



BOB JONES UNIVERSITY  
L E A R N . L O V E . L E A D .

22  
23



# GRADUATE CATALOG

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# Academic PROGRAMS

## CERTIFICATE & DEGREE PROGRAMS (CONCENTRATIONS)—GRADUATE

Apologetics, MA	85
Biblical Counseling, CBC	86
Biblical Counseling, MA	87
Biblical Language & Literature, MA	92
Biblical Studies, MA	89
Chaplaincy, GCC	84
Communication, CC	128
Communication Studies, MA	129
Doctor of Ministry	81
<i>(Biblical Counseling, Expository Preaching or Pastoral Ministry concentrations)</i>	
Educational Leadership, MS	149
Instructional Leadership, CIL	147
Intercultural Studies, MA	88
<i>(Bible Translation &amp; Linguistics or Theology &amp; Missions Strategy concentrations)</i>	
K-12 Educational Leadership, CEL	147
K-12 Teaching & Learning CTL	146
Master of Divinity	76
<i>(Bible Translation &amp; Linguistics, Biblical Counseling, Biblical Languages, Chaplaincy, Church Planting &amp; Urban Ministry, Church Worship, Global Missions, or Preaching &amp; Pastoral Ministry concentrations or Advanced Track)</i>	
Master of Music Education	127
Ministry Studies, MA	90
<i>(Church Ministry or Church Planting &amp; Revitalization concentrations)</i>	
Sport Administration & Coaching, MA	116
Teaching & Learning, MEd	148
Teaching Bible, CTB	84
Theatre, MA	130
Theological Studies, PhD	93
<i>(Biblical &amp; Systematic Theology, New Testament Interpretation or Old Testament Interpretation concentrations)</i>	

## CERTIFICATE & DEGREE PROGRAMS (CONCENTRATIONS)—UNDERGRADUATE\*

\*Please refer to the current undergraduate Catalog for detailed information regarding each of the degree offerings.

Accounting, BS	
Actuarial Science, BS	
Applied French for the Professions, BS	
Applied Spanish for the Professions, BS	
Apologetics & Biblical Worldview, CAB	
Biblical Counseling, BS	
<i>(Apologetics &amp; Biblical Worldview, Biblical Languages, Cross-Cultural Service, Pastoral Ministry, Women's Ministry Worship Leadership or Youth Ministry concentrations)</i>	

Biblical Studies, BA	
<i>(Apologetics &amp; Biblical Worldview, Biblical Counseling, Biblical Languages, Cross-Cultural Service, Pastoral Ministry, Women's Ministry Worship Leadership or Youth Ministry concentrations)</i>	
Biochemistry & Molecular Biology, BS	
Biology, BS	
<i>(Biomechanics, Biomedical Research, Biotechnology, Cell Biology, or Zoo &amp; Wildlife concentrations)</i>	
Business, AS & BS	
Business Administration, BS	
<i>(General, Entrepreneurship, Finance, Human Resources or Marketing concentrations)</i>	
Chemistry, BS	
Child Care & Development, AS	
Child Development, BS	
<i>(Early Intervention concentration)</i>	
Christian Ministries, AS	
Christian Worldview & Ministry, BS	
Communication, BA	
Communication Disorders, BS	
Composition, BMus	
Computer Science, BS	
Criminal Justice, AS	
Criminal Justice, BS	
<i>(Homeland Security concentration)</i>	
Cross-Cultural Service, BA	
<i>(Apologetics &amp; Biblical Worldview, Biblical Counseling, Biblical Languages, Pastoral Ministry, Women's Ministry Worship Leadership or Youth Ministry concentrations)</i>	
Culinary Arts, AS	
Cybersecurity, BS	
Early Childhood Education, BS	
Educational Studies, BS	
<i>(Community Arts, Global Education, Social Services or Teaching &amp; Learning concentrations)</i>	
Elementary Education, BS	
Engineering, BS	
<i>(Aerospace, Civil, Computer, Electrical or Mechanical concentrations)</i>	
English, BA	
<i>(Creative Writing or Literature concentrations)</i>	
English Education, BS	
Film & Digital Storytelling, BS	
Fashion Design, BS	
French, BA	
Graphic Design, BFA	
Health Sciences, BS	
<i>(General, Health Care Leadership, Nutrition, Pre-Pharmacy or Pre-Physician Assistant concentrations)</i>	
History, BA	
Humanities, BA	
Information Technology, BS	
Interdisciplinary Studies, BA & BS	

Interior Architecture & Design, BFA	
International Studies, BA	
K-12 Teaching & Learning, CTL	
Keyboard Performance, BMus	
Kinesiology, BS	
<i>(Exercise Physiology or Sports Medicine &amp; Rehabilitation concentrations)</i>	
Liberal Arts, AA	
Mathematics, BS	
Mathematics Education, BS	
Media Technology, AS	
Middle School Education, BS	
<i>(Language Arts, Mathematics, Science or Social Studies concentrations)</i>	
Ministry & Leadership, BS	
<i>(Apologetics &amp; Biblical Worldview, Biblical Counseling, Cross-Cultural Service, Pastoral Ministry, Women's Ministry Worship Leadership or Youth Ministry concentrations)</i>	
Multimedia Journalism, BS	
<i>(Journalism, Public Relations or Multimedia Production concentrations)</i>	
Music, BA & BS	
Music & Church Ministries, BS	
Music Education, BME	
<i>(Choral or Instrumental tracks)</i>	
Nursing, BSN	
Orchestral Instrument Performance, BMus	
Para Legal Studies, AS	
Personal Training, AS	
Physics, BS	
Piano Pedagogy, BMus	
Political Science, BA	
<i>(American Government &amp; Policies or National Security &amp; Foreign Policy concentrations)</i>	
Premed/PreDent, BS	
Professional Studies, BS	
Public Health, CPS	
Public Health/Global Health, BS	
RN to BSN Completion, BSN	
Science Education, BS	
Social Studies Education, BS	
Spanish, BA	
Spanish Education, BS	
Special Education, BS	
Sport Management, BS	
Studio Art, BFA	
Theatre, BA	
Visual Studies, BS	
<i>(Photography concentration)</i>	
Voice Performance, BMus	

Within the cultural and academic soil of liberal arts higher education,  
BOB JONES UNIVERSITY EXISTS TO GROW

*Christlike*  
**CHARACTER**

THAT IS SCRIPTURALLY DISCIPLINED,  
OTHERS-SERVING, GOD-LOVING,  
CHRIST-PROCLAIMING AND FOCUSED *above*

**AS A CHRISTIAN LIBERAL ARTS HIGHER EDUCATION INSTITUTION WE:**

- Educate regenerate men and women of varying educational backgrounds and proficiencies from across the nation and around the world.
- Educate the whole person through a biblically integrated liberal arts curriculum.
- Equip individuals with a biblical worldview and with the ability to defend that worldview.
- Offer programs leading to undergraduate and graduate degrees in a range of disciplines in a residential environment and via distance learning and professional development opportunities.
- Foster spiritual, intellectual, social and physical development and cultural expansion of the individual.
- Are committed to excellence in teaching by a godly, competent and professional faculty who are dedicated to furthering the University's mission.

Successfully the emergencies of life.



## AS A CHRISTIAN HIGHER EDUCATION INSTITUTION COMMITTED TO HELPING CHRISTIAN STUDENTS GROW IN CHRISTLIKENESS WE:

- Emphasize excellence and hold students accountable to pursue it for the purpose of developing character.
- Teach individuals to apply the Scriptures to practical Christian living.
- Seek to develop individuals who are committed to Jesus Christ as Lord, who are engaged in service and leadership in a biblically faithful local church, and who have a compelling concern for reaching the unconverted with the Gospel.
- Are steadfastly committed to remaining faithful to the biblical doctrine and principles in our founding charter.
- Develop a constituency of regenerated students who have adequate preparation to profit from a Christian college education.

# Message

## FROM THE PRESIDENT

FOR 95 YEARS, BOB JONES UNIVERSITY HAS BEEN DEVELOPING CHRISTLIKE CHARACTER WITHIN A THRIVING COMMUNITY OF BELIEVERS INTENT ON SERVING CHRIST.



DR. STEVE PETTIT

Since our founding in 1927, well over 100,000 students have benefitted from the care, discipleship, and academically rigorous education provided by our highly credentialed, dedicated, and supportive faculty and staff.

BJU is well known for its steadfast commitment to academic excellence and a biblical worldview. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges and the Transnational Association of Christian Colleges and Schools.

Bob Jones University graduates serve the Lord all over the world and across all vocations. They are in full-time ministry, business and the arts. They are accountants, pastors, lawyers, doctors, educators, military officers and public servants. They are in demand for their career skills, because they also have the soft skills and personal character that employers are seeking.

BJU presents today's Christian graduate students with unparalleled opportunities to not just learn how to make a living, but how to live a life that demonstrates Christ to all around them, regardless of where the Lord places them.

BJU offers graduate programs at BJU Seminary, the School of Health Professions, School of Fine Arts and Communications and School of Education and Human Services. The courses in each program are expertly designed to help students excel in their chosen field. BJU professors teach courses from a biblical worldview, helping students grow spiritually as they learn.

Bob Jones University has a spirit all its own and offers students a wealth of incredible opportunities to develop the whole person outside the classroom. From participation in a variety of ministries to leadership opportunities and exposure to the arts, the BJU graduate experience offers Christian fellowship and development in personal growth.

As a Christian higher education institution, BJU stands firmly for the authority of God's Word, and each year every faculty member in the University and BJU Seminary signs our orthodox creed. We have proven as an institution that it is possible to stand for our faith and uphold the highest academic standards.

Bob Jones University is committed to providing an outstanding Christian graduate education purposefully designed to inspire a lifelong pursuit of learning, loving and leading.

Simply put, BJU stands as a testament to our Lord and Savior Jesus Christ. This University is His doing—it is not our own. Our constant prayer is that we will point students to Christ both

in and out of the classroom. Through the training they receive here and their ministry in local churches, our students leave here prepared for a lifetime of service in whatever location and vocation God has called them.

I invite you to visit Bob Jones University and BJU Seminary to see for yourself the great work God is doing here.

Come join us!



Steve Pettit

# *University* **CHARTER**

The general nature and object of the corporation shall be to conduct an institution of learning for the general education of youth in the essentials of culture and the arts and sciences, giving special emphasis to the Christian religion and the ethics revealed in the Holy Scriptures; combating all atheistic, agnostic, pagan and so-called scientific adulterations of the Gospel; unqualifiedly affirming and teaching the inspiration of the Bible (both the Old and the New Testaments); the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Saviour, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; and the gift of eternal life by the grace of God.





# *Our Christian* **PHILOSOPHY OF EDUCATION**

Christian education at BJU is a spiritual ministry that has as its purpose to further the process of spiritual development in the image of God. BJU endeavors to teach students to know God and to imitate Him in His character and in His works. This commitment embraces all that is done in and out of the classroom. Knowledge of the written Word of God, the Bible, remains at the center. The disciplinary studies radiate from this center as studies of God's works. Biblical truth is not confined to the required Bible courses but is diffused throughout the curriculum.

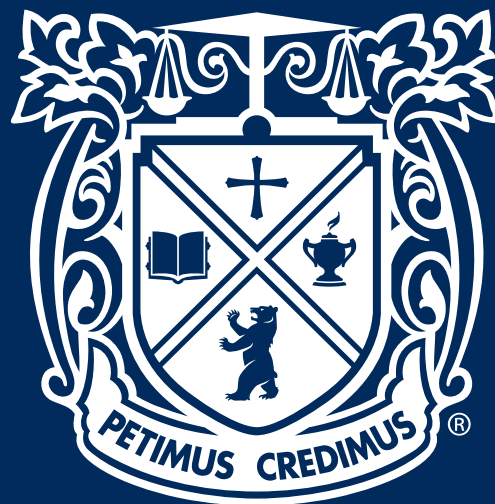
Yet to know God implies more than just knowledge about God. The knowledge of God that is unique to Christian education is a personal knowledge that begins with repentance of sin and faith in Jesus Christ as Savior and develops through obedience to and communion with God. To know God is to be born into the family of God and to live in fellowship with Him. With this knowledge as the starting point, student attention is directed outward to the full range of natural facts and human experience and to formulations of that experience in history and philosophy, literature and art—all as reflective of the work of God intersecting with the work of man. The student develops a worldview coherent with the work of God in his life.

The work of God in a student's life is a process of his imitating God in his character and service. Accordingly, BJU faculty and administration urge students onward in this process and provide an environment structured toward this purpose. As in secular education, the environment of Christian education is artificially selective, including elements favorable to its purpose and suppressing those unfavorable to it. BJU does not apologize for the prescriptiveness of the educational experience here. Its character goals require it.

BJU also provides students with ministry opportunities so it becomes natural to them to live out their beliefs in service to God and to others. Students are requested to have weekend ministries of various sorts both in the immediate area and in surrounding states as well. The University keeps before all its students their responsibility to share the Gospel and minister to others.

# THE CREST

The scales represent the proper balance of life and the fact that man weighed in God's balances is always found wanting; the cross speaks of Christ and our redemption; the book is the Word of God; and the lamp is the light of Truth; and the rampant Bruin represents the uniqueness and unity of our university family. The BJU motto, *Petimus Credimus* ("we seek, we trust"), underscores the University's foundation and purpose. We seek to inculcate into our students a desire for knowledge of the arts and sciences, and we seek to satisfy that desire. We trust the Bible as the inspired Word of God, the Lord Jesus Christ as the only hope of the world and His Gospel as the solution to the problems of our day.



# THE PLEDGE

Bob Jones University is determined that no school shall excel it in the thoroughness of its scholastic work and, God helping it, in the thoroughness of its Christian training.

# THE BJU COMMITMENT

We commit to provide an outstanding Christian liberal arts education purposely designed to inspire a

- Lifelong pursuit of learning,
- Lifelong pursuit of loving,
- Lifelong pursuit of leading.

# Academic YEAR OVERVIEW

## Fall Semester 2022

Summer Orientation .....	June 17–18; June 24–25
New International Student Orientation .....	August 14–19
New & Transfer Student Check-In .....	August 20
Returning Student Check-In Deadline .....	August 22
Semester Begins: Opening Exercises .....	August 22
Classes Begin .....	August 24
Homecoming & Family Weekend .....	October 6–8
Seminary Modules Week .....	October 10–14
Fall Break .....	October 17–18
Thanksgiving Break .....	November 21–25
Final Examinations .....	December 12–15
Semester Ends .....	December 15

## Spring Semester 2023

New, Transfer & Returning Student Check-In Deadline .....	January 9
Semester Begins: Opening Exercises .....	January 10
Classes Begin .....	January 11
Bible Conference .....	February 14–17
Seminary Modules Week .....	March 7–11
Spring Break .....	March 20–24
Final Examinations .....	May 1–4
Commencement Activities .....	May 4–5
Semester Ends .....	May 5

## Summer 2023

Summer Session .....	May 8–August 11
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# Information DIRECTORY

For information on: ..... Write to:

- General Information, Admission & Catalogs ..... Director of Admission
- Transcripts & Records of Incoming Students ..... Director of Admission
- Fees, Expenses, Methods of Payment ..... Chief Financial Officer
- Academic Reports, Course Offerings & Other Scholastic Matters ..... Registrar
- Graduate Programs ..... Dean of BJU Seminary, Health Professions, Fine Arts & Communication  
or Education & Human Services
- Undergraduate Programs ..... Dean of Arts & Science, Health Professions, Religion,  
Fine Arts & Communication, Education & Human Services or Business  
(see the BJU Undergraduate Catalog for more information)
- Online Learning ..... Associate Dean of School for Continuing, Online & Professional Education
- Alumni Information ..... Vice President for Advancement & Alumni Relations
- Employment
  - Faculty ..... Office of the Provost
  - Staff ..... Chief Human Resources Officer
  - Graduate Assistantships ..... Chief Human Resources Officer
  - Student ..... Chief Human Resources Officer
- Gifts, Bequests & Scholarship Donations ..... Chief Financial Officer
- Outreach Ministries ..... Director of Center for Leadership Development
- Visiting Students Activities & Residence Hall Reservations ..... Welcome Center

It is understood that attendance at Bob Jones University is a privilege and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the institution. BJU may request withdrawal of any student at any time, who, in the opinion of the University, does not fit the spirit of the institution, regardless of whether or not he or she conforms to specific policies and regulations of BJU.

# Admission

## TO GRADUATE EDUCATIONAL PROGRAMS

### GENERAL REQUIREMENTS

This catalog has been written and designed to answer most of the questions that might be asked about the University's academic programs and services, as well as its academic, admission, registration, curriculum development and research policies. This volume is intended to be used as a guideline and does not create an expressed or implied contract.

Bob Jones University (BJU) reserves the right to expand, delete or otherwise modify its degree programs or courses of study and associated policies; to change its rules and policies affecting the admission and retention of students or the granting of credit or degrees; to change the academic calendar, course offerings, course content or academic programs; or to alter its fees and other charges whenever such changes are judged by it to be desirable or necessary. In any such case, BJU will give appropriate notice as reasonably practicable under the circumstances.

Candidates for admission to any of the schools of BJU must give evidence of good character. Students transferring from other institutions may be asked to present statements of honorable dismissal.

Any applicants whose admission falls outside of those criteria described in the paragraphs below will go to the Admission Committee for a decision. The director of Admission will inform the applicants of the admission decision.

### NOTIFICATION OF NONDISCRIMINATION

BJU admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the institution. BJU does not discriminate on the basis of race, color, age, sex, national or ethnic origin, protected disability or veteran status, and for married students, medical needs arising from pregnancy, childbirth, or related medical condition in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other institution-administered programs.

### GENERAL GRADUATE PROGRAM ADMISSION STANDARDS

BJU offers graduate work in religion, exercise and sport science, fine arts and communication, and education. The applicant must hold a bachelor's degree from an approved college or university and must qualify for a program of study leading to a graduate degree. The student's undergraduate

program of study must be substantially equal to the undergraduate program of study required in that particular field at Bob Jones University, including major and general requirements. General graduate work approval includes meeting one of the following:

- 2.5 cumulative undergraduate GPA or higher on all college work
- 2.0 cumulative undergraduate GPA or higher on all college work for admission to the Master of Divinity with concentrations (3.0 for Advanced Track)
- 2.4 cumulative undergraduate GPA and B average in major
- 2.4 cumulative undergraduate GPA and exceptional talent
- 2.4 cumulative undergraduate GPA and 170 on the GRE w/150 on the verbal portion (before August 1, 2011, 800 on the GRE w/450 on the verbal portion).

Further details concerning specific requirements are given elsewhere in the BJU Seminary & Graduate Studies Catalog under the BJU Seminary, School of Health Professions, School of Fine Arts and Communication, and School of Education and Human Services.

An applicant who meets all undergraduate requirements for admission to graduate work is given admission subject to the regulations regarding admission to candidacy which apply to all graduate students. An applicant who is deficient 13 or more credits will be admitted as a Postgraduate Special Student limited to undergraduate courses only. Once this student has less than a 13-credit deficiency, admission to candidacy may be granted. All students should remove academic deficiencies as early in their program as possible. In every case an applicant for graduate study must present an undergraduate record of such quality as to predict success on the graduate level.

## ADMISSION PROCEDURES

### Students Attending Bob Jones University for the First Time

1. Apply online at [www.bju.edu/apply](http://www.bju.edu/apply) or call the Admission office at Bob Jones University.
2. Fill in the application form completely and submit it.
3. Request each college or university where coursework has been previously taken to send a complete transcript to Bob Jones University.
4. Upon receipt of these materials, the Admission office will process the application, notify the applicant of his or her admission status, and send further information.

### Students Who Attended Bob Jones University Previously

1. Apply online at [www.bju.edu/apply](http://www.bju.edu/apply) or call the Admission office at Bob Jones University.
2. Fill in the application form completely and submit it.
3. Upon the receipt of these materials, the Admission office will process the application, notify the student of his or her admission status, and send further information.

### Former Students Who Have Been Suspended or Denied Re-enrollment

A student who is withdrawn on Disciplinary Suspension or denied re-enrollment in Bob Jones University may be considered for readmission for a term that begins at least one complete semester following the time of his or her termination.

In addition to following the procedures for “Students Who Previously Attended Bob Jones University,” the student will be asked to provide a recommendation from his or her pastor and a letter of apology; and in some cases, an interview with the dean of men or dean of women will be required.

## Time Required for Processing of Application

Ordinarily, an application can be processed in no less than three weeks; and it is not unusual for an application to require six weeks or longer for processing. It is necessary to secure the transcripts from other schools, secure the necessary character recommendations, and coordinate all these records in the Admission office before the admission decision can be made. Following an applicant's acceptance, a nonrefundable reservation fee must be paid to confirm his or her reservation. Upon enrollment, the fee will be applied toward the semester's tuition and fees. No reservation is final until all these records are in order and the reservation fee is received. Consequently, the applicant should allow as much time as possible for the processing of his or her application.

The School of Fine Arts and Communication graduate programs have deadlines for the submission of all admission materials: application, audition/portfolio and any program-specific requirements. The fall semester deadline is the previous April 1 and the spring semester deadline is the previous October 15.

## OTHER ADMISSION CATEGORIES

### Admission as a Part-Time Student

Eight credits constitute the minimum full-time load for a graduate student at Bob Jones University. A part-time student by definition is any student carrying less than 8 credits. Since all residence hall students are full-time students, all graduate students in the residence halls are required to carry a minimum of 8 credits. With approval from the Registrar's office, however, a graduate student may take as few as 6 credits and remain in the residence halls.

To secure a permit to register, a part-time graduate student must follow the regular procedure in filing application for admission.

### Admission of International Students

One of the unique features of Bob Jones University is that as a private liberal arts university it attracts its student body each year from virtually all the states plus the District of Columbia, the outlying possessions of the United States, and more than 40 foreign countries. In addition to those who are foreigners by citizenship, BJU attracts a number of students who have American citizenship, but were born and raised in a foreign country.

Bob Jones University is proud of its international students and works diligently to facilitate the admission of its qualified international applicants. The international student, however, who desires admission to Bob Jones University will do well to read carefully the following paragraphs.

An international student makes application for admission to Bob Jones University in the same manner as any other student—with the additional need to meet certain requirements of the student's own country plus the requirements of the United States for approval to study in this country. Before a letter can be sent from BJU to the student to assist him or her in securing the necessary credentials to leave the student's own country to enter the United States for study, the international student must:

1. Submit the electronic application with the reservation fee for the semester for which the reservation is requested (must be in United States funds). In the event the application should be denied, the reservation fee will be refunded.
2. Furnish satisfactory evidence as to the student's character, ability to meet financial obligations in this country and academic preparation for study in an American university. The student must also provide proof of proficiency in the English language.

Students for whom English is not their native language must take the Test of English as a Foreign Language (TOEFL) exam upon making application to BJU. The exam is offered only at selected times and places. Information, dates of administration, online registration, etc., are available at



[www.ets.org/toefl](http://www.ets.org/toefl). It normally takes four to six weeks for the exam results to be reported to BJU. The TOEFL code number of our institution is 5065. These test scores are useful in processing a student's application for evaluating his or her mastery of the English language.

<i>Minimum Regular Admission</i>	<i>TOEFL (iBT)</i>	<i>TOEFL Essentials</i>	<i>English 3 (E3PT)</i>
Undergraduate	61 (section scores of 15)	7.5 (section scores of 7)	55 (section scores of 12)
Graduate	79 (section scores of 19)	9 (section scores of 8.5)	68 (section scores of 16)
Doctorate	100 (section scores of 23)	10.5 (section scores of 10)	85 (section scores of 20)

In establishing academic preparation for study in Bob Jones University, students educated outside the United States must submit a credential evaluation report from World Education Services ([www.wes.org/application](http://www.wes.org/application)). Applicants must request a course-by-course evaluation of their university work. Bob Jones University must be identified as a recipient of the completed World Education Services report. The student is evaluated academically on the basis of this report; and advanced standing, if any, is allowed on the basis of recommendations made by Deans Council.

Because of the time involved, every international applicant is expected to submit the application with all the necessary credentials at least six months to a year in advance of the semester in which he or she expects to enroll. Canadian students must allow no less than three months for the processing of their applications.

A letter of tentative acceptance granted to an international student on the basis of satisfactory preliminary information is subject to final confirmation by the completion of all records pertaining to the student, including the evaluation of academic credentials by the credentials committee, which is final and binding in all cases. It is understood that the international student, in claiming the reservation, accepts this provision as part of the student's contract with BJU.

## Bridge to College English

The Bridge to College English (BCE) exists to prepare international students to succeed in English-medium courses at Bob Jones University for admission as degree candidates. The program includes non-credit courses in various aspects of English and college-level courses in Bible and speech, as well as the First-Year Seminar. It supports the following goals of the Division of English: Students will be able to communicate well and will be able to apply knowledge of language structure. Students have the advantage of being immersed in English in a warm Christian atmosphere where Christlike character is nurtured.

BCE is offered during the fall semester. Near the end of the semester, students will take the Test of English as a Foreign Language (TOEFL). Students who achieve the necessary TOEFL score will be admitted in a degree program for the spring semester.

