development of the apostolic church.

## **NT2010 Life of Christ/Gospels (3 credits) 5 weeks**

A study of the Gospels focusing upon the life and ministry, and leadership, of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.

## **NT2200 Pauline Epistles (3 credits) 5 weeks**

This course will examine the letters of the New Testament ascribed to the apostle Paul. Attention will be given to how Paul's conversion experience impacted his ministry and writings, the historical and cultural settings of the epistles, and a survey of the major theological themes found within the epistles.

## **NT2300 Life in New Testament Bible Times (3 credits) 5 weeks**

A study of the contexts of the New Testament, including cultural and geographical settings. Students use knowledge of these significant background issues in the various cultures and political arena of the New Testament.

## **NT2900 Acts of the Apostles (3 credits) 5 weeks**

This course is a study of Acts that specifically follows the historical expansion of the church through doctrinal development, growth in understanding, evangelism, and geographical expansion through the missionary activities

of its members. Students will become acquainted with the activities of the great church leaders of the first century (i.e., Peter, James, and Paul).

## **NT4000 Synoptic Gospels (3 credits) 5 weeks**

This course is an intensive study of the Gospel of Mark, with attention given to the parallel accounts in Matthew and/or Luke. Attention will be given to various solutions to the synoptic problem.

## **NT4020 General Epistles (3 credits) 5 weeks**

This module is a study of Hebrews; James; I and II Peter; I, II and III John; Jude; and Revelation with a special emphasis given to correct hermeneutical principles and procedures. Personal application of Scripture will be stressed.

## **OT1000 Old Testament Survey (3 credits) 5 weeks**

Old Testament Survey is an overview of the background, events, people, and theology of the Old Testament with reflection on connections to the New Testament and application to Christian faith and life.

## **OT1100 Covenant & Promise (3 credits) 5 weeks**

This introductory course uses the various covenants found throughout the Bible as an interpretative paradigm for understanding how God has worked and continues to work with his creation, particularly humankind, leading to redemption.

## **OT2100 Pentateuch (3 credits) 5 weeks**

This course introduces the first five books of the Bible through a survey of its contents, with attention to its social and historical contexts, distinctive literary forms and features, major themes and theological assertions, and enduring message and relevance.

## **OT4000 Historical Books of the Old Testament (3 credits) 5 weeks**

This course is a study of each of the historical books from Joshua to Esther, tracing the history of Israel from the entrance into Canaan through the exile and return.

## **OT4040 Old Testament Prophets (3 credits) 5 weeks**

A study of the prophetic books (Isaiah through Malachi) from a chronological study of the prophets. Special attention will be given to historic context and the religious, social, political, and apocalyptic messages of the prophets.

## **PH1000 Worldviews (3 credits) 5 weeks**

This course provides an introduction to worldviews through exploring the major worldviews that have impacted 20th and

# Course Descriptions

21st century western culture and history. Attention will be given to how each of these worldviews affect one's thinking about God, reality, knowledge, moral order and humanity.

## **PH3000 Transformed Worldview (3 credits) 5 weeks**

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

## **PL3001 Personal Leadership Elective (3 credits) 5 weeks**

This course focuses on developing personal leadership skills by exploring self-concept, self-esteem, personal values, time and stress management, as well as self-management in conflict situations. Habits for effectiveness in personal leadership will also be covered.

## **PL3101 Organizational Leadership (3 credits) 5 weeks**

This course addresses effective models of organizational leadership by examining the impact of administrative structure, power and politics, conflict resolution, and motivation within the context of the organizational culture.

## **PL4001 Leading Change (3 credits) 5 weeks**

Change is an ever present reality in the 21st century and a certain requirement for organizational growth. Corporations and non-profits alike are challenged to successfully respond to their external environments and internal realities with new and effective ways of doing business. This course examines classic theoretical constructs of leadership, systems of organizational culture, and models and processes involved in successful organizational change. The learner will make application of this theory in his or her own organizational setting.

## **PL4101 Global Leadership (3 credits) 5 weeks**

This course will consider current issues and trends in global leadership as well as the challenges that arise while leading in a global setting. The course will assist students in developing their knowledge, attitudes, skills, and aspirations regarding the theory and practice of leadership in the context of the challenges created by global organizations and societies.

## **PL4201 Psychology of Leadership Elective (3 credits) 5 weeks**

This course presents the psychological underpinning of leadership. Classic experiments on obedience, conformity, social influence, impression management, and will be presented to demonstrate how the power of situation influences leader and follower behavior.

## **PL4301 Leadership Communication (3 credits) 5 weeks**

This course demonstrates communication techniques used by effective leaders by analyzing classic speeches, correspondence, and other modes of communication. Communication development opportunities will be available for students to practice personal skills. Students will also explore personality and emotions throughout communication.