<i>Minimum Entry Requirements</i>	<i>TOEFL (iBT)</i>	<i>TOEFL Essentials</i>	<i>English 3 (E3PT)</i>
Undergraduate	48 (section scores of 10)	5.5 (section scores of 5)	40 (section scores of 8)
Graduate	62 (section scores of 15)	7.5 (section scores of 7)	55 (section scores of 12)
Doctorate	determined case-by-case		

The core of the BCE program is daily instruction in English as a second language, including all four language skills: listening, speaking, reading and writing. The student will be in a small class, where he or she will receive generous amounts of friendly, individual attention. As part of the program the student will receive special help in listening to lectures and taking notes, as well as in other skills needed by students.

## Admission to Advanced Standing

Transfer students seek admission to BJU in the same manner as other students. It will be helpful, therefore, for every prospective transfer student to read the general requirements for graduate admission. Transfer students are responsible to see that official transcripts of all previous college-level work are sent directly from each institution attended. All such transcripts should be requested at the time the application is submitted to the University since the application cannot be processed until all records are in order. Transcripts are not accepted directly from students.

All transfer credits are accepted on a provisional basis, which means that they do not become a part of the student's permanent record until after he or she has successfully completed one semester of resident study leading toward a degree from BJU. To validate the credit on any transcript of record, a student is expected to earn the same grades or better in residence at Bob Jones University.

The transfer student should note that the academic year at Bob Jones University is divided into two semesters and that the unit is the semester credit. Quarter hours are converted into semester credits at the ratio of 3:2—that is, three quarter hours equal two semester credits. While every effort is made within the regulations to give the transfer student full value of his or her previous work, no fractional credits are recorded and course credits of a fragmentary nature are disallowed.

## Admission as a Postgraduate Special Student

A student holding a bachelor's degree who wishes to secure additional training but who does not wish to follow a program of study leading to an advanced degree may enroll as a postgraduate special student. Such a student may take courses only on the undergraduate level, choosing those courses based upon the student's objective for taking such special work.

## Veterans Readmission

BJU fully supports and complies with the veteran readmission requirements in the Higher Education Opportunity Act of 2008. In general, any student whose departure and absence from BJU is necessitated by reason of service in the uniformed services shall be entitled to readmission to the University (exceptions include individuals receiving dishonorable or bad conduct discharges or those who are sentenced in a court-martial). In most cases, the student must apply for readmission within five years of completion of military service. For full details in regard to notification of Student Life and re-enrollment, see Policy Volume V on the university intranet.

# TRANSFER CREDIT

## Graduate Transfer Credit Regulations

The regulations governing the transfer of credits earned in other institutions are as follows:

1. BJU considers for transfer credits earned at the graduate level earned in an institution of higher education accredited by either a regional or national accreditor recognized by the U.S. Department of Education. The accreditation status of the other institution(s) is a factor in decisions to transfer credit, but it is not the sole or primary factor
  - a. Coursework earned at an institution that is not accredited by either a regional or national accreditor is evaluated on a course-by-course by the registrar. The registrar consults the faculty in the relevant academic program to ascertain if the coursework is at the graduate level and is comparable to courses offered at BJU.
  - b. International students who complete post-secondary study outside of the United States must submit a credential evaluation report from World Education Services ([www.wes.org/](http://www.wes.org/) application). Such students must request a course-by-course evaluation and identify Bob Jones

University as the recipient of the completed report. See the BJU Admission of International Students Policy for additional information.

2. Only those credits which carry a grade of at least B at the graduate level may be transferred (no grades of C, D, F or P).
3. BJU accepts courses for transfer that are substantially in line with the mission of BJU and the curriculum of the program which the student proposes to follow. To be accepted, a course need not be identical with a course offered at BJU; but it must align with the degree requirements defined in the BJU Catalog. However, courses that do not align directly with the program into which a student proposes to transfer may be transferable as general electives on a limited basis.
4. BJU evaluates courses for transfer in terms of courses as they are defined in the BJU Catalog. Though the original course titles are retained, the student's transfer record will show the course number as it appears in the BJU Catalog. Transfer courses for which there exist no parallel courses at BJU, but which are acceptable for transfer, are assigned the proper subject area classification.
5. BJU does not accept in transfer any graduate courses offered by an institution that does not grant graduate degrees.
6. BJU does not accept in transfer for graduate credit any undergraduate courses taken at another institution even if the offering institution accepts the coursework as graduate-level work.
7. The unit of credit at BJU is a semester hour. Quarter hours are transposed into semester hours at the ratio of 3:2; that is, three quarter hours equals two semester hours. No fractional credits are recorded, and course credits of a fragmentary nature are disallowed.
8. Transfer credit is limited to a maximum of six semester credits for the Master of Arts (nine semester credits for Biblical Counseling, Intercultural Studies and Biblical Language and Literature), Master of Music, Master of Science, and Master of Education degree programs. Up to a maximum of 43 semester credits may be transferred into the Master of Divinity degree program with concentrations (36 for Advanced Track). A maximum of 6 semester credits may be transferred into the Doctor of Ministry degree program. A maximum of 12 semester credits (six semester credits with a Master of Theology degree) may be transferred into the Doctor of Philosophy degree program. It is understood that students transferring in substantial credits at the graduate level will not normally take additional work in transfer once they are accepted into a graduate program at Bob Jones University.
9. A graduate student's transfer work is not calculated into his or her grade point average.
10. Credit Appeals Process: Upon completion of the credit review processes, students will be notified of the decision by the Registrar's Office. A student wishing to challenge course credits deemed ineligible for credit must file a written appeal with the registrar, who will bring the matter to the attention of the Deans Council. Within 10 business days of receipt of the appeal, the chair of the Deans Council will notify the student of the Deans Council's decision.

## TRANSFER WORK PROCEDURES

**Approved Work:** Accepted courses are recorded with a BJU catalog number and the title of the course transferred from the other institution. Approved transfer work is available on one's degree progress audit in the Student Portal. Any apparent contradiction, omission or error should immediately be brought to the attention of the credentials analyst in the Registrar's Office.

**Validation Approval:** Courses subject to validation by placement test, portfolio or division approval. Validation ensures the level of instruction for continued study in the subject area.

1. If continuing in a subject area at BJU, all validations must be secured at the time of the student's initial semester registration at BJU.
2. If not continuing in a subject area, validation is not necessary and the courses may be approved as elective credit. By the end of the student's initial semester of enrollment at BJU, the student must notify the Registrar's Office of his or her intent to discontinue study in that area at BJU.

**Conditionally Approved:** Courses currently in progress at another institution and conditionally approved based upon final grades with receipt of an official transcript. Only grades of A or B will transfer.

**Pending Approval:** Courses where additional information is needed (e.g., course description, syllabus, etc.) before a decision can be made.

Transfer work is not calculated into an undergraduate student's grade point average (GPA) until the degree has been conferred. Transfer work of an associate degree student or a graduate student is not calculated into his or her GPA.

### Transfer Work Waiver

Students may waive receiving transfer credit for courses from a previously attended institution by completing a Transfer Work Waiver. Any coursework waived can never be counted toward any undergraduate degree at BJU. The student may have to retake the courses at BJU to fulfill degree requirements. The Transfer Work Waivers should be completed at the Registrar's Office by the end of the student's initial semester of enrollment.

### Transfer Work Validation Waiver

Students who do not pass or do not pursue validation for transfer work (e.g., art, music theory, modern languages, etc.) and who will not be continuing in the subject area, including as a major or minor, may have such courses count as general electives. By the end of the student's initial semester of enrollment at BJU, the student must complete a Transfer Work Validation Waiver at the Registrar's Office to have transfer work count toward elective credit. If the student decides to continue in the subject area, all prerequisites must be met. If later the student changes to a major or minor in the subject area, a Transfer Work Waiver form must be completed at the Registrar's Office. The transfer work will then be removed from the student record.

Graduate Programs: Any deficiencies makeup work must begin the initial semester of a student's enrollment until all deficiencies are completed. Any deficiencies listed on a student's degree progress audit must be successfully completed before a degree can be conferred from BJU. Graduate students who did not attend BJU may, at the discretion of the Deans Council, be required to take Bible courses.

## HOUSING AT BJU

Many have found the convenience of living in residence halls on campus to be beneficial during graduate studies. Residence hall accommodations are available to single students. Once a room is reserved for the semester, it is understood that the graduate student will continue in that housing for that entire semester. Graduate students are able to elect residence hall housing on a semester-by-semester basis. In order to continue graduate student housing during the summer, graduate students are to notify the Properties Management office. Graduate students are able to request a roommate and can expect two occupants per room in most cases.

BJU, through Human Resources, lends assistance to married couples in locating housing in the area.

*Note:* BJU is not legally liable for injuries or damages to property, or for failure or interruption of utilities, or for interruption of services due to weather or acts of nature occurring in the residence halls. Students are strongly encouraged to provide their own personal insurance.

Further information concerning graduate student housing can be obtained by contacting the Student Life office via email at [StudentLife@bju.edu](mailto:StudentLife@bju.edu) or calling (864) 241-1645.

## STUDENT IMMUNIZATIONS

All reservations for residence programs are contingent upon the applicant's submitting the BJU Student Immunization form. First-time students who do not complete this requirement prior to matriculation must obtain the required immunizations at area medical providers in the first few weeks after their arrival on campus.

## GRADUATE ASSISTANTSHIPS

Each year BJU awards graduate assistantships to outstanding students who wish to pursue a graduate degree. An assistantship runs for one year with an opportunity to extend. Graduate Assistant positions are available in two categories:

- Academic graduate assistants which are typically 9-month positions.
- Staff graduate assistants which are typically 12-month positions.\*

Designated positions are reserved for those who wish to continue their education while working part-time simultaneously. Thirty-hour, part-time benefited positions can be found in a variety of departments across campus providing opportunity for diverse skill sets.

### How to apply

- Open "Graduate Assistant" positions can be found at [www.bju.careers](http://www.bju.careers).
- Once an application is submitted and the applicant's graduate student status is confirmed, the application will be processed with a department.

\* International student requirements will differ. For more information, contact the BJU Human Resources office.

Further information concerning Graduate Assistantships can be obtained by contacting the Human Resource office via email at [hrstaffingservices@bju.edu](mailto:hrstaffingservices@bju.edu) or calling 864-370-1800, ext. 3034.

# Financial INFORMATION

## GRADUATE STUDIES

<i>Full-Time Students</i>	
Tuition per semester (8–12 credits)	\$6,450
Room & Board per semester: Full Meal Plan	\$3,750
Room & Board per semester: Value Meal Plan	\$3,300
Program Fee per semester	\$370
Additional credits above 12 , per credit	\$360
<i>Part-Time Students</i>	
Tuition per credit (1–7 credits)	\$715
Program Fee per semester	\$370
Audit (per credit)	\$240
<i>Summer</i>	
Internships—Tuition per credit	\$160
Directed Studies, Capstone, Linguistics Courses—Tuition per credit	\$470
Mission Team Courses—Tuition per credit	\$225

## ONLINE LEARNING

Online Course Tuition (per credit)	\$450
MDiv Online Course Tuition* (per credit)	\$345
Online Course Fee (per credit, resident students)	\$110

\* Master of Divinity students employed in “full-time ministry”—Employed in Christian service as one’s primary focus, including serving as a pastor or pastoral staff member, missionary, evangelist, itinerant preacher or teacher, Christian school faculty or staff member, or a staff member in a parachurch ministry (e.g., a Christian counseling center, rescue mission, or mission agency).

## BJU SEMINARY

<i>Full-Time Students</i>	
Tuition per semester (8–12 credits)	\$4,050
MDiv Tuition per semester (8–12 credits)	\$2,920
Room & Board per semester: Full Meal Plan	\$3,750
Room & Board per semester: Value Meal Plan	\$3,300
Program Fee per semester	\$370
Additional credit over 12, per credit	\$230
MDiv Additional credit over 12, per credit	\$175
DMin Session, per credit	\$440
<i>Part-Time Students</i>	
Tuition per credit (1–7 credits)	\$460
MDiv per credit (1–7 credits)	\$345
Program Fee per semester	\$370
<i>Summer</i>	
Internships—Tuition per credit	\$160
Directed Studies, Capstone, Linguistics Courses—Tuition per credit	\$470

(Rates subject to change if necessary)

## TUITION

The full-time tuition rate for graduate students includes a load of 8–12 semester credits. There will be an additional per credit charge for any load over 12 credits.

- In order to be eligible for federal student loans, graduate students must be enrolled in at least three credits.
- Part-time students who repeat a course will be required to pay the regular per credit charge for that course. Part-time students who audit a course, will pay a reduced per credit charge for that course.
- **Online Courses:** Tuition for online courses will be charged separately from in residence courses unless the student is also a full-time resident student. Tuition includes access to Canvas Learning Management System and Honorlock online proctoring.
- **Summer:** Tuition for summer resident courses, mission teams, study abroad, and internships is due at the time of registration. No refund of tuition will be given if the course is not completed.
- **Dissertation or Research Project:** Tuition is due at the time of registration. No refund of tuition will be given if the project/research is not completed.

## GRADUATE FINANCIAL INCENTIVE PROGRAMS

### School of Education & Human Services and School of Fine Arts & Communication

Educator Professional Development Program: Full-time teachers and administrators and educational leadership of Christian schools who have been approved for a education programs (K–12 Teaching and Learning Certificates, MEd in Teaching and Learning, MS in Educational Leadership or Master of Music Education) are eligible to receive a 50 percent discount on tuition for online courses that fulfill certificate or degree requirements. Discount does not apply to required deficiencies.

### BJU Seminary

Students enrolled in the Seminary may receive discounts on tuition and/or incentives. For further information, contact the director of Financial Aid.

- Any first-time Doctor of Ministry student will receive his first course tuition free. Room, board, and other fees will still apply.
- A Doctor of Ministry graduate may audit unlimited additional courses tuition-free. This benefit may be received for doctor of ministry students who have completed the coursework for the degree and are working on the Research Project/Dissertation requirements.

## FEES

<i>Admission</i>	
Application	\$25
Reservation deposit (new student)*	\$250
Reservation deposit (returning student)*	\$50
*Credited against the first month's billing per semester	

<i>Courses</i>	
Drop/Add per course	\$5
Course Fee	Varies
Studio fee (per course) non-music majors or minors	
• Private Applied Lessons per semester	\$260
• Group Applied Lessons per semester	\$110
<i>Examinations</i>	
TOEFL examination	\$30
<i>Certificate Completion</i>	
Certificate order	\$25
Certificate reorder	\$35
<i>Graduation</i>	
Master's degree	\$110
Doctoral degree	\$125
Diploma reorder	\$60
<i>Dissertation/Thesis</i>	
Copy (per page)	10¢
Binding (per copy)	\$25
<i>Miscellaneous</i>	
Instrumental rental	\$110
Vehicle Registration per semester	\$110
Vintage (Yearbook) per semester	\$30
Seminary retreat	\$65

*(Rates subject to change if necessary)*

## EXPLANATION OF FEES

### Program Fee

A program fee will be charged at the beginning of every semester to every student enrolled in at least one residence course. The program fee covers various aspects of the student experience including the use of the library, athletic facilities and events, computer network access and other technology services, mail services, registration expenses, and supply fees associated with courses. The program fee will vary according to the student's major as expenses for each major may differ greatly. The fee also covers Concert, Opera & Drama Series tickets for students who are enrolled with at least six credits. All privileges covered by the program fee are forfeited for the remainder of the year if a student withdraws during a term for any reason.

### Online Course Fee

Graduate BJU resident students may register for online classes. Students are responsible for any applicable online course fees.

### Applicaton Fee

An administrative fee required for processing one's application to Bob Jones University.



## Reservation Fee

Once a student has been notified of his or her admittance, a reservation fee will be due by May 1 for fall semester and November 1 for spring semester. This is a nonrefundable fee but is credited to the first bill.

## Course Fee

A fee will be charged to students in courses which note such a fee in the course description. This fee is beyond tuition and program fees.

## Applied Music Lessons

The Division of Music is pleased to offer all University students, regardless of major, the opportunity to take applied music lessons for academic credit, subject to audition and faculty availability. Studio fees cover the additional cost of specialized instruction from our artist-teacher faculty, instrument and equipment maintenance and repair, and access to practice facilities.

- **Private applied music lessons:** Students receive individualized instruction in piano, organ, voice, and orchestral instruments in 12 weekly lessons and earn one (1) academic credit per semester.
- **Group applied music lessons:** Students developing beginning- to intermediate-level skills may receive group instruction in piano, voice, violin, or cello and earn one (1) academic credit per semester.

Students may audition for applied music lessons during Summer Orientation and during any University pre-registration/registration period.

The private applied lesson studio fee applies to any non-music major or music minor enrolled in a private lesson.

The group applied lesson studio fee applies to any non-music major enrolled in a group class (e.g., Pi 101, Vi 101, Vo 101, etc.). Music minors must audition into private applied lessons, so the group studio fee policy does not apply to them.

Music majors pay a program fee that includes studio fees for private lessons and group classes; they are not charged additional studio fees.

Studio fees are billed after Drop/Add.

## Certificate Completion

All students who are completing a certificate will be charged a certificate completion fee. This fee covers the cost of the certificate and administrative costs. Certificates are ordered from the engraver for December in October, for May in February and for August in June. If a student's plans for certificate completion change after the certificate has been ordered, the student will be charged a certificate reorder fee.

## Graduation

All students who are completing a degree and are candidates for graduation will be charged a graduation fee. This fee covers the cost of the diploma, the rental of academic regalia and administrative costs, and is payable in full whether the candidate receives the degree in person or in absentia. Diplomas are ordered from the engraver for December in October, for May in February, and for August in June. If a student's plans for graduation are canceled or changed after the diploma has been ordered, the student will be charged a diploma reorder fee.

### Vehicle Registration

A student who brings an automobile or motorcycle to campus must register the vehicle with the Office of Public Safety. A vehicle registration fee will be charged per semester for all residence hall and day student vehicles. Day students who have more than one vehicle to register may register the additional vehicle, provided only one of the vehicles will be parked on campus at any given time. A separate smaller fee will be charged for each additional vehicle.

### Vintage (Yearbook) Fee

Full time students pay a yearbook fee (required) of \$30 in both the fall and spring semesters. A student attending only one semester of an academic year may purchase a yearbook by paying the second semester fee of \$30.

## TERMS OF PAYMENT

Semester charges (including tuition, room, board and program fee) will be posted to a student’s account prior to the start of each new semester with payment due by August 5 for the fall semester and Jan. 5 for the spring semester. The balance may be paid in full or a minimum payment may be made based on the schedule below. The first minimum payment must be made before a student can complete registration and attend class. If a student fails to pay a student account bill or any monies due and owing BJU by the scheduled due date, BJU will place a financial hold on the student’s account, preventing the student from registering for future classes, requesting transcripts or receiving a diploma.

Any student whose past-due balance from a previous semester has not been paid by July 1 for the Fall semester or by January 2 for the Spring semester may not enroll for the upcoming semester until payment in full of past due balance AND the first minimum payment of the upcoming semester have been paid.

Any student using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® or Vocational Rehabilitation and Employment benefits, while payment to the institution is pending from the VA and who has on file with the financial aid office an Intent to Use Military Benefits form, will not be prevented enrollment, assessed a late fee, required to secure alternative or additional funding, or be denied access to any resources available to other students who have satisfied their tuition and fee bills to the University.

<i>Amount Owed</i>	<i>Fall Semester</i>	<i>Spring Semester</i>
25% of the total balance	August 5	January 5
33 ⅓% of the total balance	September 5	February. 5
50% of the total balance	October 5	March 5
100% of the total balance	November 5	April 5

### Billing Statements

BJU has paperless billing statements. The guarantor of a student’s account will be notified by email on approximately the 16th of each month that the statement is available online.

A student may view his or her account and statements online at any time through the student information system. A student may also grant his or her parents or guarantor rights to view the account and statements online.

## Methods of Payment

Payments may be made online by students or parents/guarantors who have been given rights to view the account information.

Payments may be made by mailing a check or money order to Financial Services. Payments may be made in person at the Student Services Hub with cash or check. Payments may also be made by phone, using electronic check, American Express, Discover, MasterCard or Visa (a fee will be added for credit and debit card payment).

Payments received in Financial Services after 4 p.m. will be credited to the student's account the next business day.

## Late Fees

In recognition that most graduate students are working to help pay for the cost of attending graduate school, the late payment fees will be waived unless there is an identified problem with non-payment on a regular monthly basis.

## Return Check/ACH Policy

A return check fee will be charged on any payment returned by a bank unpaid.

## Early Withdrawal

Any student who withdraws after completing the check-in process for any term will owe tuition, program fee, and room and board charges for the semester pro-rated through the date of withdrawal. This applies to a student who leaves for any reason—either voluntary withdrawal or suspension. Bruins Bucks are non-refundable.

## Course Withdrawal Adjustment Policy

No adjustment will be made in tuition or program fees for courses which are dropped after five weeks.

## Nonacademic Term Room & Board

Any student who wishes to remain on campus during a nonacademic term will be charged for room (and board when BJU Dining Services is available).

## Collection Fees

If it becomes necessary to refer unpaid charges to a collection agency, the cost of collection (33 percent of the outstanding balance) will be added to the balance due. This amount (in addition to the outstanding balance) must be paid before the account is considered satisfied.

## Release of Transcript

A student's account must be cleared with Financial Services before a transcript can be released.

## Return of Title IV Funds Policy

Students earn federal financial aid by attending classes, and federal regulations state that students who withdraw during a term may keep only the Title IV financial aid funds they have earned up to the date of withdrawal.

If a student withdraws prior to completing 60 percent of the period or term, the Office of Financial Services will calculate the earned portion of federal financial aid by determining the percentage of the payment period or term that has been completed. The date of withdrawal used to calculate the return of Title IV aid is based on the last date of the student's attendance in class. The funds to be returned will be calculated by the Office of Financial Aid based on a formula provided by the U.S. Department of Education.

If a student earned less aid than was disbursed, the institution is required to return a portion of the funds and the student may be required to return a portion of the funds as well. Once the Title IV funds are returned, the student may have a balance due on his or her account.

If a student received a disbursement of federal aid for educational expenses over and above the charges for tuition, program fee, and room and board (when applicable), the student may be required to repay a portion of those funds to the federal aid programs. Failure to return federal aid money may result in loss of eligibility for federal aid in the future.

If a student earned more aid than was disbursed to him, the institution would owe the student a post- withdrawal disbursement which must be paid within 180 days of the student's withdrawal.

Title IV funds will be returned to the U.S. Department of Education in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance
7. Other state aid
8. Private and institutional aid
9. The student

*Note:* Students who never began attendance in any classes at BJU are not eligible for Title IV funds. If a disbursement was made prior to determining that the student never began attendance, funds must be returned to the U.S. Department of Education. Any funds disbursed to a student must be returned to the Department of Education by the student.

### Return of Department of Defense Tuition Assistance Funds Policy

If a student withdraws prior to completing 60 percent of the period of the term, the Office of Financial Aid will calculate the earned portion of Tuition Assistance Funds by determining the percentage of the payment period or term that has been completed. The date of withdrawal used to calculate the return of Tuition Assistance Funds is based on the last date of the student's attendance in class. The funds to be returned will be calculated by the Office of Financial Aid using the below formula.

<i>16-week Course withdraw timeline:</i>	
Before or during weeks 1–2	100% return
During weeks 3–4	75% return
During weeks 5–8	50% return
During weeks 9–10	40% return (60% of course is completed)
During weeks 11–16	0% return

*8-week withdraw timeline:*

Before or during weeks 1	100% return
During weeks 2	75% return
During weeks 3-4	50% return
During weeks 5	40% return (60% of course is completed)
During weeks 6-8	0% return

Unearned Tuition Assistance funds will be returned to the government within 30 days of a student's withdrawal. In instances when a Service member stops attending due to a military service obligation, the Office of Financial Aid will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

## APPLICATION FOR FINANCIAL AID

### Step 1: Apply to BJU

In order to qualify for financial aid, the recipient must be admitted as a student.

### Step 2: Complete the FAFSA [Free Application for Federal Student Aid]

The FAFSA will open October 1 each year for the next academic year at [www.fafsa.gov](http://www.fafsa.gov). The Bob Jones University institution code is 003421. The FAFSA application process will identify the student's EFC (Expected Family Contribution)—the amount of money the federal government calculates a family should be able to contribute to the student's college expenses. The EFC is used not only to determine federal aid but also to establish eligibility for BJU financial aid.

## GRADUATE STUDENT SCHOLARSHIP

The Graduate Student Scholarship assist men and women who seek training at either the master's or doctoral levels. Scholarships will be applied to tuition costs at Bob Jones University. The scholarship will be renewed each year as long as eligibility requirements are met. Scholarships will be applied to each semester in which the student is enrolled in graduate programs. Eligible applicants may be awarded scholarships at levels from 10% to 75% of tuition, based on need.

This scholarship will not be applied to anyone who receives an *academic* assistantship with *tuition benefits*.

Scholarship applications are available through BJU Scholarship Universe. Questions can be directed to the Financial Aid Office by emailing [finaid@bju.edu](mailto:finaid@bju.edu).

### Additional Resource for Scholarships

BJU Scholarship Universe, a scholarship matching tool, is the university's resource for providing information concerning additional sources of aid. Access is granted following a student's acceptance as a student to BJU.

## MILITARY TUITION ASSISTANCE

Bob Jones University is a proud supporter of members of the U.S. military. Active service members may take advantage of the Tuition Assistance Benefits. Our Military Educational Benefits Coordinator collects the required documentation and informs the respective military branch that a beneficiary has begun enrollment in order for benefits to begin. Below are the steps for applying for Tuition Assistance benefits.

## How to Apply for Tuition Assistance Benefits

1. Speak with your Educational Services Officer prior to enrollment.
2. Apply to BJU.
3. After being admitted to BJU, request Tuition Assistance for the course(s) you wish to take following your military branch's instructions. Note: each branch has its own deadlines.
4. Complete the Office of Financial Aid's Intent to Use Military Benefits form which must be submitted each semester the student wishes to use the benefit.
5. Upon receipt of all required documents and after Drop/Add period, enrollment certification will be submitted to the appropriate branch by the Military Educational Benefits Coordinator.

## VETERANS BENEFITS

Eligible veterans, their spouses, and their children can use Veterans Administration (VA) education benefits to help cover their tuition and fees at BJU. Our VA Educational Benefits Coordinators collect the required documentation and inform the VA that a beneficiary has begun enrollment in order for benefits to begin. Below are the steps for applying for VA benefits.

### How to Apply for VA Benefits

1. Apply to BJU.
2. After being admitted to BJU, apply for Veterans Educational Benefits. You can get information about eligibility, applications and certification from the Veterans Administration at (888) GI-BILL-1 or from BJU's military educational benefits coordinator.
3. Post 9/11 and Dependent Assistance: Send a copy of your Certificate of Eligibility and complete the Intent To Use Military Benefits form which must be submitted each semester the student wished to use the benefit.
4. Chapter 1606: Send monthly amount letter. If eligible for the Kicker, send Kicker verification.
5. When we've received all the required documents (and after BJU's drop/add period), we'll submit enrollment certification to the VA Regional Benefit Office.

## FEDERAL LOANS

### Federal Direct Student Loan Program

Graduate students enrolled at least half time (4 credits) may be eligible for the Federal Unsubsidized loans. The unsubsidized loan is a fixed interest rate loan. It can be requested through BJU's Office of Financial Aid. To receive the loans, the student must also complete the Entrance Counseling, the Master Promissory Note (MPN), and the Annual Student Loan Acknowledgment at [www.studentaid.gov](http://www.studentaid.gov).

### Federal Direct PLUS Loan Program

Graduate students who have reached their aggregate limit of unsubsidized loans, may be eligible for the Federal PLUS loan for graduate or professional students. Eligibility is based on credit history, not financial need, and graduate students may borrow up to the maximum cost of attendance (COA). Application for this loan can be made at [www.studentaid.gov](http://www.studentaid.gov).

## PRIVATE LOANS

The private student loan market includes a multitude of lenders. While BJU does not recommend, promote or endorse one lender above another, it does provide a comparison tool from ELMSelect (www.ELMSelect.com) of a variety of lenders in order to aid its students in their initial search process.

The lenders used are neither exhaustive of all private lenders available nor a limitation of a student's choice of lending institution; it serves only as a reference point. A student may also want to pursue private loans offered through his/her home state and/or personal financial institution. BJU will work to certify any student's choice of lender.

## SATISFACTORY ACADEMIC PROGRESS POLICY FOR ALL FINANCIAL AID AND MILITARY BENEFITS FOR GRADUATE STUDENTS

Federal and state regulations require that all students who receive financial aid must maintain Satisfactory Academic Progress (SAP) while working toward an eligible degree. Bob Jones University's SAP standards are as strict as or stricter than the academic performance standards of the University and are measured in three areas: completion rate, cumulative grade point average (GPA), and maximum time frame (Pace). The Standards of SAP apply to all federal, state, institutional aid and all military benefits including tuition assistance and veteran benefits. Progress is measured at the end of each payment period (fall, spring, or summer) that a student is taking classes.

Students must meet all of the following requirements in order to receive financial aid:

### Completion Rate

Completion rate is measured by dividing the number of attempted credits into the number of earned credits (i.e., received a grade of A, B, C or D). A student must earn 67 percent of credits attempted to maintain SAP. Completion rate is rounded to the nearest percentage point.

The following are considered when evaluating a student's completion rate:

1. All transfer credits that are accepted by BJU toward graduate degree.
2. All courses in which a student remains enrolled past the Drop/Add period.
3. Audited courses do not count toward the completion rate.
4. Withdrawals (W, WF), incompletes and failures (grade F), and courses where academic forgiveness has been received are considered attempted but not earned credits.
5. For pass/fail courses:
  - a. Pass is considered attempted and earned credits.
  - b. Failed is considered attempted but not earned.
6. Repeated courses are included in the completion rate as follows:
  - a. A previously passed course may be repeated only once in order to improve the grade.
  - b. A failed course may be repeated as often as necessary in order to pass.
  - c. A course is considered passed even if the grade is not considered acceptable for a specific program (e.g., receiving a D in a major course).

### Cumulative GPA

The GPA calculation includes all courses taken at BJU, campus or online, and any approved transfer courses including any BJU coursework that has received academic forgiveness. Withdrawals (W and WF) are not included in the GPA calculation. In order to retain financial aid eligibility, a student must maintain a cumulative GPA as listed below.

## MASTER'S DEGREES /DOCTOR OF MINISTRY DEGREE

- 2.5 for 8 or fewer hours attempted
- 2.75 for 9–16 hours attempted
- 3.0 for more than 16 hours attempted

## MASTER OF DIVINITY DEGREE

- 2.25 for 16 or fewer hours attempted
- 2.35 for 17–32 hours attempted
- 2.45 for 33–48 hours attempted
- 2.55 for 49–64 hours attempted
- 2.6 for more than 64 hours attempted

## DOCTOR OF PHILOSOPHY DEGREE

- 3.35 for 64 or fewer hours attempted
- 3.45 for 65–80 hours attempted
- 3.5 for more than 81 hours attempted

## Maximum Time Frame (PACE)

Students must complete their degree within a maximum time frame. This maximum time frame is met when the attempted credits equal 150 percent of the credits required for a degree program. All attempted credits are counted, including transfer credits accepted toward the degree, whether or not financial aid was received or the course work was successfully completed.

## Satisfactory Academic Progress (SAP) Status

Academic progress will be reviewed at the end of each payment period (fall, spring, and summer). Students not meeting the SAP standards will be notified of their SAP status for the subsequent payment period.

## Financial Aid Warning

1. A student is placed on Financial Aid Warning for the payment period following the payment period in which he or she did not meet SAP standard.
2. A student is eligible to receive financial aid funds during that payment period but must meet the SAP standards by the end of the Warning period.
3. If SAP standards are not met by the end of the Warning period, the student will be notified that he or she is ineligible to receive financial aid for the next payment period.
4. A student may be placed on Financial Aid Warning more than once during his or her college enrollment but may not be placed on Warning for two consecutive pay periods.

## Financial Aid Ineligible

A student will be considered ineligible IF

- At the end of the Warning period the student does not meet SAP standards and does not appeal the ineligible status.
- The appeal for probation is denied.

## Financial Aid Probation

A student is placed on Financial Aid Probation and will be eligible to receive financial aid for the next payment period IF:

- The student appeals the determination that he or she is ineligible and the appeal is approved (see Appeals Process) AND



- It is determined that he or she should be able to meet SAP standards by the end of the probation period OR
- An Academic Plan is submitted that establishes a specific point in time when SAP standards will be met (see Academic Plans).

## Appeal Process

The student may appeal to the SAP Committee no later than the end of the Drop/Add Period.

1. Student must submit to the Office of Financial Aid:
  - a. The Appeal Form including:
    - i. Reason for an appeal which may include but is not limited to the following: health, family, catastrophe, or other special circumstances as determined by the University.
    - ii. An explanation of what has changed that will ensure future academic success.
  - b. Documentation as required by the University to support the reason for the appeal.
2. The Appeal will be reviewed by the SAP Committee.
  - a. A determination will be made to approve or deny the appeal.
  - b. A determination will be made if an Academic Plan is required.
3. If the appeal is approved, the student will be notified that he or she will be on probation for the next payment period and must meet SAP standards by the end of that period or an academic plan must be signed by his or her advisor or an Academic Resource Center coach and submitted to the Office of Financial Aid.

*\*If the appeal has not be approved prior to the Drop/Add Period, the student is responsible to pay the amount required to begin classes.*

## Academic Plans

If determined that a student cannot meet the SAP standards in one payment period, the student may submit an academic plan which establishes the required number of credits and required GPA for each payment period during which the student will continue to work toward the goal. The Academic Plan must be approved by the student's advisor or a staff member from the Academic Resource Center. This staff member must be familiar with the student's abilities and determine that the goal can be met in the time allowed.

## Reinstatement

A student's eligible status will be reinstated once the student has met SAP standards OR the student has successfully appealed an ineligible standing. The student must meet SAP requirements at the next evaluation period. If SAP requirements are not met, the student will then be placed on Financial Aid Warning.

# Academic INFORMATION

Bob Jones University is composed of eight schools: the College of Arts and Science, the School of Health Professions, the School of Religion, the BJU Seminary, the School of Fine Arts and Communication, the School of Education and Human Services, the School of Business and the School for Continuing, Online and Professional Education.

Please refer to the current Undergraduate Catalog for detailed information regarding undergraduate degree offerings, including information regarding learning objectives, goals, course offerings and sequencing, and degree conferral requirements.

## ACCREDITATION

### Regional

*Southern Association of Colleges and Schools Commission on Colleges*

Bob Jones University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Questions about the accreditation of (name of member institution) may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### National

*Transnational Association of Christian Colleges and Schools*

Bob Jones University is a member of the Transnational Association of Christian Colleges and Schools (TRACS), [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; email: [info@tracs.org](mailto:info@tracs.org)] having been awarded Reaffirmation I of its Accredited Status as a Category IV institution by the TRACS Accrediting Commission on November 8, 2011.

This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

## CURRICULA REQUIREMENTS

### Semester Credits & Grade Point Average

**Graduate Certificate:** At least 12 credits and a 2.6 cumulative grade point average must be earned for the graduate certificate.

**Master's Degree:** At least 30 credits and a 3.0 cumulative grade point average must be earned for the master's degree.

**Master of Divinity Degree:** For the degree program with concentrations, at least 87 credits and a 2.6 cumulative grade point average must be earned, or for the Advanced Track, at least 72 credits and a 3.0 cumulative grade point average must be earned.

**Doctor of Ministry Degree:** At least 32 credits and a 3.0 cumulative grade point average must be earned for the Doctor of Ministry degree.

**Doctor of Philosophy Degree:** At least 60 credits (or 36 credits for those entering with a Master of Theology degree) and a 3.5 cumulative grade point average must be earned for the Doctor of Philosophy degree.

Requirements of the different programs are listed under each school. In addition to course requirements, the completion of a creative project, thesis, approved project, portfolio or comprehensive examination may be required.

## Bible Requirements

Graduate students who did not attend Bob Jones University may, at the discretion of the Deans Council, be required to take Bible courses. Bible deficiencies must be begun the fall semester of a student's enrollment until all deficiencies are completed.

## GENERAL RESIDENCY & ENROLLMENT REQUIREMENTS

For a student who is in residence only two semesters, the year's work will be construed as a minimum of 24 semester credits. For residency purposes, as well as for all other academic uses, the summer session is construed as a part of the regular academic year; i.e., one summer (two four-week sessions) of full-time study is considered to be equivalent to one semester of resident study.

Once accepted in a certificate program, a certificate candidate must complete all deficiencies and degree requirements within four years.

Once accepted in a graduate degree program, a degree candidate must complete all deficiencies and degree requirements within a specified number of years:

- Master of Arts, Science or Music, four years
- Online programs, seven years (MA Biblical Counseling, MA Biblical Studies, Master of Music Education, MS Educational Leadership or MEd, Teaching and Learning)
- Master of Divinity, six years
- Doctor of Ministry, six years
- Doctor of Philosophy, seven years for resident students; nine years for non-resident students

A student who interrupts his or her enrollment in BJU for more than 24 months must reapply through Admission for Deans Council approval and if approved, must meet the catalog requirements which are in effect at the time of the student's re-enrollment and any new time limit expectations.

## SECOND DEGREES

After a degree has been conferred, one academic year of coursework is necessary before another degree from BJU can be conferred on the same person. A minimum number of credits must be completed between the two degrees.

**Associate Degree Candidates:** Students desiring to pursue a second associate degree or a baccalaureate degree must complete a minimum of 24 credits through BJU following the completion of the associate degree.

**Baccalaureate Degree Candidates:** Students desiring to pursue a second baccalaureate degree must complete a minimum of 30 credits through BJU following the completion of the first bachelor's degree.

**Note:** Students desiring to enter a graduate program at BJU the next semester must have all undergraduate degree course requirements completed by the Wednesday prior to the beginning of classes for the next semester.

*Master's Degree Candidates:* Students desiring to pursue a second master's degree must complete a minimum of 15 credits through BJU following the completion of the first master's degree.

## REGISTRATION & ENROLLMENT POLICIES

### Getting Started

#### *Academic Year*

The Bob Jones University academic year is divided into two semesters plus a summer session. The semester hour is the unit of credit.

The most current version of the academic calendar may be found on the BJU website, as well as in the current catalogs.

#### *Summer Session*

BJU offers undergraduate and graduate courses during the summer, as well as via online learning. A student is able to earn a maximum of 18 credits over the summer. Appointed members of the faculty will serve during the summer session. The schedule of courses with complete information for the summer session is available online.

Prospective students interested in attending the summer session should apply through [www.bju.edu](http://www.bju.edu).

#### *Initial Check-in*

Upon arrival at the start of Welcome Week, all students must check in. At check-in students claim their reservation for enrollment and receive materials as a student at BJU (i.e., ID card).

Students continuing residence enrollment from fall to spring semester must check in to claim their reservation during posted check-in hours.

### Preparing to Register

#### *Course Offerings & Descriptions*

The curricula of the catalogs and the class schedule are made up primarily with the degree student in mind. Although the schedule of courses presented in the catalogs are meant to be as nearly as possible an accurate account of the courses to be offered, BJU reserves the right to make any necessary changes at any time in the courses to be offered, amount of credit to be given or any other details.

Indicated after the description of each course in the respective catalogs is the semester in which it is normally offered and the amount of semester credit hours that it carries.

Credit is given in semester hours, each semester hour representing one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for the standard 16-week semester or a minimum of 32 hours of laboratory work with one hour of outside preparation work conducted by the student. Therefore, a class which meets for class work three hours a week for a semester will ordinarily give three semester hours of credit. A class which meets for classwork three hours a week and for laboratory work a minimum of two hours a week will give four semester hours of credit.

For online learning courses, credit is similarly given in semester hours, each semester hour representing three hours of a combination of instruction, discussion, group work and individual student work.

#### *Numbering of Courses*

Courses numbered from **100** to **199** are primarily for freshmen.

Courses numbered from **200** to **299** are primarily for sophomores.

Courses numbered from **300 to 399** are primarily for juniors.

Courses numbered from **400 to 499** are primarily for seniors.

Courses numbered from **500 to 599** are advanced courses primarily for juniors, seniors and graduate students. Whether undergraduate or graduate credit is awarded will be determined by the student's classification or the student's intent at the time he or she registers for the course. Students taking 500-level courses for graduate credit will demonstrate an advanced level of rigor in their outcomes, reading of the literature in the field, and research projects.

Courses numbered from **600 to 799** are primarily for graduate students pursuing master's degrees.

Courses numbered from **800 to 999** are primarily for advanced graduate and doctoral students.

## Student Loads & Course Repeats

A normal full-time graduate student load is 8–12 credits a semester or at least 1 credit for doctoral students. The maximum full-time term load for an online graduate student is nine credits via online learning. For a resident graduate student, the maximum full-time semester load is 16 credits of resident and online classes. The minimum full-time load for residence hall students is 8 credits.

No course which has been completed with a grade of B- or above at Bob Jones University may be repeated except as an audit. Permission to audit requires the approval of the registrar or the dean of the school involved. Any course repeated without this permission will be considered an audit, for which no grade will be given—although the course will count on the student's load.

However, students may take advantage of the Academic Forgiveness Policy to meet the academic standards of their graduate programs; see the Academic Forgiveness Policy for provisions specific to each school and program. After exhausting the provisions of this policy, students who have earned more than six credits with grades of C or a grade of D or F and have been disqualified from their current graduate program may seek admission into another BJU graduate program.

## Criminal & Drug Screen Notice

Bob Jones University is committed to ensuring that students have the ability to benefit from the education received at BJU. Students and applicants should therefore be aware that certain affiliates associated with BJU might require that students placed in their facility for internships or clinical or educational experiences clear a criminal background check and/or drug screening prior to placement. A student whose background check is unsatisfactory may be prevented access to the internship or to the educational or clinical site; and as a result, the student may not have sufficient experience to successfully complete his or her program. Similarly, students whose drug screening reveals evidence of illegal drug use may be prevented access to the internship or to the educational or clinical site; and as a result, the student may not have sufficient experience to successfully complete his or her program. Additionally, state licensing boards may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or a positive drug screen. BJU and its staff and faculty are not responsible for finding internship, educational or clinical placements for students who are rejected from potential opportunities because of criminal histories or drug use.

## Coursework Taken Elsewhere

Any student who plans to take work elsewhere, including summer, with the intention of counting the work toward degree requirements in Bob Jones University must have the permission of the registrar before enrolling in such courses. When this work is completed, the student should request a transcript to be mailed immediately to BJU. Students who fail to observe the regulations of BJU concerning work completed elsewhere may forfeit credit for this work. No grades below B or P or CR are accepted in transfer credit. In some instances, a student may be allowed to transfer a maximum of 6 semester credits upon approval of the registrar.

A student may not be enrolled for any courses at any other institution while enrolled at Bob Jones University, with the exception of approved online learning work.

## Registering for Class

### *Registration & Advisory System*

One to two days are set aside at the beginning of each semester for registration. During this time, each student is supplied with complete information regarding the class schedule and his or her own previous academic record. Each student is assigned to an advisor who assists him or her in making out a program of study. During the academic year a student may consult his or her advisor, dean, division chair, program coordinator or the Registrar's Office at any time concerning his or her course of study and future academic plans. Every degree candidate is furnished with a degree progress audit showing his or her exact standing in relation to degree conferral requirements. While everything possible is done to help the student plan his or her program correctly, the final responsibility for taking the courses which will fulfill the degree conferral requirements rests upon the student.

### *Registration Holds*

A student will not be permitted to register if there is a "hold" on his or her account. Obligations that can result in holds are most often financial (e.g., past due accounts, including unpaid tuition and fees). Other holds may be related to academic standing (probation or suspension) or incomplete admission files (missing transcripts). To clear a hold, the student must contact the office that has issued the hold to find out what must be done to fulfill the obligation(s).

### *Music Auditions, Placement Tests, Examinations & Evaluations*

Examinations given during the academic year are listed below with an indication of the groups of whom they are required, the approximate time they are given and the use made of the results.

**Music Lesson Auditions:** Students taking music lessons for the first time at BJU or changing to a different music area must audition before registering for classes. After completing the audition, students will enter the assigned course number on their class schedules. Students continuing lessons are to register each semester. The Music Qualifying Test is required of any student who is not a music major or minor and is auditioning for music lessons for the first time at BJU. An accompanist and other audition materials will be provided as needed. See specific audition requirements at [www.bju.edu/gradauditions](http://www.bju.edu/gradauditions).

**Music Group Auditions:** All students may audition for a music group (choirs, bands, orchestras, instrumental groups). Auditions will take place at the same times and locations as the auditions for music lessons. Students desiring to join a music group may block hours during registration for rehearsal times. See specific audition requirements at [www.bju.edu/auditions](http://www.bju.edu/auditions).

**Placement Tests:** Placement tests are given to determine the level of instruction for which a student should register. Students should take all placement tests that apply to them before registering for classes. Following each test, students will be informed which course(s) they should register for and/or waive.

1. **Greek Test:** Required of all students taking graduate Greek for the first time in the Seminary (except BJU Greek minors).

**Examinations:** Examinations given as listed below.

1. **Final Examinations:** With the exception of music lesson examinations, written final exams for all undergraduate courses are administered on the last class day for courses taught on a block schedule or according to the final exam week schedule at the end of each semester.
2. **Comprehensive Examinations:** Required of candidates for the Master of Arts degree in Biblical Studies, Intercultural Studies, Apologetics, and Biblical Languages and Literature during their

last semester of enrollment and for the Doctor of Philosophy degree upon completion of all coursework.

3. **Research-Language Proficiency Examination** (typically German): Required of all Doctor of Philosophy students.

**Evaluations:** Various programs may require individual evaluations of a student's performance at certain milestones in his or her program.

### *Auditing Courses*

Students may, with the permission of the registrar, audit courses without credit. Audited courses will count toward a student's course load. Degree-seeking students may audit only one course per term.

Auditors of courses are required to follow the same registration procedures as students taking the courses for credit. Auditors do not receive grades or credits. Participation in class discussion and written work is permitted at the discretion of the course instructor. An audit course is included in a full-time student's tuition charge. Part-time students pay a reduced per credit charge for an audit course. The status of an auditor cannot be changed after the course has begun. BJU reserves the right to cancel an audit registration if class size exceeds space available.

Please note that a student may not take a course for credit after he or she has audited it; so if a student signs up for a course that is a required course in the student's degree program, the student cannot audit it. Also, if a student has been denied enrollment as a graduate student, the student may not audit a graduate course.

### *Change of Course: Drop, Add & Withdrawal*

After registration the student is given time to make any necessary adjustments in his or her schedule. See the Calendar of Events for the official drop/add period. All schedule changes are subject to a change fee. After the drop/add period students may drop courses when necessary, but no new courses may be added. Courses dropped during the first five weeks will receive a grade of "W." From then until the final three weeks of the semester any course withdrawn will carry a grade of WF (withdrawn failure). Courses may not be dropped during the final two weeks of regular classes or during final exams. Course withdrawals during the final two weeks of classes will be processed as a grade of F. A student who makes any changes in his or her schedule without following the correct university procedure will receive a grade of F for the course involved.

While withdrawing from a course in accordance with established procedures and timelines will have no impact on a student's GPA, a student's eligibility to continue receiving financial aid may be adversely impacted. Withdrawal can also potentially adversely impact a student's VA benefits, and for foreign students, immigration status. A student is therefore encouraged to consult with his or her academic advisor, the Registrar's Office and the Office of Financial Aid before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic records.

**Course Withdrawal for Medical Reasons:** Students who seek to withdraw from a course for medical reasons must submit medical documentation to the registrar. Students who are granted a medical withdrawal by the registrar after the last day to withdraw will receive a "W" grade for the enrolled courses.

### *Prerequisite Overrides*

In certain circumstances, the appropriate dean may approve a student's entering a course without having satisfied the prerequisite requirements. The dean's decision is final.

### *Closed Class Permission*

To register for a closed course that has reached its enrollment capacity, a student must request permission from the dean.

### *Course Substitution & Waiver*

Students are expected to satisfy all degree requirements. Only under unavoidable and exceptional circumstances will BJU permit a student to deviate from an academic program's requirements via a course substitution or waiver. When it becomes necessary to request a deviation from the prescribed course of study, the student must consult his or her dean. In preparing the request, the student is requested to be mindful of the following:

1. The course to be substituted must be in the same area as the required course or in a closely related area.
2. Substitution of a course for a previously failed required course is seldom granted.
3. Failure on the part of the student to schedule a required course is not sufficient reason for granting permission for a course substitution or waiver.

A student wishing to challenge the dean's decision must file a written appeal with the registrar within five business days of receiving the decision. Upon receipt of the appeal, the registrar will immediately bring the matter to the attention of the Deans Council. Within 10 business days of receipt of the appeal, the chair of the Deans Council will notify the student of the Deans Council's decision.

### *Course Enrollments*

Excluding private lessons, internships and independent study courses, no course will be offered in any of the graduate divisions unless there is an enrollment of at least five students (three for doctoral courses)—unless an exception is made by the dean.

### **Textbooks**

In compliance with the Higher Education Opportunity Act, a listing of required and/or optional textbooks for courses is made available through the Bruins Shop and Textbook Store for all textbook services on their website (accessible through the Student Portal). Included on the website is the International Standard Book Number (ISBN) and retail price of every recommended or required book or supplemental material<sup>1</sup> for all courses offered by BJU. If the ISBN is unavailable, the website provides the author, title, publisher and copyright date. If textbooks are not listed with the Bruins Shop and Textbook Store two weeks prior to the start of classes, students should contact the instructor directly.

Students are free to choose where they purchase course materials. There is no obligation to purchase a textbook through the Bruins Shop and Textbook Store website. The same textbook may also be available from independent retailers.

## **WITHDRAWAL FROM THE UNIVERSITY**

All students who wish to withdraw from the University must notify Student Life for completion of the requisite form and dissemination of the information to the appropriate offices. Students who withdraw from BJU will need to reapply to the University should they wish to return, and readmission is not guaranteed.

Students who are granted a withdrawal after the last day to withdraw will receive "W" grades for all enrolled courses.



## KEEPING UP WITH YOUR STUDENT RECORDS

### Classification of Graduate Students

Academic classification is granted to all university students according to the following standards:

**Graduate:** Possession of a baccalaureate degree from an approved college or university and approval to take graduate courses or admission to a program of study leading to a graduate certificate or an advanced degree.