## **PS1000 College Success Skills (3 credits) 5 weeks**

This orientation course introduces adult students to learning techniques to ensure academic success with Ohio Christian University's online learning program. Topics covered include communication skills, research methodology, critical thinking, and life management. Additionally, students master the use of the Edvance360 online learning system.

## **PS1100 College Study Skills (Onsite Only) (3 credits) 5 weeks**

This course introduces adult learners to skills necessary for academic success at Ohio Christian University.

## **PS2000 Introduction to Psychology (3 credits) 5 weeks**

This course gives an overview study of the fundamental concepts of psychology; including biological processes, development, behavior, learning and memory, personality, psychological disorders, therapy and social psychology. Throughout the course case examples, DVD case demonstrations, group interaction and related self-study exercises help prepare the students to develop their own personalized view of psychology and the workmanship of God. The student will be taught how to examine this subject through a Christian and biblical worldview.

## **PS2700/PS3700 Career Advancement Elective (1 credit) 3 weeks**

This course is designed to help students understand how to maximize their career potential. Students will develop an individual program for their short- and long-term career, with application based on students' areas of emphasis in the major.

## **PS3000 Methods of Counseling (3 credits) 5 weeks**

This course gives an overview of several main concepts, practices and applications of counseling theories while looking at both ethical and professional issues confronting the counselor today. Constructs of how the counselor as a person prepares themselves and integrates theory with Christian and biblical views will be examined. Throughout the course, case examples, DVD case demonstrations, group interaction and related self-study workbook exercises help prepare the students to develop their own personalized counseling style.

# Course Descriptions

## **PS3010 Life Span Psychology (3 credits) 5 weeks**

The approach of this course is a holistic study of the individual in the total span of life from birth through senior adulthood. This course is designed to provide a foundation for understanding human development. It describes the process of human growth and development, studies the needs in the major life stages and integrates the biblical perspective of human development.

## **PS3020 Theories of Personality 4 credits 7 weeks**

This course is designed to both explain the major personality theories and stimulate critical thinking about them. The major features of each theory and a focus on the underlying assumptions will be presented. Throughout the course comparison will be made between the theories and principles of Scripture.

*Prerequisite: any introductory psychology course*

## **PS3030 Social Psychology (2 credits) 3 weeks**

This course is an intensive look at social group influences on individual behavior. Behavioral expressions such as aggression, prejudice, attitude change, and affiliation are studied from the viewpoint of social science and Scripture.

*Prerequisite: any introductory psychology course*

## **PS3040 Pastoral Care and Counseling (3 credits) 5 weeks**

Pastoral care focuses on skills utilizing Christian resources to sustain and empower parishioners and congregations as well as counseling skills appropriate to traditional ministry settings. Topics include relational, life-span issues, and crisis situations.

## **PS3050 Integrative Seminar I (1 credit) 2 weeks**

The Integrative Seminar is the first of two seminars designed to allow the student to focus efforts on a specific topic of his/her own choosing. Some areas to consider are specific mental health issues, counseling theories, personality theories, etc. The primary focus of the Integrative Seminar is to assist in the development of a topic and to introduce the APA writing style necessary to research and write the final project that will be presented in Integrative Seminar II.

*Prerequisite: any introductory psychology course*

## **PS3060 Statistics for Social Sciences (3 credits) 6 weeks**

This course provides an introduction to basic psychological research techniques and methodology. Methods of collecting, organizing, and analyzing psychological data for quantitative research will be explored. The course will also introduce statistical reasoning with a focus on fundamental concepts

and statistical methods used in psychological research. (*Recommendation: prior college level math course*)

## **PS3600 Abnormal Psychology (3 credits) 5 weeks**

This course will explore abnormal behavior as defined by the current Diagnostic and Statistical Manual of Mental Disorders. Students will analyze ideology and behavioral abnormality, and methods of therapy. Special emphasis will be placed upon cultural and demographic variables impacting mental illness.

## **PS4010 Learning, Memory and Cognition (3 credits) 5 weeks**

This course gives an overview of fundamental concepts regarding how we learn, think and store memory. Students will explore cognitive processes of comprehension and memory along with an examination of learning styles and methods. The student will be taught how to examine this subject through a Christian and biblical worldview.

## **PS4020 Perspectives on Diversity in Counseling (3 credits) 5 weeks**

This course will examine the unique aspects of understanding and counseling people from culturally diverse populations. Several cultures will be studied for to understand varying backgrounds, acculturation processes and personal perspectives in the counseling setting. Possible approaches for meeting counseling problems with these groups will be examined with current theory and research applied.

*Prerequisite: any introductory psychology course*

## **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits) 5 weeks**

This course explores the dynamics of spirituality and religion that can impact the counseling process. The material on ethical challenges and specific elements of spirituality is presented from a Christian perspective.