**Postgraduate Special:** Possession of a baccalaureate degree from an approved college or university but admitted as a special student not taking a program of study leading to an advanced degree. Students in this classification are limited to undergraduate courses while making up deficiencies to be accepted into a graduate program.

### Grading System—Graduate Programs

The following grading system is used by all schools of BJU:

A	Excellent
B	Good
C	Passing
D	Unsatisfactory
F	Failure
I	Incomplete
W	Withdrawn from course
WF	Withdrawn failure
AU	Audit
NR	Not reported
P	Passed
Cr	Credit

After exhausting the provisions of the Academic Forgiveness Policy, any grade below a C in a graduate course disqualifies a graduate student from continuation in the student's academic program. Students must maintain an average of B in all graduate programs with the exception of the Master of Divinity degree with concentrations.

### Quality Points—Graduate Programs

Quality points will be computed as follows in all schools of BJU:

A	4 quality points per credit attempted
B	3 quality points per credit attempted
C	2 quality points per credit attempted
D	1 quality point per credit attempted
F	0 quality points per credit attempted
P	0 quality points per credit attempted

### Grade Reports

All students are given an opportunity to evaluate their progress at approximately the midpoint of the semester.

Final grade reports are issued once each academic period (i.e., at the end of each semester). Any questions concerning the accuracy of a grade report must be submitted to the respective course instructor within 20 business days of the report issued. The course instructor will confer with the student within two business weeks thereafter and will review the records and evidence to determine whether any error or omission has occurred.

If an error has been made, the procedure described in the BJU Grade Change policy is followed. If the issue is not resolved between the student and the course instructor, the student must follow the procedures set forth in the BJU Academic Grievance and Complaint Policy.

Evaluation of student performance is the prerogative and responsibility of the course instructor. Students must be aware that in questions relating to the quality of that performance, the professional judgment of the faculty member is commonly accepted as authoritative by the University. An academic grievance is most likely to result in a change of grade for a course if it includes evidence that there was an error in computing the grade or that the grade was determined by standards improperly different from those applied to other students in the course.

Students who made an incomplete (“I”) during the fall semester are required to make up or complete their work by the following March 1. Students who make an I during the spring semester or summer are required to make up or complete their work by the following November 1. If the work is not completed by the required deadline, the I will be changed to F. A student who makes up his or her work within the required time will receive a grade determined by the instructor.

### Missed Final Exams

Students who do not take the final exam must be given a zero when the faculty member computes the final grade. Students who miss an exam for legitimate reasons must secure permission from the registrar and make arrangements with the instructor to take the exam prior to the deadline to turn in grades. If the Registrar’s Office has been notified that the reason for missing the exam prohibits the student from taking the exam prior to the deadline, the instructor will be notified by the Registrar’s Office and an incomplete grade may be awarded.

### Transcripts

To order a transcript, a student/former student must make request in writing to the Registrar’s Office. Please include full legal name, date of birth, year of last attendance and signature.

An official transcript must be mailed directly from Bob Jones University to the entity designated. Please include the name and address of the organization to which you wish the official transcript to be sent. An unofficial transcript may be sent directly to the student.

There is no charge for transcripts unless more than nine are requested at one time. Then the University will charge a fee per transcript, including the first nine.

The transcript is the University’s certified statement of a student’s academic record. It contains a student’s major and lists all the courses and grades earned in the terms attempted; the grade point average; and if applicable, a minor, transfer work, and notations of distinctions and degrees received. A transcript may be authorized for release on security paper as either official or unofficial at the written request of a student. The student’s account with Financial Services must be cleared before a transcript can be released. An official transcript is issued to a designated organization and bears the multicolored seal of BJU and the signature of the registrar. An unofficial transcript is stamped “Issued to Student.”

The usual processing time for a transcript request is 48 hours. (At the beginning or end of a semester, please allow one week.) Transcripts are sent by regular U.S. mail. Any type of special handling will necessitate an additional charge that must be paid in advance.

Requests for transcripts must be submitted online through [bju.edu](http://bju.edu) or to the Registrar’s Office, Bob Jones University, Greenville, SC 29614.

### Revocation of Academic Credit or Degree

Bob Jones University certifies the academic achievement of its students through the awarding of course credits and, ultimately, formal degrees. Employers, graduate schools and other entities outside

of BJU rely upon academic degrees to verify the knowledge and qualifications possessed by university graduates. As such, BJU maintains procedures to ensure that only those students who have completed their academic requirements in accordance with all university policies receive course credits or degrees. Despite these efforts, it is possible that some students who are ineligible to receive course credit or a degree may—because of administrative error, fraud or other misconduct—be erroneously awarded credit or a degree before the violation is discovered. In such cases, BJU reserves the right to revoke the credit or degree in question, regardless of the amount of time that has passed since the certification was issued. For the guidelines by which BJU processes credit or degree revocation for fraudulent application, academic dishonesty, disciplinary misconduct and administrative error, see Policy Volume V on the university intranet.

## ACADEMIC POLICIES

### Academic Integrity

A key aspect of Christlike character is integrity. In their academic lives, students exhibit integrity by being truthful about their own academic work and properly acknowledging sources of ideas and information.

#### *Cheating*

Cheating in any form is not tolerated. Cheating includes:

- Copying from another student's test or assignment or allowing another person to copy one's own academic, research or creative work—whether intentionally or recklessly.
- Unauthorized provision or use of notes, textbooks or other unauthorized helps on a test or assignment—such as requesting or accepting answers on a quiz or test from another student who has already taken it, discussing test information to any extent with other students, transmitting quizzes or tests or answers to quizzes or tests electronically to other students via cellphone, email, etc.
- The unauthorized use of electronic instruments such as cellphones, pagers or other mobile devices to access or share information.
- Changing answers after a test or assignment has been completed.
- Reporting false information about the completion of an assignment, including turning in someone's work as one's own (another student's, a purchased paper from an online source, etc.).
- The unauthorized completion of academic work for another person.
- The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or makeup academic exercise.
- Bypassing or attempting to bypass security measures or electronic assessments, e.g., passwords.
- Unauthorized use of a proctor who does not meet assigned criteria.

#### *Plagiarism*

Another form of cheating is plagiarism, the intentional or unintentional use, to any degree, of the ideas or words of one's source material without proper acknowledgement. Plagiarism typically takes two forms:

**Substantial**—Failure to acknowledge the use of an author's ideas or organization by footnote or identification of the source in the text of the paper. Incomplete paraphrase (mere rearrangement of syntax and substitution of synonyms for the author's words) is plagiarism.

**Verbal**—Failure to acknowledge the use of an author's words by quotation marks, as well as by footnote or identification in the text.

Plagiarism is theft, and the Scriptures are clear that we are to respect the property of others and to be honest and above reproach in all things (Exod. 20:15; Rom. 12:17; Heb. 13:18). Regardless

of the source being used (internet site, book, database, magazine, newspaper, computer program, speech, class notes, handouts, etc.), all words and information from those sources must be presented accurately and acknowledged properly so that a student's integrity is not called into question and his or her testimony harmed.

#### **Examples of appropriate and inappropriate handling of source material:**

**Original text**—“As Rome became involved in wars fought on many fronts and with many soldiers, supplying military provisions became a lucrative business. Usually the contractors were paid as soon as their work was completed. In a military emergency, however, they might be asked to accept a promise of deferred payment (probably with interest).” (Shelton, JoAnn. *As the Romans Did: A Source Book in Roman Social History*. New York: Oxford UP, 1988. 146–47. Print.)

**Unacceptable Paraphrase**—As Rome fought wars on many fronts and with many soldiers, supplying provisions to the military became a money-making business. Usually contractors were paid right away, but in an emergency they were asked to accept deferred payment (Shelton 146–47). [This paraphrase is inappropriate because it follows the same syntax (sentence structure) and uses many of the same words as the original.]

**Acceptable Paraphrase**—Dealing in military supplies was a profitable industry when Rome's armies grew and became entangled on multiple fronts. Although suppliers in times of crisis were willing to be paid on a delayed schedule, in most cases the Roman government was able to pay them immediately (Shelton 146–47). [Note different words and different syntax.]

**Plagiarism Checking**—Students should be aware that faculty members have access to software programs that allow them to check student writing for plagiarism.

Students may refer to *College Writing* (Ch. 5) and *Companion to College English* (Ch. 23) for more information regarding plagiarism and how to avoid it.

#### *Sanctions for Plagiarism*

- Any student whose paper clearly exhibits plagiarism of substance or expression will receive an F on the assignment and may be required to submit a replacement assignment for no credit.
- If the course is one in which the preparation of an acceptable research paper is the main requirement, the student whose research paper exhibits plagiarism will receive an F in the course.

#### *Copyrighted Material*

All original works in any media format (including, but not limited to print, video or audio), as well as images or materials on the internet are protected by copyright law, regardless of whether a specific copyright statement is attached to the media. Any duplication that does not fall within the guidelines of fair use requires permission from the publishing agent or copyright owner. Please see the BJU copyright guidelines for information regarding fair use (on the intranet under the Academics tab).

#### *Other Types of Academic Integrity Violations*

Other issues of academic integrity include collusion—cooperating with or assisting other students for the purpose of cheating; recycling—submitting work for which you have already received credit; sabotage—destruction or deliberate inhibition of progress of another student's work; and falsification of data, information or records.

#### *Violations/Resolutions*

Penalties for violations of academic integrity are usually academic but may also be disciplinary. Cheating on a final exam brings denial of re-enrollment. For additional information regarding penalties, resolutions and sanctions, as well as the appeals process for issues of academic integrity, see Policy Volume V on the university intranet.

## Class Attendance

Students are expected to attend all scheduled class sessions for each course in which they are enrolled—including final exams—and to arrive on time. Students are to use effective time management in order to be in attendance and are not to be absent from a class to work on other class assignments or to extend a designated break.

### *Class Deportment*

Appropriate class deportment is a matter of self-control. Students are expected to be attentive in class. Talking, reading, studying other materials, text messaging, writing letters and sleeping are inappropriate. Students using a laptop or handheld device may use it only for functions the instructor deems pertinent to the class they are in—not for answering email, playing games, browsing the internet, participating in social media sites or working on assignments for other classes. Water and other beverages in covered containers may be brought into the classroom at the discretion of the instructor.

### *Relationships in the Classroom*

BJU students are brothers and sisters in Christ and should treat one another with respect, both inside and outside the classroom.

While instructors are in a position of authority in the classroom, students and instructors are also brothers and sisters in Christ ... and in the event of some form of disagreement should approach one another respectfully and in accordance with biblical principles. Appropriate discourse in a reasoned fashion is part of the education process, and strong opinions informed by fact, logic, spiritual maturity and biblical insight are valued. At the same time, disagreement over ideas and other academic issues can occur. Students are not just welcome but invited to discuss any matter with their instructors. In particular, if a student wishes to discuss an area of disagreement with an instructor, he or she should go directly to that instructor outside of class and respectfully present his or her concerns without fear of academic penalty. Airing complaints publicly in venues such as social media is not an appropriate means of resolving an issue.

### *Class Cancellations*

On rare occasions, it may be necessary to cancel a scheduled class due to inclement weather or an instructor's inability to meet a class.

***Inclement Weather Cancellations:*** Unless announced via email or on WYFF Channel 4, WORD 106.3 FM and 1330 AM, WHNS Fox Carolina and WSPA Channel 7, classes will continue as usual on days of inclement weather.

***Faculty Member Decision to Cancel Class:*** When an instructor is unable to meet a class because of illness and unable to arrange for a substitute, an official notice with this information will be posted outside the assigned classroom.

### *Classroom Courtesy*

Professional responsibility requires prompt and regular attendance of course instructors at their classes and other assigned duties. Classes are to begin and end promptly. Students are free to assume that a class has been canceled and leave if the instructor is not present within 20 minutes of the usual starting time unless the instructor has established an alternate procedure.

## Certificate Completion

Students completing certificate requirements in December, May or August must complete a certificate order. Certificates will be awarded at the end of the final grade reporting in December, May or August. (Commencement participation is for degree candidates.)

The student must use his or her full legal name—absolutely no initials.

## Degree Conferral

### *Prospective Graduates*

**Anticipated Conferral:** Month and year is listed in the Student Portal if the student declared his or her intent to graduate.

**Graduate Approval for Seniors:** Seniors in their last semester of enrollment in a bachelor's degree program who wish to take one graduate course for graduate credit or enter a graduate program at BJU the next semester must receive graduate approval from the Deans Council. Application must be made at the Registrar's Office.

**Diploma Orders and Graduation:** Students completing degree requirements in December, May or August must complete a diploma order. Under certain circumstances a candidate for a degree may be permitted to participate in the commencement procession prior to completion of all coursework or requirements.

The student must use his or her *full legal name—absolutely no initials*.

A woman who is married prior to the conferral of her degree may opt to use either her maiden or married last name. Example: first, middle, maiden OR first, middle and/or/both maiden, married.

**Note:** October 1 is the last day to cancel a December diploma order without being charged the graduation fee; February 1 for a May diploma order; and July 1 for an August diploma. Diploma changes must be made with the Registrar's Office. Students whose conferral date is changed after October 1, February 1, or July 1 will be charged a diploma reorder fee.

**Deficiencies:** Any deficiencies listed on a student's degree progress audit must be made up before he or she may receive a degree from BJU.

### *Commencement Information for Graduating Students*

Bob Jones University confers degrees in December, May and August with one commencement ceremony (in May) each year. Commencement activities are scheduled for Thursday and Friday.

All students finishing degree requirements in December are encouraged to return to the campus to participate in commencement. December degrees will be conferred on the Friday after fall semester final exams. Prospective graduates not in residence for the spring semester will receive information about commencement around mid-March. This information will include a commencement participation questionnaire that is to be returned to the Registrar's Office by April 15.

Eligible prospective graduates who are in residence for the spring semester and are receiving their degrees in May are to participate.

Students completing degree requirements during the summer for an August degree conferral may be eligible to participate in our annual May commencement procession and should review the Procession Concession requirements for eligibility. August degrees will be conferred on the Friday prior to the official opening of the academic year for the fall term.

**Coursework Away Spring Semester** (either by online learning or in residence): In order for a student to participate in commencement, the following course completion and grade reporting deadlines to the Registrar's Office must be observed:

All coursework taken in residence or by online learning at another institution must be approved in advance based on submission of a Transfer Work Request form to the Registrar's Office. Grades for any coursework taken from another institution must be reported to the Registrar's Office by 5 p.m. on the Monday prior to commencement in order for the student to participate in the commencement procession. BJU will accept a phone call from the school indicating satisfactory completion of the course for the purpose of marching; however, an official transcript must be received before the diploma can be released.

*Note:* Some institutions take three to four weeks to process and report grades.

Students who have an outstanding incomplete in any course, including online learning courses in progress but not completed, will not be eligible to participate in the commencement procession.

### *Procession Concession Eligibility Requirements*

BJU wants all students finishing degree requirements to have the opportunity to participate in commencement. Because the University conducts only one commencement each year (in May), some students may have completed applicable residency requirements or will complete them in BJU summer session but may not have completed all of their course or checkpoint requirements by the deadline for participation in the commencement program. Many students finishing requirements for their degree during the summer will qualify to participate. To be considered for a Procession Concession, the student must meet the following academic criteria and be planning to complete all outstanding degree requirements prior to the August degree conferral date. (Summer degrees are conferred the Friday prior to the official opening of academic year for the fall term.)

#### *Master's Degree Candidates:*

- Have a minimum 3.0 cumulative GPA (2.6 MDiv with concentrations).
- Have completed applicable residency requirement.
- Lack credits scheduled through BJU or another approved institution.
- May lack MA Religion Comprehension Exam or Portfolio.

The following do not fulfill Procession Concession qualifications: language proficiencies or thesis/dissertation.

## ACADEMIC FORGIVENESS

A student who desires academic forgiveness must submit an Academic Forgiveness Request form to the registrar's office at the Student Services Hub. All requests must be made prior to the conferral of the student's degree. Both the original course and the repeat course must be taken at BJU.

Academic forgiveness does not apply to a student's Satisfactory Academic Progress eligibility required to receive financial aid. According to Federal Student Aid program regulations, all credits attempted and all grades earned must be used to calculate a student's cumulative GPA and completion rate to confirm eligibility for financial aid.

**Graduate Academic Forgiveness Policy:** A graduate student who earns a grade lower than a B- in a course may repeat the course. In the School of Fine Arts and Communication and the School of Health Professions, any course with a grade of F disqualifies a student from the graduate program.

- A student in a master's program may repeat up to six credits of courses.
- A student in the Master of Divinity program may repeat up to 12 credits of courses.
- A student in a doctoral program may repeat up to three credits of courses in the Doctor of Philosophy degree and four credits of courses in the Doctor of Ministry degree.

A student in these programs may repeat each of these courses once under this policy. The grades for each course attempt will remain on the student's academic record; however, only the grade achieved in the second attempt will count toward the student's grade point average. If a student pursues a master's degree, completes that degree and begins a Master of Divinity degree, any use of the forgiveness policy in pursuit of the first master's degree will count toward the total number of uses of the forgiveness policy allowed under the Master of Divinity degree. If a student is pursuing a master's degree, and changes to another degree with or without completing the first degree, any use of the forgiveness policy in pursuit of the first degree will count toward the total number of uses of the forgiveness policy allowed under the second degree.

The Academic Forgiveness Policy does not apply to:

- Repeating or replacing a course requirement by a course substitution or transfer work
- Any course in which the student was previously found in violation of the academic integrity policy.

## FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Bob Jones University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), which affords students certain rights with respect to their education records.

They are the right to:

- Inspect and review the student's education records.
- Request the amendment of the student's education records.
- Consent to disclosures of personally identifiable information.
- File a complaint with the U.S. Department of Education.

Students are notified of their rights annually. Students accept or waive their rights under FERPA once a year and have the opportunity to update that choice at any time. Additional information and university policies regarding the protection of student records are published online in the Student Portal. Also see Policy Volume II on the university intranet for information on the procedures for inspecting student records or requesting amendment of student records.

## STUDENT INTELLECTUAL PROPERTY

The term "intellectual property" refers to creative works, such as works of an artistic nature (literature, art, music, performances, broadcasts, etc.), software, inventions, trademarks, etc. For the most part, students own the intellectual property they generate in the course of their studies at Bob Jones University. There are a few exceptions to this, such as:

1. If the student was paid by BJU to produce the work in question as part of BJU employment or through grant or contract funding secured through BJU, then that intellectual property would be owned by BJU; or
2. If the student and BJU entered in an agreement defining ownership of student intellectual property as not the student's. Such an agreement would need to have been entered into before any work started. This is done in certain cases where there is a corporate sponsor of student class projects. For such cases the student needs to be aware of what rights he or she has to use the intellectual property he or she generates as part of the sponsored project.

### Use of Student Intellectual Property

BJU cannot use student-owned intellectual property without first obtaining permission from the student, other than for reviewing, providing feedback and marking assignments the student submits as part of coursework and other project work and the use of such student work for the purpose of assessing courses and programs.

### Students as Creators of BJU Intellectual Property

There are situations where intellectual property developed by a student would be owned by BJU. This would occur if the student was paid by BJU to perform certain work and was the inventor or author of a creative work that came or resulted from that paid work. The student, as the inventor or author of BJU-owned intellectual property, would be covered by the BJU Intellectual Property Rights and Ownership Policy in such cases.



## STUDENT GRIEVANCES & COMPLAINTS

### Academic Grievances & Complaints

Students are free to speak with instructors to express concerns about final grades. If a student does not feel his or her instructor has resolved the issue satisfactorily, he or she may express in writing a grievance or complaint to the dean of his or her college or school. (If the complaint is against his or her dean or involves any other academic matter, the student may appeal directly to the office of the provost, as described below.)

If the student does not feel that such a course resolves the issue, he or she may submit a letter of Inquiry/Complaint to the office of the provost. When the office of the provost receives a formal letter of inquiry or complaint, the provost will convene the Administrative Hearing Committee to consider the inquiry or complaint. The Administrative Hearing Committee will conduct an appropriate investigation and will render a written explanation/decision within 30 days of the filing of the inquiry or complaint to both the student who made the complaint and the vice provost. The office of the vice provost will keep a record of all student complaints and documentation of how they were handled.

If the student making the inquiry or complaint is not satisfied with the outcome of the process, he or she may appeal to the president of the University. The decision of the president is final.

### *Disability Grievances & Complaints*

Any student currently enrolled at BJU who believes he or she has been discriminated against or harassed on the basis of disability by a university employee (e.g., administrator, faculty, staff, adjunct faculty or other agent of BJU), university student or, in certain circumstances, by a visitor to the University, may use the BJU Disability Grievances and Complaints Policy (see Policy Volume II on the university intranet) and/or file a formal discrimination complaint pursuant to the BJU Discrimination and Harassment Policy (see Policy Volume II on the university intranet).

### *Program Integrity Complaints*

U.S. Department of Education Regulation 34 CFR 600.9, the “Program Integrity Rule,” was adopted to ensure that students have the opportunity to voice concerns relating to programs offered by postsecondary educational institutions authorized under Title IV of the Higher Education Act, as amended. The regulations require states to provide the opportunity for students to lodge the following types of complaints:

1. Allegations of state consumer protection violations including, but not limited to, fraud and false advertising.
2. Allegations that state laws or rules addressing the licensure of postsecondary institutions have been violated.
3. Allegations regarding the quality of education or other accreditation requirements.

In compliance with the Federal Program Integrity Rule, BJU has listed multiple alternatives for individuals who wish to submit complaints regarding the above. BJU expects that any student complaint will be filed in accordance with any procedures currently in place at the institution before resolution is sought from a state agency or the University’s accreditation body. In the absence of a procedure, the complaint should be filed with the office of the president for appropriate referral.

### Filing a Complaint with BJU

BJU has adopted a general student grievance and complaint procedure to address and resolve questions and concerns students may have relating to the Program Integrity Rule. Please see Policy Volume VI on the university intranet for additional information.

*For Complaints Alleging Consumer Fraud*

**South Carolina Department of Consumer Affairs**

[www.consumer.sc.gov/consumer/ComplaintInstructions/Pages/default.aspx](http://www.consumer.sc.gov/consumer/ComplaintInstructions/Pages/default.aspx)

The South Carolina Department of Consumer Affairs (SCDCA) is the state consumer protection agency and has the role of receiving and mediating consumer complaints. SCDCA encourages consumers to contact the business first to try and resolve a complaint. If you have a consumer question or would like to file a complaint, please contact the SCDCA.

*For Complaints Regarding State Licensing of Postsecondary Institutions*

**South Carolina Commission on Higher Education**

1122 Lady St., Suite 300

Columbia, SC 29201

Phone: (803) 737-2260

Fax: (803) 737-2297

[www.che.sc.gov/CHE\\_Docs/AcademicAffairs/License/Complaint\\_procedures\\_and\\_form.pdf](http://www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf)

*Filing a Complaint with BJU's Accreditation Associations*

Bob Jones University is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Inquiries regarding compliance with accreditation policies and standards may be directed to the Commission on Colleges

1866 Southern Lane

Decatur, Georgia 30033

Phone: (404) 679-4500

Fax: (404) 679-4558

Email: [questions@sacscoc.org](mailto:questions@sacscoc.org)

Bob Jones University is accredited by the Transnational Association of Christian Colleges and Schools. Inquiries regarding compliance with accreditation policies and standards may be directed to:

Transnational Association of Christian Colleges and Schools

15935 Forest Road

Forest, VA 24551

Phone: (434) 525-9539

Fax: (434) 525-9538

Email: [info@tracs.org](mailto:info@tracs.org).

*Complaints Arising Outside of South Carolina*

For students participating in a BJU educational program outside the State of South Carolina, such as through online learning, may choose to avail themselves of state processes for complaints related to institutional licensure and consumer protection in that state. The following website provides contact information for various states: [www.sheeo.org/node/434](http://www.sheeo.org/node/434).

Please note, however, that many states require a showing that an attempt was made to resolve the complaint with the institution directly.

*Filing a Complaint Concerning Discrimination*

Bob Jones University does not discriminate on the basis of race, color, sex (including pregnancy), national origin, age, disability, veteran status or genetic information.

Title IX Coordinator  
1700 Wade Hampton Blvd.  
Greenville, SC 29614

Phone: (864) 770-1374

Email: [titleix@bj.edu](mailto:titleix@bj.edu)

# Student LIFE

## STUDENT CONDUCT

Within the context of liberal arts education, the mission of Bob Jones University is to help students develop Christlike character that is manifested in a scripturally disciplined life, service to others, love for God, sharing of the Gospel, and biblical discernment about what God values for eternity. Accomplishing healthy discipleship requires an edifying campus atmosphere and an environment that promotes spiritual growth.

In order to maintain such an environment, BJU bases its system of accountability and correction on the functions of Scripture taught in 2 Timothy 3:16: teaching, reproof, correction and training in righteousness. The goal is to develop “complete” Christians fully equipped for every good work (2 Tim. 3:17).

In executing correction, BJU is interested in the student’s long-term spiritual success. The University recognizes that while the total campus community—students, faculty and staff—continually battles the flesh on an individual basis, when the Holy Spirit is at work in the believer’s heart, spiritual growth and sanctification take place.

## STUDENT ACTIVITIES & ORGANIZATIONS

### Student Activities

#### *Bible Conference*

The annual Bible Conference is one of the outstanding features of the academic year. Extending for three days, the Conference brings to the campus America’s outstanding fundamental Bible teachers, pastors and evangelists. All regular academic work is suspended for the Bible Conference.

#### *BJU Heritage Day*

One day is set aside each year in October to remember the rich heritage of Bob Jones University. The blessing of God upon BJU is evident in the lives of the many godly men and women who have served as the faculty and staff since the school’s founding. The day features a special chapel service that includes personal memories of Dr. Bob Jones Sr., Dr. Bob Jones Jr. and the many others who have been vital to the history of this ministry. These programs often include video and audio clips from the early days of BJU.

#### *Bruins Spirit Week/Day*

In a show of unity and pride during specifically defined days of the academic year, Bruins gear is worn and special activities are planned. The week or day culminates with home Bruins intercollegiate games. Go Bruins!

#### *Center for Global Opportunities*

The Center for Global Opportunities exists to promote a vision for and participation in 21st century gospel expansion. Bob Jones University is a community of over 3,500 believers, with students

pursuing over 70 different majors, representing six academic schools - but we all have one Great Commission. Enlisting the University family in gospel centered activity locally and around the world, the Center of Global Opportunities is a hub which synergizes all the creativity, passion and skills nurtured in a liberal arts environment and engages it to impact the world by making disciples of Jesus Christ.

### *Chapel Services*

One of the highlights of the day at Bob Jones University is the 35-minute chapel service held three to four times each week. These services are a source of great inspiration to students, faculty and staff. During chapel, messages are brought by the president, administrators, faculty members or guest speakers. Each semester features a semester Christian living theme chapel series on Mondays as well as a doctrinal theme series each Wednesday. On Tuesday, the chapel period is devoted to Life Groups by society in which students discuss and practically apply Monday's chapel message. Each Friday the time consists of student-led chapels, society or student body meetings.

Seminary Chapel is also held once a week for graduate students, addressing inspirational and practical subjects relevant to serving in the Christian ministry. Pastors, missionaries, and Seminary professors open the Word of God to the Seminarians during these especially encouraging times of fellowship.

### *Christmas Celebration*

Thousands of students, faculty and staff, visitors and friends from the community gather around the front campus fountains for the annual carol sing and lighting ceremony each December. The evening starts with activities for elementary age children and culminates in the illumination of nearly 100,000 Christmas lights followed by an evening of family activities.

### *Concert, Opera & Drama Series*

Each year the University's Concert, Opera & Drama Series presents programs by the world's leading solo artists and ensembles, as well as a Shakespearean production. The student program fee provides each full-time student with a season ticket. In addition, the Divisions of Music and Communication present recitals and concerts by students, members of the faculty and BJU music organizations.

### *CoRE Conference*

The annual CoRE (Connect. Renew. Equip) conference is a highlight for the Seminary faculty and student body each year. The Seminary hosts a conference addressing theological or ministry issues facing church leaders today. Seminary classes are suspended during the two-day conference, and Seminary students attend the conference as full participants.

### *Evangelism Conference*

A guest chapel speaker brings a series of messages to inspire and instruct students and faculty to improve their witness for Christ to the lost. The BJU family leaves motivated to use their opportunities to win souls for Christ.

### *Global Opportunities Week*

One week in the academic year is set aside for a special missions conference called Global Opportunities Week. BJU brings to its chapel platform outstanding missionary speakers for this event. Representatives of many well-known fundamental mission boards come to the conference to promote missions and to confer with potential missionary candidates.

### *Greek Forum*

The Greek Forum meets biannually each academic year as an opportunity for the Greek students to expand their knowledge and understanding of the language, culture and heritage of New Testament

Greek and to encourage, inspire and motivate one another in their Greek studies. This forum provides a venue for exploring topics related to New Testament Greek that range beyond the scope of the normal classroom discussion.

### *Homecoming & Family Weekend*

The weekend is planned to provide many opportunities for guests to build friendships and enjoy time with their families. Events include, Throwback Society Day, Parent and Alumni Chapel, class and affinity reunions, Bruins intercollegiate games, the Bruin Family Game show and Fine Arts events.

### *Intercollegiate Athletics*

BJU participates in NCAA Division III and NCCAA Division II in men's and women's basketball, cross country, golf, soccer, men's baseball and women's volleyball and beach volleyball. Intercollegiate athletics at BJU provide Christian athletes the opportunity to develop and use their God-given talents to glorify God by exhibiting a strong Christian testimony and to benefit others. At BJU, participation in intercollegiate athletics is a privilege that comes with the responsibility to self, the team, the University and, most importantly, the Lord Jesus Christ. BJU athletes are foremost students focused on spiritual growth and strong academic achievement. They avail themselves of the opportunities offered by the intercollegiate athletic environment to learn self-control, consideration for others, respect for authority and sportsmanship above championship.

Specific policies and procedures pertaining to the BJU intercollegiate athletic program are set forth in the Intercollegiate Athletics Handbook, which is available on the BJU intranet.

### *International Student Organization (ISO)*

The mission of International Student Organization is to help international students to adjust to American culture, and to provide programs to support and serve the needs of international students. The ISO will provide the international student community with formal representation within the University.

### *Living Gallery*

The *Living Gallery* is a boldly unique, dramatic presentation of sacred masterworks of art depicting Christ's ministry and passion. Presented by Bob Jones University and the BJU Museum & Gallery, the *Living Gallery* experience allows the campus family and guests to view the finest in religious art in fresh, innovative ways as life-size re-creations come to life through representations using live models. Each performance also incorporates a drama that clearly presents the Gospel message.

### *Local Church Attendance*

Faithful participation in a local church is integral to the BJU student experience. After following the church selection process and selecting a church, students are required to attend all Sunday activities of their local church.

### *Ministry Teams—Drama, Music, Science & Technology*

Bob Jones University ministry teams provide an outlet for students to come alongside churches and Christian schools, using their God-given talents to edify the body of Christ. Team members demonstrate their abilities in science and mathematics, drama, and music, showing the academic strength that Bob Jones University offers. But ministry teams do not exist primarily for promotional purposes. Their main purpose is to encourage and exhort congregations and Christian schools throughout the United States. Those traveling stay with families from the host church; this gives students opportunity to minister in an informal setting. They and their host family share joys and burdens as they live life together for just a few days. Ministry teams build up schools and churches

through Gospel-centered messages. And team members take away a renewed passion for their calling as they continue to prepare for a future of service for the sake of Christ.

### *Mission Teams*

Each year students have the opportunity to minister in other regions of the world by participating in one of BJU's mission teams organized through the Center for Global Opportunities. Students prepare throughout the year and raise their own financial support. Teams go to various countries spanning the globe using trade skills, sports, music and preaching/teaching to reach the lost with the Gospel and to challenge the team members to consider their lifelong level of involvement concerning the Great Commission. Each fall one chapel service is set aside for the promotion of summer mission teams.

### *Museum & Gallery*

Through its collection of sacred art, the BJU Museum & Gallery, Inc. exists to promote the appreciation, understanding and preservation of quality fine art that reflects universal and scriptural truths based on God's Word and works. The collection of old master paintings contains representative works of Flemish, Dutch, German, French, Italian and Spanish paintings from the 14th through 19th centuries.

### *Overseas Summer Study Tours*

BJU conducts overseas study tours to various areas. University course credit is available but optional. The tours are conducted by experienced members of the BJU faculty.

### *Seminary Retreat*

The annual Seminary Retreat is one of the highlights of the Seminary calendar. Each year, the Seminary student body and faculty gather together for a time of spiritual refreshment, fellowship and recreation. This annual spiritual retreat sets the tone for the academic year and provides opportunities for the students and faculty to interact outside of the classroom environment.

### *Seminary Stewart Custer Lecture Series*

The Seminary Stewart Custer Lectures Series as an annual fall event. A guest scholar recognized in a field such as systematic theology, historical theology, or biblical studies will present a multi-hour series of lectures on a topic of significance to the Seminary faculty and student body.

### *SMART Program*

SMART (Sharing Masterworks of Art) is an educational outreach program that serves secondary students in the community by hosting them for the last dress rehearsal of each Shakespearean play presented on campus. The program is designed to enhance the students' understanding, enjoyment and appreciation of the performing arts. It provides educational support in the form of printed material and special introductions to prepare students for stage productions on campus.

### *STAND Education Conference*

The University hosts a one-day conference for young people. The STAND (Sound Teaching About Navigating Decisions) education conference integrates a biblical worldview into current topics.

### *U.Day*

Short for University Day, U. Day is a fun, educational street fair with dozens of interactive booths and activities designed for all age groups. Booths are sponsored by a variety of BJU's academic programs, BJU's Museum & Gallery, the Center for Global Opportunities and Bob Jones Academy as well as a number of local representatives from Greenville County. Admission to U. Day is free and open to the public.

### *Washington Center Day (Special Olympics)*

For over 25 years Bob Jones University faculty and students have volunteered with the Greenville Area 4 Special Olympics. Annually more than 500 students help the over 1,200 students with mental disabilities in this international athletic program. Since 1990 BJU has hosted and sponsored Washington Center Challenge Day, a developmental event for the students with severe/multiple disabilities from Greenville County's School District's Washington Center. The School of Education and Human Services and the School of Health Professions Division of Exercise and Sport Science, in collaboration with the Greenville County Recreation Department and other local businesses, coordinates and supports this event.

### *Weekly Ministry Groups*

BJU has approximately 100 outreach ministries in which students spread the Gospel in the community and surrounding region. Students minister in local churches, nursing homes, children's clubs, community centers and many other ministries, reaching out each week to people through evangelism, discipleship and encouragement. This ministry of BJU's students to the greater Greenville area has been a tremendous asset to pastors and churches, and a great opportunity for the students to learn as they train to serve the Lord.

## Fine Arts Groups

### *Bands & Orchestra*

***Symphonic Wind Band:*** This organization of approximately 60 players is devoted to performance of the finest concert literature, both secular and sacred, for winds and percussion. The Wind Band performs at least four concerts each year, in addition to recording and touring regularly. Membership is open through audition to all students.

***University Symphony Orchestra:*** The University Symphony Orchestra presents a concert each semester and performs in opera productions. In addition to the standard symphonic repertoire, the orchestra often performs special assignments, such as recording for films. Membership is open to all students through audition.

***Chamber Orchestra:*** This specialized ensemble with flexible instrumentation performs advanced chamber works, opera, oratorio and occasional music. Members are drawn from the Symphony Orchestra.

### *Choral Groups*

The choral program at BJU exists to support the growth of the Christian student into the image of God and to equip him or her to use music for the service of God. The developmental program is comprised of multiple graded choirs. All students are welcome to audition and are placed according to their classification and abilities. Singers are re-auditioned periodically to determine proper placement. The program consists of seven choirs: University Singers, Collegiate Choir, Lyric Choir, Men's Glee, Concert Choir, Chorale and Chamber Singers. Performance venues include concerts of standard choral literature, church music and opera productions. Participants will have the opportunity to reach their individual technical and artistic choral potential within a program that strives for the highest level of musical excellence.

### *Classic Players/Drama*

The Classic Players is one of the outstanding college Shakespearean repertoire groups in the world. Membership is open to students who show the requisite ability in public tryouts. A major production is presented each year, including such great plays as *Hamlet*, *Julius Caesar*, *Macbeth*, *The Merchant of Venice* and other plays covering the great majority of the Shakespearean repertoire.



### *Instrumental Ensembles*

Several chamber ensembles provide opportunity for specialized performance by qualified instrumental students. These include a brass ensemble, woodwind ensemble, string ensemble, guitar ensemble, chamber harp ensemble, handbell choir and percussion ensemble.

### *Recitals*

Recitals celebrate God's glory through music and drama. Hours of instruction, days of practice and years of discipline culminate in this moment for friends and family to gather and see what God has accomplished. During the course of their college careers, students have taken performance classes, competed against each other and participated in various groups. Weeks prior to the recital, students undergo the recital check, which determines whether or not they are qualified to perform. Finally, in the days before the recital, the performers mentally prepare for the stage—the pressure of an audience, the desire to represent their time at college well, and the hope of giving their listeners an artistic gift. Only God could have brought the performers to this moment. Only God deserves the praise.

### *University Opera Association*

Opera productions are presented biennially, often with guest artists featured in the principal roles along with student and faculty soloists. Supporting roles and chorus parts are taken by students who show requisite ability.

## Campus Media

### The Collegian

Bob Jones University's student newspaper, *The Collegian*, was founded in 1987 as a journalism lab that offered students hands-on experience in producing a biweekly publication. Students write and edit articles, design the layout and take photographs for the paper. Stories in *The Collegian* focus on campus personalities and student life, helping to unify the large and diverse student body. *The Collegian* is an eight-page weekly college newspaper whose purpose is to inform, to enlighten and to entertain its readers—BJU students, faculty, alumni and extended family. Published every Friday, it is distributed for free on campus and is available online.

### Vintage

*The Vintage*, "a season's produce" by definition, is BJU's yearbook. The staff, which is responsible for producing it, is composed of students from varied academic divisions and classifications within the University. Colorful, uniquely photographed and beautifully bound, the annual mirrors not only classes and activities, but also the student body's goals and Christian philosophy of life. Full-time students pay a yearbook fee (required) in both the fall and spring semesters. A student attending only one semester of an academic year may purchase a yearbook by paying the second semester fee.

### *WBJU-FM IQ Radio/TV*

WBJU-FM IQ Radio is the student-staffed, award-winning radio station at BJU. IQ Radio broadcasts and streams fresh instrumental music seven days a week to BJU students on 104.5 FM and listeners around the globe. The staff produces weekly on-air announcing shifts, podcasts and station production elements, along with planning special broadcasts and engaging the audience on social media. Additional information can be found at [www.facebook.com/bju.iqradio](http://www.facebook.com/bju.iqradio).

WBJU-TV is the student-staffed television station that provides the student body with campus video features and announcements throughout the day. Students build on their classroom knowledge with practical experience as anchors, reporters, producers, videographers and technical crew members in a variety of programming formats. Students can watch WBJU-TV at various locations around campus. Additional information can be found at [www.facebook.com/BJU.WBJU](http://www.facebook.com/BJU.WBJU).

## STUDENT SUPPORT PROGRAMS & SERVICES

### Academic Resource Center

The Academic Resource Center seeks to assist students in achieving academic excellence by providing a variety of services and resources to support students' academic goals.

- **Academic advisors** help students to develop their academic plan and to strengthen their specific academic skills such as time management, study and test-taking skills, note-taking and goal setting.
- **Study groups** provide a forum for students to work together to reinforce their understanding of specific course content.
- **Tutor Referral** assists students who are seeking individualized tutoring sessions for specific college courses.
- The **Writing Center** supports students in the development of writing skills by guiding them through the writing process.
- Tutoring in many subjects including math, science, business and nursing as well as detailed essay critiques.
- **Academic Accommodations** provides a personalized support system to students with documented learning disabilities by establishing reasonable academic accommodations and offering individualized academic assistance.
- **Transition Advising** guides students through the decision-making process of selecting or changing their major.
- **Technology Resources** assists students and faculty by providing technical support for personal computing devices and by offering advice and guidance related to the selection and use of instructional technology equipment and applications.

### Advising of International Students

As Primary Designated School Official, the International Student Advisor is the competent immigration authority on campus ensuring institutional compliance and fulfilling reporting obligations to the Student and Exchange Visitor Program. Beginning with preparation for a visa interview, and continuing on through graduation and return home or change of visa status, the International Student Advisor works to educate international students on receiving and maintaining lawful status in the United States. In addition, the International Student Advisor assists international students with travel arrangements, cultural adjustment, money handling, community services, employment authorization, health care, housing and utilities.

### Bellis Copy Center

The Copy Center offers high quality color and black-and-white printing at a very competitive price. It also offers a wide range of services catered to meet almost every printing or finishing need, including printing, collating, stapling, binding, laminating and cutting. The lobby area includes work tables furnished with a paper cutter, hole-punch, staplers and other incidental office supplies, as well as a Mac and PC for customer use.

### Biblical Counseling

Spiritual and emotional counseling is available to all enrolled students. Assistant deans of mentoring are available to help day students. A resident supervisor and resident mentors are available in each residence hall. Faculty and staff are also available to counsel students in such areas as home issues, spiritual battles, room problems and social adjustment. Everything reasonable will be done to maintain confidentiality and privacy.

## Bruins Shop & Textbook Store

The Bruins Shop offers a wide variety of trade books, quality music and Bruins merchandise/gift items for everyone. The Textbook Store provides students the convenient opportunity to purchase textbooks either in the store or through its website.

## Canvas LMS

BJU maintains a web-based course management tool called Canvas (powered by Instructure).

## Career Services

Career Services helps students and alumni prepare to enter the workforce by offering career counseling, resume advising, recruiting events and employment opportunities.

## Davis Field House (DFH), Fremont Fitness Center & Recreational Facilities

The DFH provides facilities for the University's Division of Exercise and Sports Science, the intramural program, the intercollegiate athletic program, and faculty/staff/student recreational opportunities. This includes classrooms, offices, locker rooms, a women's fitness center, an aerobics room, an indoor jogging track and a swimming pool. There are three separate court areas in the DFH which can provide four regulation courts for basketball and volleyball, and six badminton courts. Seating is available for approximately 4,000 people for athletic and special events in the main court.

The Fremont Fitness Center contains locker rooms, saunas, whirlpools, racquetball courts and two exercise rooms, featuring aerobic equipment, weights, and state-of-the-art strength and conditioning equipment.

Additional campus recreational facilities include the athletic fields, Stadium Field track and tennis courts. Table tennis tables, pool tables and board games are available.

## Dining Services

Dining with friends is an integral part of the college experience. Whether it is a quick bite on the go or a casual sit-down meal, BJU Dining Services makes it easy for students to refuel and reconnect, offering many dining styles to enhance the college experience. Campus locations include the following: Dixon-McKenzie Dining Common (full-service cafeteria), The Den (food court area with offerings including Chick-fil-A and Papa John's Pizza), Cuppa Jones (campus coffee shop), and The Growl (fast-food sandwich and grill location).

## Disability Support Services

BJU, within the bounds of its resources, provides reasonable accommodations to allow all students accepted into a program of study equal opportunity to effectively reach their academic and personal goals. Requests for academic accommodations will be processed on an individual basis through the Academic Resource Center (ARC). The ARC provides a personalized support system to students with documented learning disabilities by establishing reasonable academic accommodations and offering individualized academic assistance. To receive assistance from the ARC, students with learning disabilities must provide a current evaluation report from a qualified examiner. Students with physical disabilities, or hearing or visual impairment must provide official documentation from an appropriate medical physician documenting the disability and its effects on academic achievement. An individualized accommodations plan will be created and implemented for all students qualifying for this service. See the Academic Resource Center for additional information.

Residence hall students and applicants are encouraged to contact Student Life, which will process specific housing accommodation requests on an individual basis. See the BJU Housing Accommodation Policy for additional information.

BJU reasonably accommodates persons with disabilities who require the assistance of Service or Support Animals as appropriate. See the BJU Service and Support Animals Policy for additional information.

### Discipleship Group Partnership

The Discipleship Group Partnership Program provides opportunities for faculty, staff and graduate assistants to partner with a discipleship group in the men's and women's residence halls for an entire academic year. This partnership provides additional opportunities for faculty, staff and graduate assistants to interact with and mentor students spiritually, socially and academically. Discipleship group partners commit to pray for the discipleship group consistently, and aim to interact with the discipleship group members through informal and formal gatherings at meals and on- or off-campus events.

### Financial Aid

The BJU Financial Aid Office seeks to help students supplement the cost of a BJU education through a variety of financial aid options.

### Financial Services

Financial Services provides students with services such as Campus Bill Pay as well as check cashing through the Student Services Hub.

### International Students

BJU provides an International Counselor who functions as a key facilitator in the college enrollment process by giving guidance on careers and majors, advising on high school course selection, preparing students for college admission tests, facilitating the transfer credit process, and facilitating the financial aid process. The International Counselor applies country-specific information to these topics, including academic credentials and evaluation services, international career trends and currency/income. Students for whom English is not their native language receive special communication using easy-to-understand terms and phrases; the International Counselor uses students' results from the Test of English as a Foreign Language (TOEFL) to guide students into appropriate degree study, ESL programs and other remedial helps.

### Mack & Music Libraries

The library seeks to assist students by providing a variety of services to help facilitate the completion of class assignments and the use of library resources during a course.

**My Account:** Set up an online account to view items on loan, renew items, borrow books through PASCAL (Partnership Among South Carolina Academic Libraries), place library items on hold or save preferred catalog searches.

**Interlibrary Access:** PASCAL Delivers enables students to request books from participating academic libraries in the state—receiving those books at BJU in just a few business days. The Interlibrary Loan (ILL) system enables students to borrow items not available through PASCAL.

**Reference Service:** A librarian is available to assist students in locating information or resources.

**LibGuides:** Online library guides provide research assistance by subject, specific classes and projects, or by discipline, and are developed by librarians and faculty.

**Ask a Librarian:** A librarian is available to assist in researching a question and preparing bibliographies.

**Workshops:** Each semester, workshops are offered that teach students the skills to complete their assignments with quality work.

## Mentoring

Faculty/staff constantly cross paths with students. However, by taking on a protégé, faculty/staff members can intensify their efforts to develop Christlikeness in the next generation. The Office of Student Care equips mentors to invest effectively by matching them with protégés and recommending resources, as well as offering guidance and encouragement. Participation in the Mentor Ministry is voluntary for both faculty/staff mentors and students. These relationships often begin during a student's freshman year and continue throughout the student's education.

## Photo Services

BJU Photo Services is responsible for all official photography and photographic printing on campus. In addition to traditional photography, Photo Services provides digital imaging services, which include shooting, scanning and retouching. The purpose of Photo Services is to supply images of the highest professional quality that are effective, uplifting and represent Bob Jones University in a Christ-honoring fashion.

## Post Office

BJU offers students, faculty, staff and community members a full-service, on-campus post office with mailing and shipping services provided through the United States Postal Service, UPS and FedEx. Mail is distributed each business day to campus post office boxes and mail stops, with each residence hall student assigned a campus P.O. box. Large packages are delivered to the main campus post office for individual pickup.

## Public Safety

The Office of Public Safety strives to protect and serve the University, promoting safety and security while training and maturing its employees to Christlikeness. The Office of Public Safety is composed of both student and full-time employees who are dedicated to serving the Lord at BJU. The purpose of Public Safety is to protect and serve the students, faculty and staff, visitors and alumni of the University. Its goal is to maintain the highest quality of service to the public by providing the best possible training to its employees. While training its employees in the different aspects of their jobs, they are taught biblical principles that will allow them to become more Christlike in character and learn the importance of being servants to those they serve. Public Safety provides many services for the university community and its visitors. In addition to the daily routine of locking and unlocking buildings, it provides traffic and parking control, helps stranded motorists with vehicle assistance, gives directions to visitors, and provides safe school crossings for BJA elementary students and 24-hour patrol of the campus. See Volume II for Public Safety policies applicable to the university community.

## Registrar's Office

The Registrar's Office records and processes all academic records in accordance with the academic policies established by the Deans Council. The Registrar's Office provides services to both faculty and students for maintaining and distributing academic information.

## Residence Halls

Residence halls at Bob Jones University are staffed by a resident supervisor and resident mentors. There are four men's and four women's residence halls for single students. Residence hall rooms are fully carpeted, air-conditioned and provide computer connections to the campus network. Each room is outfitted with built-in furniture (two student desks, two bunk bed units, overhead and hanging closet space, and built-in drawer space). Each residence hall also provides a study lounge.

Some residence halls are equipped with handicapped access. To aid campus security, residence hall doors are accessible only by student ID cards, and all outside entrances to the residence halls are monitored by video surveillance equipment.

All residence hall students attend a Bible study or prayer meeting from 10:30–10:50 p.m. on Sunday, Residence hall discipleship group meetings provide students with a time to deepen their relationship with the Lord by studying God's Word together and interceding on one another's behalf in prayer.

### School for Continuing, Online & Professional Education (SCOPE)

SCOPE provides student support for students enrolled in online courses and online degree programs. This includes facilitating student communication with on-campus resources, as well as providing technical support as needed. SCOPE also provides academic assistance to students who are at risk in online learning courses.

### Student Care Office

The Student Care Office (SCO) exists to provide a place of confidential biblical counseling and general care and encouragement for students at Bob Jones University. The SCO encourages mentoring relationships between faculty/staff and students by providing resources, encouragement and advice. The SCO serves as a point of contact for faculty/staff seeking to coordinate care spiritually, emotionally, academically and financially through a process of information sharing and referrals across Student Life departments. The SCO also is a place where students can get confidential advice about Title IX reporting.

### Student Health Services

Student Health Services (SHS) serves as an on-campus liaison to connect students to health care in the community and to provide first aid and minor medical services for students. SHS oversees and provides support to students with chronic illnesses and special dietary needs due to health conditions. SHS also admits and cares for resident students in quarantine.

### Student Life

Student Life is primarily responsible to help students thrive through campus life and to spearhead student discipleship efforts. Its major functions include the coordination of mentoring, Biblical counseling, accountability and leadership development. The Student Life offices consist of the director of student life, the women's director of student life, student care, social events, and the Center for Leadership Development. The goal of each of these ministries is to help students grow in Christlike virtue out of love for God and others.