## **PS4050 Integrative Seminar II (2 credits) 3 weeks**

The Integrative Seminars are designed to allow the student to focus efforts on a specific topic of his/her own choice in any related area as a capstone project. Integrative Seminar II occurs approximately one year after Seminar I and is the culmination of this capstone project allowing the student to demonstrate professional competency. The intent of the seminar is to better prepare the student for work at the graduate level, sharpening skills that will positively impact performance in the pursuit of advanced degrees.

*Prerequisite: Integrative Seminar I, Ethical and Legal Issues in Counseling, Theories and Techniques of Group Counseling*

# Course Descriptions

## **PS4100 Theories and Techniques of Individual Counseling (4 credits) 6 weeks**

This course is an introductory course for methods, techniques, and ethical considerations common to the counseling setting with individuals. Specific interventions will be covered along with emphasis upon various theories of counseling.

*Prerequisite: any introductory psychology course*

## **PS4110 Conflict Resolution (3 credits) 5 weeks**

This course provides a foundation to analyze conflict and engage with the appropriate methodology to work toward resolution. Students will learn effective methods of communication in employing conflict resolution, negotiation, and mediation practices and skills.

## **PS4200 Conflict (3 credits) 5 weeks**

This course is designed as an exploration on the emergence and management of human conflict, at different levels of analysis, and on the alternative methods of dispute resolution available. The course will focus on all stages of conflict resolution and transformation, interpersonal to international.

## **PS6000 Methods of Pastoral Counseling (3 credits) 6 weeks**

This course bridges the gap between theory and application by confronting the learner with challenges of practical counseling methodologies. Emphasis will be placed on the counseling process of relational, assessment, goal setting, intervention, and termination stages. Role-play practice counseling, verbatim work, and video analysis will be part of this learning experience.

## **PS6200 Ethical and Legal Issues in Pastoral Counseling (3 credits) 6 weeks**

This course examines the highest ethical standards required for persons in counseling professions. Various ethical codes and landmark court cases will be discussed to help shape the student's thought process.

## **PS6400 Spiritual Issues in Pastoral Counseling (3 credits) 6 weeks**

This course focuses on spiritual issues that can positively or negatively impact a person's wellbeing. Christian and secular models of spirituality will be examined.

## **PS6600 Pastoral Intervention in Crisis (3 credits) 6 weeks**

This course is designed to provide the student with an understanding of the dynamics of crisis intervention. Several types of crises common to humanity will be considered along with models of appropriate pastoral intervention. The student will

learn to relate biblical truth to the spiritual challenges that occur during a time of crisis and apply pastoral care skills appropriate to various situations. Processes for ministering to those experiencing crisis will also be examined.

## **SI1000 Introduction to Math Systems (3 credits) 5 weeks**

The purpose of this course is to create a deeper understanding and appreciation of mathematical procedures for the student with limited mathematical background. In this survey course we will learn numeration systems, number theory, rational numbers, and introduction to algebra, geometry, and statistics.

## **SI1060 College Algebra Elective (3 credits) 5 weeks**

This course introduces the student to the fundamental ideas of algebra. This survey course will develop an understanding of algebraic expressions, equations, inequalities, and graphs. Polynomials, rational expressions, and radicals will also be introduced. Additionally, the course will explore how math is viewed in a biblical worldview specifically in this course's area of study.

## **SI2010 Earth Science (3 credits) 5 weeks**

This course is a study of Earth Science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter, with a biblical perspective.

## **SI4000 Pathophysiology for Nurses (3 credits) 5 weeks**

Concepts of homeostatic changes that occur with disease and the implications of those changes will be presented as practicing nurses study the relationships between holistic persons and their environments in times of physical stress. Emphasis is placed on how the specific pathological condition affects the functioning of the system involved as well as its impact on all other body systems.

## **S02000 Introduction to Sociology Elective (3 credits) 5 weeks**

This course is a beginning study of sociology. Sociology is a scientific study of human behavior: individuals, groups, social forces/movements, and cultural aspects that influence behavior. Students will be able to integrate personal experiences while studying the principles that constitute a society.

## **S03000 Cultural Anthropology (3 credits) 5 weeks**

This course is an introduction to cultural anthropology. Attention will be given to the application of anthropology to Christian evangelization and mission.

# Course Descriptions

## **SP2000 Oral Communication (3 credits) 5 weeks**

This course focuses on the principles of speech composition, outlining, and delivery. There is practice in preparing and presenting speeches that can introduce, inform, and persuade. The student will be encouraged to make immediate application of principles within the current work/ministry environment.

## **TH1000 Theology of Christian Experience (3 credits) 5 weeks**

This course is a survey study in theology. The course is designed to give each learner an introductory framework of the nature of sin, new birth, and the baptism with the Holy Spirit.

## **TH2001 Holiness Literature Elective (3 credits) 5 weeks**

This course explores the historical development of the doctrine of “holiness” that is often referred to as “Christian Perfection” and/or “Sanctification”. While the development of this doctrine has occurred throughout the history of the Christian Church, attention and focus will be on the 18th through 20th century and its influence upon the church within modern culture.

## **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

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