### Student Portal

The Student Portal is the internet portal for accessing student academic information and for registering for classes. The portal is available at [studentportal.bju.edu](http://studentportal.bju.edu) or through links on [www.bju.edu](http://www.bju.edu) and the University's intranet at [home.bju.edu](http://home.bju.edu).

### Student Services Hub

The Student Services Hub is a one-stop resource for services in the Registrar's Office, Financial Services and Financial Aid. The Hub is able to handle student needs related to tuition and billing, payments, financial aid, registration, grades and transcripts.

## Student Work Program

Through BJU's Student Work Program, students earn money working on campus during the academic year. Qualifying students work 5 to 25 hours a week (depending on jobs available). Earnings are paid biweekly and are applied to a student's tuition account or paid in cash.

Campus job opportunities are available in many departments. Students in the program work for managers who are concerned for the students' academic well-being and are flexible in accommodating class schedules. The University cannot guarantee work for all students and cannot guarantee that each student will earn the approved amount each week.

Application for a job may be made through [www.bju.edu/studentjobs](http://www.bju.edu/studentjobs).

The Student Work Program gives priority to undergraduate students living in the residence halls. International students are limited to a maximum of 19 hours per week and are subject to additional labor laws.

A limited number of work students may also qualify for the Federal Work-Study Program, which is a federally funded aid program available to full-time students. See the BJU Federal Work-Study Policy for additional information.

## ALUMNI RELATIONS

BJU Alumni Relations exists to serve our graduates united in support of one another, the University and the Gospel through prayer, networking, giving and promotion. Additionally, we strive to serve current BJU students by increasing their excitement for the opportunity to become a part of the alumni family.

Alumni Relations provides tools and encouragement to aid graduates in building relationships with one another and the University. These tools include our Homecoming & Family weekend, class reunions, [AlumNation.bju.edu](http://AlumNation.bju.edu) (our interactive online directory), the annual Alumni Report, the Bruin Nation 5K Family Race, and regional gatherings around the US. Other benefits include group discounts with businesses, cash grants to alumni children, and awards presented to outstanding, faithful alumni. Alumni Relations also keeps alumni informed about important events through email, social media, and our regular publication, *The Voice of the Alumni*.





*BJU*  
**SEMINARY**

# PROGRAMS

BJU Seminary equips Christian leaders through an educational and ministry experience that is biblically shaped, theologically rich, historically significant and evangelistically robust.

## GOALS

BJU Seminary is a non-denominational institution operating in a tradition of historical fundamentalism with a commitment to practice responsible biblical separation and a desire to produce men and women who will ...

- Grow in love and obedience to Jesus Christ, recognizing His supremacy in all aspects of life.
- Demonstrate significant knowledge, accurate interpretation, and contemporary application of the Bible.
- Communicate effectively God's authoritative Word in expository preaching, teaching, and/or biblical counseling.
- Embrace the centrality of the local church as responsible for the spread of the Gospel and the discipleship of the believer.
- Adopt a compelling vision for and display a personal participation in the Great Commission.
- Appreciate the rich heritage of past and present defenders of the doctrines of the Word of God.

## DIVISIONS

The BJU Seminary is organized into two divisions:

- Division of Professional Ministry Studies
- Division of Graduate Studies



**Neal D. Cushman, PhD**  
Dean

## CERTIFICATES OFFERED

- The Graduate Certificate in Biblical Counseling
- The Graduate Certificate in Chaplaincy
- The Graduate Certificate in Teaching Bible

## DEGREES OFFERED

### *Graduate Degrees*

- The *Master of Arts* degree with majors in Apologetics, Biblical Counseling, Biblical Language and Literature, Biblical Studies, Intercultural Studies and Ministry Studies
- The *Master of Divinity* degree
- The *Doctor of Ministry* degree
- The *Doctor of Philosophy* degree in Theological Studies

### *Undergraduate Certificate and Degrees—School of Religion\**

- The *Undergraduate Certificate* in Apologetics and Biblical Worldview
- The *Associate of Science* degree with a major in Christian Ministries
- The *Bachelor of Arts* degree with majors in Biblical Studies, Biblical Counseling and Cross-Cultural Service
- The *Bachelor of Science* degree with a major in Biblical Counseling, and Ministry and Leadership

*\*Please refer to the current Undergraduate Catalog for detailed information regarding each of the certificate and degree offerings noted above, including information regarding learning objectives, goals, course offerings and sequencing, and degree conferral requirements.*

## PROGRAM EMPHASIS

### Ministry Training

BJU Seminary's degree programs are designed to provide training for a wide variety of ministries. We concentrate especially on preparing those who intend to enter vocational Christian service. Our programs focus on biblical interpretation, theology, and ministry philosophy and practice. We emphasize the centrality of the local church in the accomplishment of the Great Commission.

### Progressive Sanctification

Spirit-produced growth in Christlikeness is vital for all believers but especially for Christian leaders. Consequently, we highlight spirituality and character development in all our degree programs and all our courses. Sanctification is further encouraged through chapel services, involvement in local-church ministry, an annual retreat, and faculty mentoring.

### Accurate Interpretation

Our faculty embraces the fundamental doctrines of orthodox Christianity. For example, we hold to the inspiration and inerrancy of the Bible as the Word of God and believe that it is the sole final for faith and practice. We also affirm that God is one Being who exists in three co-equal Persons: the Father, the Son, and the Holy Spirit. The person and work of the Lord Jesus Christ are central to all that we preach and teach. Human beings are saved by grace alone through faith alone in Christ alone, and we experience sanctification only through an intimate relationship with Him.

Throughout our curriculum we highlight the role of biblical theology. This means that we recognize the primary authority of and give primary emphasis to the explicit teachings of Scripture. It also means that we underscore the connection between individual passages, books, and themes and the redemptive storyline of the entire Bible.

We believe that historically informed systematic theology plays a vital role in the theological enterprise. This includes drawing inferences from Scripture's statements in the effort to correlate the various strands of biblical teaching to form a comprehensive whole. On the other hand, we strive to avoid minimizing or distorting any part of Scripture in constructing theological systems.

While devoting ourselves to exegesis and doctrine, we also emphasize the need to apply the Bible's teachings to daily living and contemporary issues. Careful application is vital to submitting to the authority of Scripture and experiencing its life-transforming power.

As a historically fundamentalist, nondenominational institution, BJU Seminary deems liberty appropriate when discussing historically debated theological positions that are within the bounds of orthodoxy. On the other hand, the appointed faculty shares certain foundational convictions. Hermeneutically, we are committed to a consistent grammatical-historical interpretation of Scripture. This leads us to a moderate dispensational theology. Specifically, we believe that Israel and the Church differ in their nature, composition, and purpose. We also hold to a premillennial, pretribulational understanding of eschatology. The faculty reflects a diversity of views on finer points such as the relationship of the Church to the Kingdom of God.

We uphold and teach all the published theological positions of Bob Jones University. These include literal six-day creationism, cessationism with reference to the sign gifts, complementarianism with reference to male-female roles, and the sufficiency of Scripture for counseling. For additional information, see the BJU website.

## SEMINARY CURRICULUM

### Core Courses

All degree candidates (except Doctor of Ministry and Doctor of Philosophy) will complete the core courses as part of their degree program. These courses consist of New Testament Introduction or Survey of the New Testament, Old Testament Introduction or Survey of the Old Testament, Biblical Hermeneutics, Biblical Sanctification, and two courses in Systematic Theology. These courses represent a foundational and essential body of knowledge expected of any student earning a degree at the Seminary, whether they enter immediately into active church ministry or advance to additional graduate degree work. Candidates for the Doctor of Ministry or the Doctor of Philosophy degrees will have completed this core or its equivalent.

### Curriculum Framework

Each degree platform is a building block toward a larger acquisition of knowledge and a higher degree of academic and ministry skill attainment. The courses required in each program assist the student in building toward the completion of the next degree. These degrees represent the scope of the knowledge obtained, the rigor of specific course expectations, and the level of overall performance expected of the students.

## STANDARDS FOR PROJECTS, PAPERS, THESES & DISSERTATIONS

Each student will be required to complete projects in all of the Seminary curriculum Core Courses using Logos Bible software. The student should plan to acquire this biblical research software when he or she enrolls in his or her first core course.

All research papers will be prepared according to Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th ed.), supplemented by the BJU Seminary Style Manual.

The graduate student should thoroughly understand the proper technical form for his or her graduate papers early in the program. In addition, the graduate student must present his or her thoughts and research in an acceptable and correct grammatical style. Mere technical form is not enough; the material should reflect the high quality of research and knowledge expected of graduate students.

All graduate theses and dissertations must be completed, approved and the registrar notified of the completion by November 30 for December degree conferral, April 30 for May degree conferral or by May 30 for August degree conferral.

Any student who has completed all the requirements for any graduate degree with the exception of his or her thesis or dissertation must be registered in the University each semester until the thesis or dissertation is completed and approved.

## SEMINARY COURSE DELIVERY OPTIONS

The BJU Seminary provides various course delivery options for students to complete requirements for the graduate certificate and degree programs. These options may vary per program and course based upon when courses are scheduled each term. These course delivery options include

- Residence classroom
- Flex classes (classroom/online combination)
- Advance Modules (twelve weeks of online work and one week of module in residence or livestream)
- Livestream
- Online classes

## GRADUATE CERTIFICATES

### Admission

The prospective graduate student in the BJU Seminary should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog.

For a *graduate certificate*, the applicant must have a bachelor's degree. Students completing a graduate certificate may apply to continue toward an advanced degree.

### Curricula & Requirements

A student who is admitted to a graduate certificate will demonstrate and maintain a high level of achievement and scholarship.

For the *graduate certificate*, a cumulative 2.6 GPA must be earned for the certificate. A grade of C or better is required for all courses.

### Load Requirements

For the *graduate certificate*, all courses are available via online learning in addition to other course formats. The maximum full-time term load for a graduate student is nine credits of online classes. For all other course formats, the maximum full-time load is 16 credits.

### Enrollment

Once accepted in a graduate certificate program, a certificate candidate must complete all certificate requirements within four years.

## MASTER'S DEGREES

### Admission

The prospective graduate student in the BJU Seminary should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog. Applicants for graduate programs must hold a bachelor's degree that includes a minimum of a 30-credit general education component from an institution accredited by an organization recognized by the U.S. Department of Education or its equivalent.

Deficiencies in either general academic background or the field of concentration must be removed before the applicant can become a candidate for an advanced degree. An applicant with 13 or more credits of deficiencies may be accepted as a postgraduate special student making up deficiencies. After deficiencies have been reduced to 12 or fewer credits, the applicant will be reevaluated for graduate admission consideration.

For the *Master of Arts* degree in Biblical Counseling program, the applicant must have a bachelor's degree with a cumulative GPA of 2.5 or above. Students who completed a bachelor's degree in a Bible or ministry-related area may be able to complete the program with fewer than 41 credits. Students with a BJU undergraduate degree in Biblical Counseling may complete the program with 33 credits.

For the *Master of Arts* degree in Apologetics, Biblical Language and Literature, Biblical Studies, Intercultural Studies or Ministry Studies programs, the applicant must have a bachelor's degree with a cumulative GPA of 2.5 or above. Nine credits in Greek (beginning and intermediate levels) may be required for those who enroll in programs that require graduate-level Greek.

For the *Master of Divinity* degree program, the applicant must have a bachelor's degree, including nine credits in Greek (beginning and intermediate levels). A student may qualify for the Advanced Track upon enrollment in the Master of Divinity degree if he has completed a bachelor's degree in a Bible or ministry-related area with a cumulative GPA of 3.0 or above. The Advanced Track makes it possible to finish in an accelerated time framework, requiring 72 credits rather than the prescribed 87 credits.

Applicants for the Advanced Track who did not complete 15 undergraduate level credits of biblical languages with grades of B- or higher may be required to complete an additional three to six credits of graduate-level biblical language courses.

## Curricula & Requirements

A student who is admitted to candidacy for a graduate degree will demonstrate and maintain a high level of achievement and scholarship. After exhausting the provisions of the Academic Forgiveness Policy, a grade of D or F (except for the Master of Divinity concentrations degree program) disqualifies a student as a candidate for an advanced degree from the BJU Seminary.

For the *Master of Arts* degree programs, an average of B must be maintained in the work the student takes while registered as a graduate student. A maximum of six credits of C grades may be applied toward the requirements for the Master of Arts degree. The Master of Arts student will complete comprehensive exams in the final semester of his or her coursework for the degree. The examination covers material from the core courses (New Testament Introduction, Old Testament Introduction, Biblical Hermeneutics, Biblical Sanctification, and two courses in Systematic Theology).

In place of the standard comprehensive exam:

- the Biblical Counseling student will write research essays on various topics of theology and counseling. These essays will be composed during the capstone practicum courses.
- the Ministry Studies student will complete an internship and integration project.

For the *Master of Divinity* degree with a concentration, a cumulative 2.6 GPA must be earned for the degree. A grade of C or better is required for all courses. For the Master of Divinity degree with the Advanced Track, a cumulative 3.0 GPA must be earned for the degree. A maximum of 12 credits of C grades may be applied toward the degree requirements. The Master of Divinity student will submit a portfolio to the dean of the Seminary in the final semester of his coursework. The portfolio will include the following: candidate's conversion to Christ and call to the ministry, ministry philosophy, foreign missions philosophy, doctrinal statement, five-expository-sermon set prepared while a seminary student, and a recommendation letter from the student's pastor. All of the materials should be saved as a pdf file and submitted to [seminary@bjv.edu](mailto:seminary@bjv.edu) by the deadline published in the seminary calendar. For those Master of Divinity students who have served in ministry for more than five years, the portfolio is to contain a resume, two references, a 10-page paper on a passage of Scripture and a 5-7 page philosophy paper on missions, preaching, worship or counseling.

*Graduate Greek Proficiency Examination*—Masters students who take at least three credits of graduate Greek may elect to take this examination to certify their attainment in Koine Greek. The examination is a two-hour timed test consisting of Greek exegesis and sight-reading of select passages from the Greek New Testament. The completion of SNT 622 Methods of Greek Exegesis is usually essential for successful completion of this examination.

## Residency & Load Requirements

The maximum full-time term load for a graduate student is nine credits of online classes or 16 credits of resident and/or online classes.

For the *Master of Arts* degrees, no resident study is required. Courses to fulfill requirements may be completed via residence, online, advanced modules or livestream classes.

For the *Master of Divinity* degree program, no resident study is required for the Master of Divinity core and all of the concentrations except for the Bible Translation and Linguistics Concentration. Courses to fulfill requirements for these degrees and/or deficiencies are available via residence, online, advanced modules or livestream classes.

## Enrollment

Once accepted in the graduate degree program, a degree candidate must complete all deficiencies and degree requirements within a specified number of years.

The *Master of Arts* degree programs must be completed within four years.

The *Master of Divinity* degree program must be completed within six years.

Any master's degree student who interrupts his or her enrollment for more than 24 months must reapply through Admission for Deans Council approval. If approved, he or she must meet the catalog requirements that are in effect at the time of the student's re-enrollment and any new time-limit expectations.



## DOCTORAL DEGREES

A summary of the requirements for the doctoral programs offered by the BJU Seminary are included in this catalog. For a more detailed explanation of requirements, refer to the Seminary *Guide to Doctoral Studies*, which is available at [seminary.bju.edu/students](http://seminary.bju.edu/students).

### Admission

The prospective graduate student in the BJU Seminary should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog.

For the *Doctor of Ministry* degree program, the applicant must have a Master of Divinity degree or the equivalent with a cumulative GPA of 3.0 or above, a minimum of two years of full-time vocational ministry experience, and current employment in a full-time vocational ministry position (e.g., counselor, pastor, evangelist, missionary). The applicant must also submit two letters of recommendation (one from his church's lay leadership and one from a pastor); a minimum 15-page formal writing sample covering a biblical, theological or ministry-related topic (Turabian format); a statement of doctrinal agreement and a statement of one's understanding and appreciation of the philosophical, theological and programmatic emphases of BJU Seminary; a professional curriculum vitae describing in detail the applicant's ministry education and experience; a letter of intent, stating the applicant's reasons for application and plan to complete the degree; and an interview with the Doctor of Ministry program coordinator.

An applicant lacking the Master of Divinity degree or the equivalent may be accepted into the Doctor of Ministry but be required to take a maximum of twenty credits of graduate leveling courses. While completing these leveling courses, the student may take a maximum of ten credits of Doctor of Ministry courses.

For the *Doctor of Philosophy* degree program, the applicant must have a Master of Divinity degree or a research-oriented Master of Arts degree (such as BJU Seminary's Master of Arts in Biblical Language and Literature) with a cumulative GPA of 3.5 or above. In addition to transcripts of prior graduate work, the applicant must submit a letter of intent, stating his reasons for application and envisioned plan for completing the degree as well as his agreement with the BJU creed and his supportiveness of the philosophical, theological and programmatic emphases of BJU Seminary. The applicant must also submit two letters of recommendation (one from a pastor and one from a graduate-level professor); a minimum 25-page writing sample covering a biblical or theological topic (Turabian format); and a professional curriculum vitae describing in detail the applicant's ministry education and experience. In addition, the applicant must pass a series of entrance examinations. These exams cover a variety of topics pertinent to the doctoral program, including Hebrew and Greek proficiency, but assess in most depth the applicant's chosen field of concentration. Finally, the applicant will have an interview with the Doctor of Philosophy program coordinator and the dean of the Seminary.

### Curricula & Requirements

A student who is admitted to candidacy for a doctoral degree will maintain a high level of achievement and scholarship—which will be demonstrated by achieving a 3.0 or above GPA for the Doctor of Ministry degree and a 3.5 GPA or above for the Doctor of Philosophy degree. The Doctor of Ministry student should achieve grades at the B level and above. However, five or six credits of C grades may be achieved in

classes provided the student's overall GPA remains at least at 3.0. For the Doctor of Philosophy student, no credits of C grades may be applied toward the requirements for the degree. After exhausting the provisions of the Academic Forgiveness Policy, a grade of D or F disqualifies a student as a candidate for a doctoral degree from the BJU Seminary.

For the *Doctor of Ministry* degree program, the student will complete a research project or dissertation on some dimension of the ministry of expository preaching, biblical counseling or pastoral ministry under the direction of a committee comprised of seminary faculty members.

For the *Doctor of Philosophy* degree program, the student will complete:

- Research-Language Proficiency Examination—Each student must pass at the 80-percent proficiency level an examination in a research language, typically German.
- Doctoral Comprehensive Examinations—A series of five days of oral and written examinations over the program core and the chosen field of concentration.
- A dissertation in the candidate's chosen field of study under the direction of a committee comprised of seminary faculty members.

### Residency & Load Requirements

The maximum full-time term load for a graduate student is nine credits of online classes or 16 credits of resident and/or online classes. Doctoral students typically take at least 3 or 4 credits each semester. During comprehensive exams and dissertation research/writing, however, they may be registered for only 1 or 2 credits. Therefore, doctoral students are classified as full-time students each semester that they take at least 1 credit.

For the *Doctor of Ministry* degree program, a minimum of 6 credits must be completed through courses that include a one-week, on-campus module. The remaining credits of coursework may be attained through additional modular or livestream courses, a teaching practicum, and/or an independent-study course.

The *Doctor of Philosophy* degree program may be obtained in residence at BJU Seminary and/or through semester-long hybrid courses that combine independent study, online interaction, and one-week on-campus modules.

### Enrollment

Once accepted in a graduate degree program, a degree candidate must complete all prerequisites and degree requirements within a specified number of years.

The *Doctor of Ministry* degree program must be completed within six years.

The *Doctor of Philosophy* degree program must be completed within seven years by resident students and within nine years by non-resident students.

# DIVISION OF PROFESSIONAL MINISTRY STUDIES

## PURPOSE

In support of Bob Jones University's commitment to grow Christlike character, the Division of Professional Ministry Studies exists to provide master's and doctoral degrees, in both residence and distance learning formats, for men serving or seeking ordination in full-time ministry as pastors, evangelists, missionaries or leaders in parachurch organizations or for women seeking significant ministry training in non-preaching or non-ordination roles. Those objective are met by developing students' practical ministry skill and their facility in interpreting Scripture.

## GOALS

The student will ...

- Mature as a Christian communicator, proclaiming biblical truth effectively, especially in genre-specific expository preaching and teaching.
- Mature as a servant-leader, employing principles and strategies for effective administration of church ministries.
- Mature as a biblical counselor, applying scriptural truth to help individuals overcome spiritual problems.

## LINGUISTICS COURSES

The *College of Arts and Science* offers linguistics courses to meet requirements for the BJU Seminary's Master of Divinity with a Bible Translation and Linguistics concentration.

## Master of Divinity

Layton MacD. Talbert, PhD  
Program Coordinator

### MDIV (Concentration) DEGREE COURSES

Required core: 46 credits

SCH 601	Church History (3)
SCH 602	Church History (3)
SCM 632	Foundations of Biblical Counseling * (3)
SCM 651	Spiritual Growth Seminar * (2)
SNT 622	Methods of Greek Exegesis (3)
SNT 681	New Testament Introduction (3)
SOT 601	Elementary Hebrew I (3)
SOT 602	Elementary Hebrew II (3)
SOT 681	Old Testament Introduction (3)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)
STh 740	Old Testament Theology (3)
STh 750	New Testament Theology (3)
STh 776	Theology & Practice of Prayer (3)

3 credits from the following:

STh 613	Christian Apologetics (3)
STh 701	Advanced Systematic Theology (3)

3 credits from the following:

SCM 601	Church Leadership & Administration (3)
SCM 621	Church Discipleship Ministries (3)
SCM 701	Issues in Church Ministry (3)

3 credits from the following:

SCM 637	Marriage & Family Counseling (3)
SCM 652	Ministry of Preaching: History & Philosophy (3)

3 credits from the following:

SCM 675	Theology of Missions & Evangelism (3)
SCM 777	Biblical Strategy of Missions (3)

2 credits from the following:

SHM 634	Expository Sermon Preparation (2)
SHM 635	Principles & Methods of Teaching Bible (2)

3 credits from the following:

SOT 703	Methods of Hebrew Exegesis (3)
SNT 621	Foundations for Greek Exegesis (3)
SNT 703	Exegesis of Paul's Epistles (3)
SNT 711	Exegesis of John's Writings (3)

In support of the Division of Professional Ministry Studies commitment to develop students' practical ministry skill and their facility in interpreting Scripture, the Master of Divinity degree provides the traditional graduate ministry training program for those called of God to be pastors, teachers, counselors, missionaries and evangelists. It is a balanced three-year program which concentrates on a mastery of biblical content, theology, church history, biblical languages and ministry skills. The program ensures a solid foundation in every aspect of the Christian ministry. The Master of Divinity degree with a concentration requires 87 credits including a 15 credit concentration. Concentrations include Bible Translation and Linguistics, Biblical Counseling, Biblical Languages, Chaplaincy, Church Planting and Urban Ministry, Church Worship, Global Missions, or Preaching and Pastoral Ministry. The Master of Divinity degree with the Advanced Track requires 72 credits. Courses for this degree are available in residence, advanced modules or livestream during the academic year and/or online learning.

Biblical Counseling concentration students who completed a bachelor's degree in a Bible or ministry-related area may be able to complete the program with 8 fewer credits. Students with a BJU undergraduate degree in Biblical Counseling may complete the program with 79 credits.\*

### Program Learning Outcomes

The student will ...

- Apply principles of interpretation to Scripture.
- Exegete Scripture in the original languages.
- Prepare outlines of theological positions.
- Assess historical and contemporary movements, denominations, significant writings and prominent leaders in church history.
- Display growth in a personal knowledge of God through scriptural means.

9 credits from the following:

SOT 611	Exposition of the Pentateuch (3)
SOT 613	Exposition of the Historical Books of the Old Testament (3)
SOT 615	Exposition of the Psalms (3)
SOT 616	Exposition of the Old Testament Wisdom Books (3)
SOT 617	Exposition of Isaiah (3)
SOT 618	Exposition of Jeremiah, Ezekiel, & Daniel (3)
SOT 619	Exposition of the Minor Prophets (3)
SNT 611	Exposition of the Synoptic Gospels (3)
SNT 612	Exposition of John's Gospel & Epistles (3)
SNT 613	Exposition of Acts (3)
SNT 614	Exposition of Romans (3)
SNT 615	Exposition of the Corinthian Epistles (3)
SNT 616	Exposition of Paul's Shorter Epistles (3)
SNT 618	Exposition of the General Epistles (3)
SNT 619	Exposition of Revelation (3)
SHM 726	Homiletics (3)

Concentration (15)

- Bible Translation & Linguistics (15)
- Biblical Counseling (15)
- Biblical Languages (15)
- Chaplaincy (15)
- Church Planting & Urban Ministry (15)
- Church Worship (15)
- Global Missions (15)
- Preaching & Pastoral Ministry (15)

**Total (minimum): 79-87**

### Bible Translation & Linguistics

#### Concentration: 15 credits

Li 511	Phonetics & Phonology (3)
Li 512	Morphology & Syntax (3)
Li 513	Field Methods (3)
Li 520	Bible Translation (3)
Li 523	Discourse Analysis (3)

### Biblical Counseling

#### Concentration: 15 credits

SCM 631	Theories of Counseling (3)
SCM 633	Counseling Issues (3)
SCM 635	Advanced Counseling Issues (3)

#### 6 credits from the following:

Com 507	Conflict Management (3)
SCM 630	Counseling Children & Adolescents (3)
SCM 637	Marriage & Family Counseling * (3)
SCM 638	Addiction Issues in Counseling (3)

### Biblical Languages

#### Concentration: 15 credits from the following:

SNT 703	Exegesis of Paul's Epistles (3)
SNT 711	Exegesis of John's Writings (3)
SNT 801	New Testament Word Study (3)
SNT 807	Exegesis of Hebrews & General Epistles (3)
SNT 881	New Testament Textual Criticism (3)
SOT 703	Methods of Hebrew Exegesis (3)
SOT 801	Biblical Aramaic (3)
SOT 809	Septuagint (3)
SOT 901	Advanced Hebrew Exegesis: Poetical Books (3)
SOT 902	Advanced Hebrew Exegesis: Isaiah (3)

## BIBLE TRANSLATION & LINGUISTICS CONCENTRATION

The Bible Translation and Linguistics concentration prepares students to serve as Bible translation consultants. Students will take courses focused on linguistics and Bible-translation methodology.

The concentration requires 15 credits and supports the Division's goal to mature as a Christian communicator, proclaiming biblical truth effectively, especially in genre-specific expository preaching and teaching.

### Program Learning Outcomes

The student will . . .

- Analyze and identify the function of grammatical constructions in various languages.
- Analyze language beyond the grammatical level through discourse analysis.
- Differentiate the various philosophies and methodologies of Bible translation.

## BIBLICAL COUNSELING CONCENTRATION

The Biblical Counseling concentration prepares students for a ministry of counseling in the local church, in missions, in camps, in biblical counseling centers, and in other venues in which people seek help in the midst of life's challenges.

The concentration requires 15 credits and supports the Division's goal to help students mature as a biblical counselor, applying scriptural truth to help individuals overcome spiritual problems.

### Program Learning Outcomes

The student will . . .

- Apply the theological framework of progressive sanctification and sufficiency of Scripture as applied to specific biblical counseling problems and cases.
- Employ a biblical methodology that facilitates change and growth in individuals to the glory of God.

## BIBLICAL LANGUAGES CONCENTRATION

The Biblical Languages concentration prepares students to engage in first-hand exegesis of Old and New Testament texts in their original languages. Students will develop competence in vocabulary, syntax, translation, and exegetical synthesis, with application to teaching and preaching.

The concentration requires 15 credits and supports the Division's goal to mature as a Christian communicator, proclaiming biblical truth effectively, especially in genre-specific expository preaching and teaching.

### Program Learning Outcomes

The student will . . .

- Read Hebrew and Greek texts: properly addressing the morphology, vocabulary, grammar, and syntax of these texts.
- Compose comprehensive exegetical treatments of Hebrew and Greek passages in formal exegesis papers.
- Produce teaching and sermons based on Hebrew and Greek exegesis.

### Chaplaincy

#### Concentration: 15 credits

SCM 633	Counseling Issues (3)
SCM 780	Introduction to Chaplaincy (3)
SCM 782	Ethics & Legal Issues in the Chaplaincy (3)

#### 6 credits from the following:

Com 507	Conflict Management (3)
SCM 635	Advanced Counseling Issues (3)
SCM 637	Marriage & Family Counseling (3)
SCM 638	Addiction Issues in Counseling (3)
STh 763	History & Theology of Religions (3)

\* May be able to substitute some courses with Military Officer Training Courses

### Church Planting & Urban Ministry

#### Concentration: 15 credits

SCM 677	Church Planting & Revitalization (3)
SCM 679	Urban Church Planting Internship (3)
SCM 703	Principles of Church Growth (3)

#### 3 credits from the following:

SCM 671	History of Christian Missions (3)
SCM 675	Theology of Missions & Evangelism (3)
SCM 777	Biblical Strategy of Missions (3)
STh 763	History & Theology of Religions (3)

#### 3 credits from the following:

SCM 637	Marriage & Family Counseling (3)
SCM 638	Addiction Issues in Counseling (3)
SHM 726	Homiletics (3)

### Church Worship

#### Concentration: 15 credits

SCM 706	Theology of Worship (3)
SCM 707	Principles & Practices of Church Worship (3)
SCM 710	Worship Ministry Internship (3)

#### 6 credits from the following:

SCM 602	Church Music: The Protestant Tradition (3)
SCM 604	American Hymnody (3)
SOT 615	Exposition of the Psalms (3)

## CHAPLAINCY CONCENTRATION

The Chaplaincy concentration prepares students to be chaplains who exercise leadership, counsel individuals under stress, and effectively communicate God's truth. Students take 15 credits of courses that will prepare them for the specialized ministry of serving people in the military, hospitals, emergency response institutions, hospice, correctional facilities, and other organizations in which chaplains minister. This concentration supports the Division's goals to mature as a servant-leader, employing principles and strategies for effective administration of church ministries and to mature as a biblical counselor, applying scriptural truth to help individuals overcome spiritual problems.

### Program Learning Outcomes

The student will . . .

- Define and apply principles of Christian leadership.
- Counsel individuals facing problems in life.
- Deliver sermons that speak biblical truth and its applications effectively and convincingly.

## CHURCH PLANTING & URBAN MINISTRY CONCENTRATION

Students in this program are equipped to establish churches in a variety of community contexts, with special emphasis on engaging in ministry within a metropolitan environment. This concentration consists of 15 credits and supports the Division's goal that students will mature as a servant-leader, employing principles and strategies for effective administration of church ministries.

### Program Learning Outcomes

The student will . . .

- Apply sound principles of interpretation to Scripture in the creation and delivery of expository sermons.
- Articulate a Scriptural philosophy of missions with reference to church planting and urban ministry.
- Apply Scriptural methodologies of planting churches in multi-cultural and/or urban contexts.

## CHURCH WORSHIP CONCENTRATION

The Church Worship concentration prepares students to plan and lead gathered Christian worship in a local church. Students take courses to develop a biblical philosophy of worship, to understand the role of congregational singing in church history, and to develop the skills needed to plan and lead a worship service. The concentration requires 15 credits and supports the Division's goal to mature as a servant-leader, employing principles and strategies for effective administration of church ministries.

### Program Learning Outcomes

The student will . . .

- Compose a biblically rich, theologically defensible, and historically informed philosophy of worship, especially worship within a local church context.
- Evaluate from a biblical and philosophical perspective the variety of worship forms and traditions that have developed throughout church history.
- Oversee the development, organization, and leadership of public worship.

### Global Missions

#### Concentration: 15 credits

SCM 673	Cross-Cultural Internship (3)
SCM 675	Theology of Missions & Evangelism (3)
STh 763	History & Theology of Religions (3)

#### 6 credits from the following:

SSS 504	Cultural Anthropology (3)
SCM 671	History of Christian Missions (3)
SCM 677	Church Planting & Revitalization (3)
SCM 703	Principles of Church Growth (3)
SNT 613	Exposition of Acts (3)

### Preaching & Pastoral Ministry

#### Concentration: 15 credits

SCM 607	Pastoral Theology (3)
SCM 637	Marriage & Family Counseling (3)
SCM 709	Pastoral Ministry Internship (3)
SHM 726	Homiletics (3)

#### 3 credits from the following:

SOT 703	Methods of Hebrew Exegesis (3)
	<i>Greek Exegesis Elective (3)</i>
	<i>New Testament Exposition (3)</i>
	<i>Old Testament Exposition (3)</i>

## GLOBAL MISSIONS CONCENTRATION

The Global Missions concentration prepares students theologically, culturally, and linguistically to serve in any field of the world. Students will study current missions philosophy and practices, evaluating them according to biblical teaching. This 15-credit concentration supports the Division's goal that students will mature as a servant-leader, employing principles and strategies for effective administration of church ministries.

### Program Learning Outcomes

The student will . . .

- Analyze missiological theories and practices in respect to a consistent missions theology.
- Contrast a biblical worldview with the tenants of Islam, Buddhism, Hinduism, and other world religions.
- Apply cultural principles to aspects of living and serving in a culture other than his own.

## PREACHING & PASTORAL MINISTRY CONCENTRATION

The Preaching and Pastoral Ministry concentration prepares students to spiritually feed believers from Scripture and administer the programs of a local church. Students will demonstrate proficiency in expository preaching and principles of pastoral leadership. The concentration requires 15 credits and supports the Division's goals to mature as a Christian communicator, proclaiming biblical truth effectively, especially in genre-specific expository preaching and teaching and to mature as a servant-leader, employing principles and strategies for effective administration of church ministries.

### Program Learning Outcomes

The student will . . .

- Create and deliver expository sermons.
- Create a strategic plan for implementing and assessing a new ministry or department within a current ministry.

## MDiv (Advanced Track) DEGREE COURSES

### Required core: 41 credits

SHM 726	Homiletics (3)
SNT 622	Methods of Greek Exegesis (3)
SNT 681	New Testament Introduction (3)
SOT 601	Elementary Hebrew I (3)
SOT 602	Elementary Hebrew II (3)
SOT 681	Old Testament Introduction (3)
SOT 703	Methods of Hebrew Exegesis (3)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)
STh 740	Old Testament Theology (3)
STh 750	New Testament Theology (3)
STh 776	Theology & Practice of Prayer (3)

### 3 credits from the following:

SCH 601	Church History (3)
SCH 602	Church History (3)

### 3 credits from the following:

STh 613	Christian Apologetics (3)
STh 701	Advanced Systematic Theology (3)

### 3 credits from the following:

SCM 601	Church Leadership & Administration (3)
SCM 607	Pastoral Theology (3)
SCM 621	Church Discipleship Ministries (3)

### 3 credits from the following:

SCM 637	Marriage & Family Counseling (3)
SCM 671	History of Christian Missions (3)
SCM 675	Theology of Missions & Evangelism (3)
SCM 777	Biblical Strategy of Missions (3)

### 2 credits from the following:

SCM 632	Foundations of Biblical Counseling (3)
SCM 651	Spiritual Growth Seminar (2)
SCM 701	Issues in Church Ministry (3)

### 2 credits from the following:

SHM 634	Expository Sermon Preparation (2)
SHM 635	Principles & Methods of Teaching Bible (2)

## ADVANCED TRACK

The Advanced Track builds upon undergraduate Bible or ministry-related areas with a strong foundation in biblical languages, hermeneutics, theology, and church history. In this enhanced program, students take several advanced courses in place of courses in the regular Master of Divinity curriculum. This track focuses on hermeneutics and theology courses on the doctoral level.

### Program Learning Outcomes

The student will . . .

- Apply principles of interpretation to Scripture.
- Exegete Scripture in the original languages.
- Display growth in a personal knowledge of God through scriptural means.
- Prepare outlines of theological positions.
- Assess historical and contemporary movements, denominations, significant writings and prominent leaders in church history.

### 6 credits from the following:

SOT 611	Exposition of the Pentateuch (3)
SOT 613	Exposition of the Historical Books of OT (3)
SOT 615	Exposition of the Psalms (3)
SOT 616	Exposition of the OT Wisdom Books (3)
SOT 617	Exposition of Isaiah (3)
SOT 618	Exposition of Jeremiah, Ezekiel & Daniel (3)
SOT 619	Exposition of the Minor Prophets (3)
SNT 611	Exposition of the Synoptic Gospels (3)
SNT 612	Exposition of John's Gospel & Epistles (3)
SNT 613	Exposition of Acts (3)
SNT 614	Exposition of Romans (3)
SNT 615	Exposition of the Corinthian Epistles (3)
SNT 616	Exposition of Paul's Shorter Epistles (3)
SNT 618	Exposition of the General Epistles (3)
SNT 619	Exposition of Revelation (3)

### 9 credits from the following:

SNT 850	Seminar in NT Backgrounds (3)
SNT 955	Seminar in Advanced NT Theology (3)
SOT 850	Seminar in OT Backgrounds (3)
SOT 955	Seminar in Advanced OT Theology (3)
STh 871	Historical Theology: Ancient & Medieval Times (3)
STh 872	Historical Theology: Reformation to Modern Times (3)

### 3 credits may be required from the following:<sup>1</sup>

SNT 621	Foundations for Greek Exegesis (3)
SNT 703	Exegesis of Paul's Epistles (3)
SNT 711	Exegesis of John's Writings (3)

### **Total (minimum): 72-75**

<sup>1</sup> Required biblical language courses based on previous language courses along with proficiency tests in Greek and Hebrew.



## Doctor of Ministry



**Billy M. Gotcher, DMin**  
Program Coordinator

### DEGREE COURSES

*Required core: 8 credits*

SPM 891	Research & Writing Seminar (2)
SPM 896	Research Project/Dissertation Prospectus (1)
SPM 897	Research Project/Dissertation I (2)
SPM 898	Research Project/Dissertation II (2)
SPM 899	Research Project/Dissertation Defense (1)

*Concentration: 24 credits*

- Biblical Counseling (24)
- Expository Preaching (24)
- Pastoral Ministry (24)

**Total (minimum): 32**

In support of the Division of Professional Ministry Studies' commitment to develop students' biblical interpretation and practical ministry skills, the Doctor of Ministry degree program sharpens the servant of the Lord in Pastoral Ministry, Expository Preaching, and Biblical Counseling. Courses are taught by selected resident and adjunct faculty who are experts in their teaching fields, blending lectures with peer learning and experiential projects.

The Doctor of Ministry in Expository Preaching or Pastoral Ministry are both 32-credit professional-development programs for men engaged in vocational ministry who have completed a Master of Divinity degree or its equivalent (72 credits). Since the Doctor of Ministry in Biblical Counseling does not include preparation for preaching ministry, both men and women who qualify for this program are invited to apply. See BJU's position statement on complementarianism at [bju.edu](http://bju.edu).

Students who hold a master's degree in a ministry-related area should contact the Seminary office to inquire how many leveling courses may be needed to achieve Master of Divinity equivalency.

The coursework for the Doctor of Ministry degree consists of six 4-credit courses, a 2-credit research and writing course, and 6 credits of work for a research project or dissertation on some dimension of the student's concentration.

In each 4-credit course taught by a professor, students read and prepare papers and projects remotely throughout the semester or summer. Halfway through the course, there is a week-long "advanced module" of on-campus lectures and presentations that students may join either in person or via livestream. Students must attend at least two of these advanced modules in person, though exceptions to this policy may be made on a case-by-case basis, especially for our international students.

### Program Learning Outcomes

The student will ...

- Accurately interpret the Word of God in areas of theology and Christian living.
- Effectively apply the truth of Scripture in ministry context for the edification of the church.

### Biblical Counseling

#### Concentration: 24 credits

SPM 851	Biblical Ministry to the Addicted (4)
SPM 853	Advanced Family & Marriage Counseling (4)
SPM 855	Advanced Counseling Methodology (4)
SPM 857	Biblical Ministry to Trauma Sufferers (4)
SPM 859	Counseling Contemporary Issues (4)

#### 4 credits from the following:

SPM 871	Theology & Application of Worship (4)
SPM 873	Theology & Development of Leadership (4)
SPM 881	Teaching Practicum (4)
SPM 890	Independent Study (4)

### Expository Preaching

#### Concentration: 24 credits

#### 16 credits from the following:

SPM 861	Application of Expository Preaching in Ministry Context (4)
SPM 863	Expository Preaching in the Old Testament (4)
SPM 865	Expository Preaching in the New Testament (4)
SPM 867	Challenging Texts in Expository Preaching (4)
SPM 869	The History of Preaching (4)

#### 8 credits from the following:

SPM 849	Knowing & Loving God (4)
SPM 881	Teaching Practicum (4)
SPM 890	Independent Study (4)
	Biblical Counseling Elective (4)
	Pastoral Ministry Elective (4)

### Pastoral Ministry

#### Concentration: 24 credits

SPM 870	The Minister's Public & Private Life (4)
SPM 871	Theology & Application of Worship (4)
SPM 872	Church Growth & Shepherding (4)
SPM 873	Theology & Development of Leadership (4)

#### 8 credits from the following:

SPM 849	Knowing & Loving God (4)
SPM 869	The History of Preaching (4)
SPM 881	Teaching Practicum (4)
SPM 890	Independent Study (4)
	Biblical Counseling Elective (4)
	Expository Preaching Elective (4)

## BIBLICAL COUNSELING CONCENTRATION

Biblical Counseling presents advanced studies in topics and methodologies which equip pastors and church counselors to deal with individuals and couples whose problems are more complex and more entrenched. Advanced studies in Biblical Counseling include addictions, trauma, marital issues, stress, and gender issues.

### Program Learning Outcomes

The student will ...

- Compose advanced strategies for helping counselees who suffer with various problems such as addictions, trauma, marriage problems, stress, or gender confusion.
- Create and defend a research project or dissertation related to biblical counseling.

## EXPOSITORY PREACHING CONCENTRATION

Expository Preaching provides the pastor, missionary, or Christian leader with the highest level of training in the preparation, delivery, and evaluation of expository sermons. Students in this program receive guidance in teaching and preaching from all the various genres of Scripture. Accomplished preachers provide valuable feedback for each student so that his improvement will be felt immediately by the congregation.

### Program Learning Outcomes

The student will ...

- Apply Scripture to practical questions and problems of life for sermonic development.
- Create and defend a research project or dissertation related to expository preaching.

## PASTORAL MINISTRY CONCENTRATION

Pastoral Ministry develops advanced skills in leading and shepherding a local church. The concentration establishes the importance of the pastor's personal life as the foundation for effective ministry. Subjects of pastoral development include leadership, evangelism, discipleship, and other areas of interest to the student.

### Program Learning Outcomes

The student will ...

- Apply principles related to leading and shepherding a local church to his congregation.
- Create and defend a research project or dissertation related to Pastoral Ministry.

# DIVISION OF GRADUATE STUDIES

## PURPOSE

In support of Bob Jones University's commitment to grow Christlike character, the Division of Graduate Studies exists to provide master's and doctoral degrees, in both residence and distance learning formats, for students seeking advanced training in biblical languages, interpretation, theology, missions, leadership and practical church ministry.

## GOALS

The student will ...

- Mature in scholarship within a variety of disciplines related to biblical studies.
- Mature in communicating biblical truth, especially via academic writing and expository preaching and teaching.
- Mature in critical thinking and assessment of theological concepts and movements.

## LINGUISTICS COURSES

The College of Arts and Science offers linguistics courses to meet requirements for the BJU Seminary's Master of Arts in Intercultural Studies with a Bible Translation and Linguistics concentration.

## Graduate Certificate in Chaplaincy

**Neal D. Cushman, PhD**  
Program Coordinator

### CERTIFICATE COURSES

*Required core: 9 credits*

SCM 632	Foundations of Biblical Counseling (3)
SCM 780	Introduction to Chaplaincy (3)
SCM 782	Ethics & Legal Issues in Chaplaincy (3)

*6 credits from the following:*

Com 507	Conflict Management (3)
SCM 633	Counseling Issues (3)
SCM 635	Advanced Counseling Issues (3)
SCM 637	Marriage & Family Counseling (3)
SCM 638	Addiction Issues in Counseling (3)
STh 763	History & Theology of Religions (3)

**Total (minimum): 15**

The Graduate Certificate in Chaplaincy provides continuing education for those who serve as chaplains in the military, law enforcement, and medical areas of public life. The training in this program increases the ability of ministers to exercise leadership, counsel individuals under stress, and effectively communicate God's truth to a highly discriminating audience.

Students take 15 credits of master's level coursework that will prepare them for the specialized ministry that is needed in public service. Course content includes training in addictions, post-traumatic stress syndrome, marriage issues, conflict management, communication, and ethics and legal issues that chaplains are likely to encounter.

Courses for this certificate are available in residence, advanced modules or livestream during the academic year and/or online learning.

### Program Learning Outcomes

The student will ...

- Define and apply principles of Christian leadership.
- Apply counseling principles to individuals facing problems in life.

## Graduate Certificate in Teaching Bible

**Brian R. Hand, PhD**  
Program Coordinator

### CERTIFICATE COURSES

*Required core: 12 credits*

SNT 620	Survey of the New Testament (2)
SOT 620	Survey of the Old Testament (2)
STh 630	Application of Scripture (3)
STh 635	Biblical Hermeneutics (3)
SHM 635	Principles & Methods of Teaching Bible (2)

**Total (minimum): 12**

The Graduate Certificate in Teaching Bible prepares individuals, both in vocational and lay ministry, to teach the Bible effectively to teens and adults. Those with graduate credits in religion or education may be exempted from some requirements. The certificate requires 12 credits and is available in hybrid and online formats. Courses with grades of B or higher may be applied to Master of Arts or Master of Divinity degrees at BJU Seminary.

Courses for this certificate are available in residence, advanced modules or livestream during the academic year and/or online learning. Students completing the Graduate Certificate in Teaching Bible may apply to continue toward the Master of Arts or Master of Divinity degree.

### Program Learning Outcomes

The student will ...

- Apply principles of interpretation to Scripture.
- Create Bible lessons or sermons for church or other ministry settings.

## Master of Arts, Apologetics

**Brian R. Hand, PhD**  
Program Coordinator

### DEGREE COURSES

#### Required core: 23 credits

SNT 681	New Testament Introduction (3)
SOT 681	Old Testament Introduction (3)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 613	Christian Apologetics (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)
STh 785	Applied Apologetics (3)

#### 9 credits from the following:

STh 735	The Old Testament & Evolution (3)
STh 745	Bioethics (3)
STh 755	Miracles & the Resurrection (3)
STh 763	History & Theology of Religions (3)
STh 765	Christianity, Pluralism & Postmodernity (3)
STh 775	Quran & Hadith (3)

**Total (minimum): 32**

The Master of Arts degree in Apologetics is designed to equip students to develop a solid theological framework from which to commend and defend the Christian faith persuasively in a variety of ministry contexts. Students grow in faith while developing proficiency in their ability to communicate truth in crucial areas using evidence within a presuppositional framework. The degree consists of 17 credits of Bible and theology, as well as 15 credits of apologetics, including 9 elective credits.

Courses for this degree are available in residence, advanced modules or livestream during the academic year and/or online learning.

### Program Learning Outcomes

The student will ...

- Exegete Scripture using a grammatical/historical hermeneutic.
- Apply biblical and theological knowledge in defense of the Christian faith.
- Demonstrate skill in researching and explaining evidence within a presuppositional framework.
- Engage contemporary society with apologetical persuasion.



## Graduate Certificate in **Biblical Counseling**

**James A. Berg, DMin**  
Program Coordinator

### CERTIFICATE COURSES

#### Required core: 12 credits

SCM 631	Theories of Counseling (3)
SCM 632	Foundations of Biblical Counseling * (3)
SCM 633	Counseling Issues (3)
SCM 635	Advanced Counseling Issues (3)

#### 6 credits from the following:

SCM 630	Counseling Children & Adolescents (3)
SCM 637	Marriage & Family Counseling * (3)
SCM 638	Addiction Issues in Counseling (3)

**Total (minimum): 12-18**

The Graduate Certificate in Biblical Counseling prepares graduate students for a ministry of counseling in the local church, in missions, in camps, in biblical counseling centers, and other venues in which people seek help in the midst of life's challenges. Students take courses in various aspects of biblical counseling. The certificate requires 18 credits and supports the Seminary's purpose to provide understanding in the content and interpretation of the Word of God, and in-depth biblical philosophy of Christian ministry and detailed instruction in applied ministry skills.

Courses for this certificate are available in residence, advanced modules or livestream during the academic year and/or online learning. Students completing the Graduate Certificate in Biblical Counseling may apply to continue toward the Master of Arts degree in Biblical Counseling.

Students who completed a bachelor's degree in a Bible or ministry-related area may be able to complete the program with less than 18 credits. Students with a BJU undergraduate degree in Biblical Counseling may complete the program with 12 credits.\*

### Program Learning Outcomes

The student will ...

- Apply the theological framework of progressive sanctification and sufficiency of Scripture as applied to specific biblical counseling problems and cases.
- Employ a biblical methodology that facilitates change and growth in individuals to the glory of God.
- Apply biblical solutions to multiple counseling situations ranging from anxiety to sexual abuse and trauma.
- Apply biblical, ethical and legal responsibilities in the counseling context.
- Critique integrationist counseling theories and methodologies from a biblical counseling perspective.

## Master of Arts, **Biblical Counseling**

**Gregory J. Mazak, PhD**  
Program Coordinator

### DEGREE COURSES

*Required core: 41 credits*

SCM 630	Counseling Children & Adolescents (3)
SCM 631	Theories of Counseling (3)
SCM 632	Foundations of Biblical Counseling * (3)
SCM 633	Counseling Issues (3)
SCM 635	Advanced Counseling Issues (3)
SCM 637	Marriage & Family Counseling * (3)
SCM 640	Biblical Counseling Practicum I (3)
SCM 651	Spiritual Growth Seminar * (2)
SCM 695	Biblical Counseling Practicum II (3)
SNT 620	Survey of the New Testament (2)
SOT 620	Survey of the Old Testament (2)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)

**Total (minimum): 33-41**



The Master of Arts degree in Biblical Counseling prepares students for a ministry of counseling in the local church, in missions, in camps, in biblical counseling centers, and in other venues in which people seek help in the midst of life's challenges. Students take courses in Bible, theology and biblical counseling. The program requires 33–41 credits and supports the Division's purpose to provide understanding in the content and interpretation of the Word of God, an in-depth biblical philosophy of Christian ministry and detailed instruction in applied ministry skills.

Courses for this degree are available in residence, advanced modules or livestream during the academic year and/or online learning.

Students who completed a bachelor's degree in a Bible or ministry-related area may be able to complete the program with less than 41 credits. Students with a BJU undergraduate degree in Biblical Counseling may complete the program with 33 credits.\*

### Program Learning Outcomes

The student will ...

- Articulate and defend Christian doctrine in an organized fashion.
- Apply the theological framework of progressive sanctification and sufficiency of Scripture as applied to specific biblical counseling problems and cases.
- Employ a biblical methodology that facilitates change and growth in individuals to the glory of God.
- Apply biblical solutions to multiple counseling situations ranging from anxiety to sexual abuse and trauma.
- Apply biblical, ethical and legal responsibilities in the counseling context.
- Critique integrationist counseling theories and methodologies from a biblical counseling perspective.
- Utilize biblical and community resources to assist the individual in change and growth to the glory of God.

## Master of Arts, Intercultural Studies

**Kevin P. Oberlin, PhD, Dfcs**  
Program Coordinator

### DEGREE COURSES

Required core: 26 credits

SCM 673	Cross-Cultural Internship (3)
SCM 675	Theology of Missions & Evangelism (3)
SNT 681	New Testament Introduction (3)
SOT 681	Old Testament Introduction (3)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)
STh 710	Contextualization for Ministry (3)

Concentration (18–27)

- Bible Translation & Linguistics (27)
- Theology & Missions Strategy (18)

**Total (Minimum): 44–53**

Bible Translation & Linguistics  
Concentration: 27 credits

SNT 622	Methods of Greek Exegesis (3)
Li 511	Phonetics & Phonology (3)
Li 512	Morphology & Syntax (3)
Li 513	Field Methods (3)
Li 520	Bible Translation (3)
Li 523	Discourse Analysis (3)
Greek/Hebrew Elective (600-level or above) (9)	

Theology & Missions Strategy  
Concentration: 18 credits

SCM 777	Biblical Strategy of Missions (3)
STh 740	Old Testament Theology (3)
STh 750	New Testament Theology (3)

9 credits from the following:

Com 520	Intercultural Communication (3)
SCM 671	History of Christian Missions (3)
SCM 677	Church Planting & Revitalization (3)
SCM 703	Principles of Church Growth (3)
SSS 504	Cultural Anthropology (3)
STh 701	Advanced Systematic Theology (3)
STh 763	History & Theology of Religions (3)
STh 776	Theology & Practice of Prayer (3)

The Master of Arts in Intercultural Studies integrates the study of Scripture, theology, culture and missions strategy to prepare students for leadership roles in cross-cultural settings or in multicultural ministry in their home country. The coursework in this program establishes a firm foundation of hermeneutics, exegesis and theology. Practical studies follow with an emphasis on prayer, evangelism, discipleship, teaching skills, leadership principles, teamwork, cultural anthropology and understanding world religions. Concentrations include Bible Translation and Linguistics or Theology and Missions Strategy. Graduates in this program may pursue further academic work or careers in missionary ministry or in those areas that require international skills

### Program Learning Outcomes

The student will . . .

- Exegete and interpret Scripture carefully and accurately.
- Analyze and understand peoples and cultures and how to communicate well across cultures.
- Apply Scripture effectively across cultures and in new situations.
- Apply intercultural skills through an apprenticeship.

### BIBLE TRANSLATION & LINGUISTICS CONCENTRATION

The Bible Translation and Linguistics concentration provides instruction in biblical languages (Greek & Hebrew), linguistics, translation theory and translation technology. The program prepares students for cross-cultural ministry in the areas of Bible translation and literacy development. Graduates of this program would also be equipped for secular translation work.

### Program Learning Outcomes

The student will . . .

- Translate Greek and/or Hebrew into a target language using the tools and methods of Bible translation acquired in the program.
- Apply linguistic principles to a proper understanding of both the biblical text and the target language.

### THEOLOGY & MISSIONS STRATEGY

The Theology and Missions Strategy concentration provides an intentional combination of biblical theology and cross-cultural strategy that prepares students to effectively analyze and engage their ministry contexts. Students have flexibility to choose from a range of electives for specific and strategic ministry applications.

### Program Learning Outcomes

The student will . . .

- Apply skills in exegesis and biblical theology to the interpretation of Scripture.
- Analyze and evaluate missions strategies for effective ministry.



## Master of Arts, **Biblical Studies**

**Bruce K. Meyer, DMin**  
Program Coordinator

### DEGREE COURSES

#### *Required core: 26 credits*

SCM 632	Foundations of Biblical Counseling (3)
SNT 681	New Testament Introduction (3)
SOT 681	Old Testament Introduction (3)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)
STh 740	Old Testament Theology (3)
STh 750	New Testament Theology (3)

#### *3 credits from the following:*

SCH 601	Church History (3)
SCH 602	Church History (3)

#### *3 credits from the following:*

SNT 611	Exposition of the Synoptic Gospels (3)
SNT 612	Exposition of John's Gospel & Epistles (3)
SNT 613	Exposition of Acts (3)
SNT 614	Exposition of Romans (3)
SNT 615	Exposition of the Corinthian Epistles (3)
SNT 616	Exposition of Paul's Shorter Epistles (3)
SNT 618	Exposition of the General Epistles (3)
SNT 619	Exposition of Revelation (3)
SOT 611	Exposition of the Pentateuch (3)
SOT 613	Exposition of the Historical Books of the Old Testament (3)
SOT 615	Exposition of the Psalms (3)
SOT 616	Exposition of the Old Testament Wisdom Books (3)
SOT 617	Exposition of Isaiah (3)
SOT 618	Exposition of Jeremiah, Ezekiel & Daniel (3)
SOT 619	Exposition of the Minor Prophets (3)

#### *2 credits from the following:*

SHM 634	Expository Sermon Preparation (2)
SHM 635	Principles & Methods of Teaching Bible (2)

**Total (Minimum): 34**

The Master of Arts in Biblical Studies is a flexible degree program for students who desire advanced education in the content, interpretation and theology of the Bible with a goal of strengthening the student's ability to carefully exegete and teach the text. The degree program is 34 credits, which includes 23 credits of biblical introduction and theological studies, 5 credits of hermeneutics and sermon/lesson preparation, 3 credits of biblical counseling and 3 credits of church history. The program provides an essential foundation for preaching or teaching in one's calling as a pastor, youth pastor, counselor, missionary, Christian school teacher or lay leader in a local church.

This degree program has no Greek or Hebrew language requirements. All credits in this Master of Arts program may be applied toward the Master of Divinity degree.

Courses for this degree are available in residence, advanced modules or livestream during the academic year and/or online learning.

### Program Learning Outcomes

The student will ...

- Articulate and defend Christian doctrine in an organized fashion.
- Analyze and critique theories that challenge the divine origin and inerrancy of Scripture.
- Exposit Scripture using principles of sound biblical interpretation.



## Master of Arts, Ministry Studies

**Gregory J. Stiekes, PhD**  
*Program Coordinator*

### DEGREE COURSES

*Required core: 17 credits*

SNT 620	Survey of the New Testament (2)
SOT 620	Survey of the Old Testament (2)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 703	Biblical Sanctification (2)

*2 credits from the following:*

SHM 634	Expository Sermon Preparation (2)
SHM 635	Principles & Methods of Teaching Bible (2)

*Concentration (19 or 25)*

- Church Ministry (19)
- Church Planting & Revitalization (28)

**Total (minimum): 36–42**

### *Church Ministry*

*Concentration: 19 Credits*

SCM 601	Church Leadership & Administration (3)
SCM 790	CM Internship & Integration Project (4)

*12 credits from the following:*

SCM 602	Church Music: The Protestant Tradition (3)
SCM 607	Pastoral Theology (3)
SCM 620	Contemporary Youth Issues & Ministry (3)
SCM 621	Church Discipleship Ministries (3)
SCM 627	Christan Family (3)
SCM 630	Counseling Children & Adolescents (3)
SCM 632	Foundations of Biblical Counseling (3)
SCM 637	Marriage & Family Counseling (3)
SCM 638	Addiction Issues in Counseling (3)
SCM 651	Spiritual Growth Seminar (2)
SCM 652	Ministry of Preaching: History & Philosophy (3)
SCM 675	Theology of Missions & Evangelism (3)
SCM 706	Theology of Worship (3)
SCM 707	Principles & Practices of Church Worship (3)

The Master of Arts degree in Ministry Studies is designed to provide students with a competent understanding of the theological content of the Scripture, while equipping them with the skill to apply the Scripture in practical areas of real-world ministry. Graduates will be able to serve the local church in at least one of two significant ways, first by providing pastoral or administrative leadership in an established local church and second by starting or revitalizing a local church in a needy area. Concentrations include Church Ministry or Church Planting and Revitalization.

### Program Learning Outcomes

The student will ...

- Organize and lead local church ministry in a way that reflects a mature understanding of sound biblical doctrine and leadership principles.
- Formulate biblically sound theological beliefs that show critical thinking and experienced knowledge of the Scriptures.
- Communicate biblical truth, especially through careful writing and culturally effective preaching or teaching, while giving attention to sound hermeneutics.

### CHURCH MINISTRY CONCENTRATION

Students interested in church ministry may emphasize pastoral leadership, discipleship, counseling, church worship or a combination of these disciplines.

### Program Learning Outcomes

The student will ...

- Perform a lead or supporting role in an established local church in various areas of the teaching ministry.
- Apply biblical principles of church ministry in counseling, one-on-one discipleship, evangelism, youth ministry and public worship.



### Church Planting & Revitalization Concentration: 25 Credits

SCM 601	Church Leadership & Administration (3)
SCM 677	Church Planting & Revitalization (3)
SCM 690	Community Research & Exegesis Practicum (3)
SCM 786	Outreach Strategy & Methods Practicum (3)
SCM 795	CP/REV Internship & Integration Project (4)

### 9 credits from the following:

SCM 602	Church Music: The Protestant Tradition (3)
SCM 607	Pastoral Theology (3)
SCM 620	Contemporary Youth Issues & Ministry (3)
SCM 621	Church Discipleship Ministries (3)
SCM 627	Christian Family (3)
SCM 630	Counseling Children & Adolescents (3)
SCM 632	Foundations of Biblical Counseling (3)
SCM 637	Marriage & Family Counseling (3)
SCM 638	Addiction Issues in Counseling (3)
SCM 651	Spiritual Growth Seminar (2)
SCM 652	Ministry of Preaching: History & Philosophy (3)
SCM 675	Theology of Missions & Evangelism (3)
SCM 706	Theology of Worship (3)
SCM 707	Principles & Practices of Church Worship (3)

## CHURCH PLANTING & REVITALIZATION CONCENTRATION

Students interested in planting new churches or revitalizing struggling churches will receive specialized training in the essential areas necessary for this unique ministry.

### Program Learning Outcomes

The student will . . .

- Research and exegete the demographics of a community for maximum evangelism and church growth potential.
- Design an effective strategy to reach a community with the gospel through the local church.
- Organize a contextualized church planting/revitalization ministry in a way that meets the needs of a specific community while remaining faithful to the Scriptures.

## Master of Arts, **Biblical Language & Literature**

**Brian R. Hand, PhD**  
*Program Coordinator*

### DEGREE COURSES

*Required core: 44 credits*

SCM 651	Spiritual Growth Seminar (2)
SNT 622	Methods of Greek Exegesis (3)
SNT 681	New Testament Introduction (3)
SOT 601	Elementary Hebrew I (3)
SOT 602	Elementary Hebrew II (3)
SOT 681	Old Testament Introduction (3)
SOT 703	Methods of Hebrew Exegesis (3)
STh 601	Systematic Theology (3)
STh 602	Systematic Theology (3)
STh 635	Biblical Hermeneutics (3)
STh 701	Advanced Systematic Theology (3)
STh 703	Biblical Sanctification (2)
STh 740	Old Testament Theology (3)
STh 750	New Testament Theology (3)
STh 792	Introduction to Theological Research (1)
STh 799	MA Thesis (3)

*6 credits from the following:*

Li 523	Discourse Analysis (3)
SNT 703	Exegesis of Paul's Epistles (3)
SNT 711	Exegesis of John's Writings (3)
STh 790	Independent Study (3)

*3 credits from the following:*

SCH 601	Church History (3)
SCH 602	Church History (3)

*2 credits from the following:*

SHM 634	Expository Sermon Preparation (2)
SHM 635	Principles & Methods of Teaching Bible (2)

**Total (minimum): 55**

The Master of Arts degree in Biblical Language and Literature is designed to provide students with a high level of competence in biblical studies for teaching, missions or pastoral ministry. Students in this program become proficient in Greek, Hebrew, biblical theology, systematic theology and research writing. The program entails a thesis as the culmination of the degree. Students in the program may qualify for advanced degrees such as the Doctor of Philosophy.

### Program Learning Outcomes

The student will ...

- Articulate and defend Christian doctrine apologetically from the text of Scripture.
- Translate the Bible from the original languages of Greek and Hebrew.
- Write on a scholarly level in the field of biblical studies.

## Doctor of Philosophy, Theological Studies

**Kenneth G. Casillas, PhD**  
Program Coordinator

### DEGREE COURSES

#### Required core: 27 credits

SNT 840	New Testament Hermeneutics & Exegetical Method (3)
SOT 840	Old Testament Hermeneutics & Exegetical Method (3)
STh 805	Theological Research & Writing (3)
STh 810	Theology & Philosophy of Ministry (3)
STh 850	Advanced Theological Method (3)
STh 871	Historical Theology: Ancient & Medieval Times (3)
STh 872	Historical Theology: Reformation to Modern Times (3)
STh 941	Advanced Biblical Theology (3)
STh 945	Seminar in Biblical Intertextuality (3)

#### Concentration (33)

- Old Testament Interpretation (33)
- New Testament Interpretation (33)
- Biblical & Systematic Theology (33)

**Total (minimum): 60**

In support of the Division of Graduate Studies' commitment to develop students' understanding and skills in the content, theology, interpretation, and application of Scripture, the Doctor of Philosophy degree in Theological Studies provides advanced preparation for those who desire to teach Bible/theology on the college or graduate level and/or to engage in a ministry of theological research and writing. Doctor of Philosophy courses are taught by selected resident and adjunct faculty who are experts in their teaching fields and blend lectures, peer learning, and experientially oriented projects.

The Doctor of Philosophy program requires a Master of Divinity degree (72 credits) or a research-oriented Master of Arts degree such as BJU Seminary's Master of Arts in Biblical Language and Literature (55 credits). Students who hold a different master's degree in a Bible/theology area should contact the Seminary office to inquire how many leveling courses may be needed to gain admission. The Doctor of Philosophy program assumes a solid foundation of biblical and theological knowledge and proficiency in Hebrew and Greek, confirmed by the Doctor of Philosophy entrance examinations.

The Doctor of Philosophy in Theological Studies requires a total of 60 doctoral-level credits, 27 from the interdisciplinary core and 33 in a concentration of the student's choice: Old Testament Interpretation, New Testament Interpretation or Biblical and Systematic Theology. The total required credits are reduced to 36 for those entering the program with a Master of Theology degree, with specific requirements determined in consultation with the program coordinator. The Doctor of Philosophy degree may be obtained in residence at BJU Seminary and/or through semester-long hybrid courses that combine independent study, online interaction, and one-week on-campus modules.

The Doctor of Philosophy degree requires proficiency in a research language, typically German, confirmed by an examination toward the midpoint of a student's coursework. The program culminates with three capstone experiences: (1) a teaching internship, (2) a battery of oral and written comprehensive examinations, and (3) a scholarly dissertation (typically 75,000 to 100,000 words), written under the supervision of a faculty committee.

For more specific information about program requirements, see the Guide to Doctoral Studies published by BJU Seminary.

### Program Learning Outcomes

The student will ...

- Interpret Scripture in the original languages based on sound hermenutics.
- Assess theological issues following a precise methodology.

### Old Testament Interpretation Concentration [33 credits]

SOT 801	Biblical Aramaic (3)
SOT 809	Septuagint (3)
SOT 850	Seminar in Old Testament Backgrounds (3)
SOT 901	Advanced Hebrew Exegesis: Poetical Books (3)
SOT 902	Advanced Hebrew Exegesis: Isaiah (3)
SOT 935	Seminar in Problems of Old Testament Interpretation (3)
SOT 955	Seminar in Advanced Old Testament Theology (3)
STh 991	Teaching Internship (3)
STh 992	Comprehensive Examinations (1)
STh 993	Dissertation Prospectus (1)
STh 994	Dissertation Research I (2)
STh 995	Dissertation Research II (2)
STh 996	Dissertation Research III (2)
STh 997	Dissertation Defense (1)

### New Testament Interpretation Concentration [33 credits]

SNT 801	New Testament Word Study (3)
SNT 807	Exegesis of Hebrews & the General Epistles (3)
SNT 850	Seminar in New Testament Backgrounds (3)
SNT 881	New Testament Textual Criticism (3)
SNT 905	Advanced Greek Grammar (3)
SNT 935	Seminar in Problems of New Testament Interpretation (3)
SNT 955	Seminar in Advanced New Testament Theology (3)
STh 991	Teaching Internship (3)
STh 992	Comprehensive Examinations (1)
STh 993	Dissertation Prospectus (1)
STh 994	Dissertation Research I (2)
STh 995	Dissertation Research II (2)
STh 996	Dissertation Research III (2)
STh 997	Dissertation Defense (1)

### Biblical & Systematic Theology Concentration [33 credits]

SNT 955	Seminar in Advanced New Testament Theology (3)
SOT 955	Seminar in Advanced Old Testament Theology (3)
STh 875	Contemporary Theology (3)
STh 882	Issues in Biblical Ethics (3)
STh 883	Seminar in Apologetics (3)
STh 905	Christology (3)
STh 907	Soteriology (3)
STh 991	Teaching Internship (3)
STh 992	Comprehensive Examinations (1)
STh 993	Dissertation Prospectus (1)
STh 994	Dissertation Research I (2)
STh 995	Dissertation Research II (2)
STh 996	Dissertation Research III (2)
STh 997	Dissertation Defense (1)

## OLD TESTAMENT INTERPRETATION CONCENTRATION

Cultivates sound hermeneutical theory and exegetical method. Develops mastery of the background, languages, content and theology of the Old Testament. Equips the student for in-depth research, writing and teaching on the Old Testament.

### Program Learning Outcomes

The student will . . .

- Interpret the Hebrew/Aramaic Old Testament at an advanced level
- Evaluate key contributors, literature, theories, trends and movements in the field of Old Testament studies.
- Teach original college-level lessons in the field of Old Testament studies.
- Compose original scholarly writings in the field of Old Testament studies.

## NEW TESTAMENT INTERPRETATION CONCENTRATION

Cultivates sound hermeneutical theory and exegetical method. Develops mastery of the background, language, content and theology of the New Testament. Equips the student for in-depth research, writing and teaching on the New Testament.

### Program Learning Outcomes

The student will . . .

- Interpret the Greek New Testament at an advanced level.
- Evaluate key contributors, literature, theories, trends and movements in the field of New Testament studies.
- Teach original college-level lessons in the field of New Testament studies.
- Compose original scholarly writings in the field of New Testament studies.

## BIBLICAL & SYSTEMATIC THEOLOGY CONCENTRATION

Cultivates sound theological methodology. Develops mastery of the explicit theological teaching of the Bible, warranted theological inferences and theological systems. Equips the student for in-depth research, writing and teaching on biblical and systematic theology.

### Program Learning Outcomes

The student will . . .

- Develop advanced-level analyses of biblical books, themes and doctrines.
- Evaluate key contributors, literature, theories, trends and movements in the fields of biblical and systematic theology.
- Teach original college-level lessons in the fields of biblical and systematic theology.
- Compose original scholarly writings in the fields of biblical and systematic theology.

# COURSES

## DIVISION OF PROFESSIONAL MINISTRY STUDIES

### **SPM 849** Knowing & Loving God (4 credits)

A robust and penetrating treatment of the supreme objective and task of every believer. From Adam to the Apostle John and throughout the history of the church, no other preoccupation holds as much value as knowing and loving God. This course explores the theology and practice of this grand theme.

### **SPM 851** Biblical Ministry to the Addicted (4 credits)

Equips church leaders to understand and minister to those enslaved to life-dominating sins and intractable habits. Covers both substance addictions and behavioral addictions. Stresses the importance of knowing which community resources are helpful to the church's mission and how the church can minister to those in bondage.

### **SPM 853** Advanced Family & Marriage Counseling (4 credits)

An advanced study of the contemporary issues facing marriages and families with special emphasis upon utilizing week-long intensive marriage counseling, resolving long-standing conflicts, confronting domestic violence, counseling couples with sexual difficulties, and working with families impacted by addiction, trauma, or other highly stressful situations.

### **SPM 855** Advanced Counseling Methodology (4 credits)

An advanced study in the methodologies and micro-skills utilized in biblical counseling with special emphasis upon developing the core competencies necessary to establish a safe counselor-counselee relationship, to assess the counselee's whole-person needs, to develop ministry plans for the path forward, including effective homework strategies, and to enlist others in the church and community to provide needed counsel and resources for the counselee.

### **SPM 857** Biblical Ministry to Trauma Sufferers (4 credits)

An advanced study on the theology of suffering and its application to those experiencing great adversity or trauma—those whose lives have been shattered by military or civilian first-responder experiences, personal assault, devastating natural disasters, life-threatening accidents and diseases, and so forth. This course will survey some of the most popular current therapies for dealing with trauma and will critique them Scripturally and offer biblical approaches in their place.

### **SPM 859** Counseling Contemporary Issues (4 credits)

An advanced study in the current cultural, psychological, legal, and medical challenges confronted by biblical counselors with special emphasis upon how these challenges affect the counseling ministry of the local church to its people and before the local community.

**SPM 861** Application of Expository Preaching in Ministry Context (4 credits)

This course requires the development of extensive preaching plans and individual sermons for live delivery in an actual church context. These sermons will be digitally recorded and evaluated by a faculty committee. Attention will be given in the development of this sermon series to reflect the intent of the Holy Spirit in each Scripture passage while making application to a 21st century audience.

**SPM 863** Expository Preaching in the Old Testament (4 credits)

Covers Old Testament narrative, law, poetry, and prophecy in respect to expositional preaching. Students learn to interpret and apply various Old Testament passages in respect to the genre of the writing. Special emphasis on the tension of continuity and discontinuity in preaching texts that relate to Israel to an audience that lives in the church age.

**SPM 865** Expository Preaching in the New Testament (4 credits)

Addresses the issues related to preaching biography, history, letters, and prophecy of the New Testament to a 21st-century audience. Special emphasis on how to approach Old Testament quotations or allusions in the New Testament, along with possible typological connections that the New Testament author sought to make.

**SPM 867** Challenging Texts in Expository Preaching (4 credits)

Addresses biblical texts from both the Old and New Testaments that present difficult interpretive problems or issues in normativity. Topics are selected by the professor that are consistent with his interest or that are problematic for the church today.

**SPM 869** The History of Preaching (4 credits)

A biographical approach to discovering the philosophy and practice of preaching in church history. Emphasis given to the personal life of effective expository preachers of the past and the way in which they engage the culture in which they lived with the regenerating power of the gospel.

**SPM 870** The Minister's Public & Private Life (4 credits)

Explains the challenge and biblical path to maintaining spiritual strength and freshness as a mature Christian leader. Consideration will be given to personal spiritual revival and how to avoid the problem of spiritual distancing, i.e., the deadening influence of the repetition of spiritual service and over familiarity with the Word of God as a vital tool in ministry.

**SPM 871** Theology & Application of Worship (4 credits)

A study of biblical and theological themes related to the individual and corporate worship of God in both testaments. Attention given to the application of these themes in local church contexts, as well as the issues that have emerged from its application.

**SPM 872** Church Growth & Shepherding (4 credits)

Focuses on developing evangelism and the discipleship as the normative practice of the church. Church growth is seen as a natural outcome of maturing ministries. Literature on church growth, church revitalization and rapid church planting are discussed and analyzed.

**SPM 873** Theology & Development of Leadership (4 credits)

A study of the theological foundations and implications of leadership in ministry, including how the culture affects one's approach to leading and developing leaders. Emphasis given to the personal life, personality, philosophy and doctrine of the leader.

**SPM 881** Teaching Practicum (4 credits)

A teaching experience in which the student is guided through the process of developing a Bible/ministry related course which includes learning objectives, lesson plans, delivery methods, assessment and evaluation. May be fulfilled in a cross-cultural educational setting, but may not be fulfilled as a series of sermons or a Sunday School sequence. Participants are required to demonstrate skillful teaching, to critique their teaching and to make connections.

**SPM 889** Independent Study (3 credits)

Independent research in an area that is related to the student's concentration (pastoral ministry, expository preaching, or counseling). The study is typically associated with the student's final project; however, students may receive permission from the Doctor of Ministry coordinator to pursue research in another related area related to ministry. Students may take one independent study for this program.

**SPM 890** Independent Study (4 credits)

Independent research in an area that is related to the student's concentration (pastoral ministry, expository preaching, or counseling). The study is typically associated with the student's final project; however, students may receive permission from the Doctor of Ministry coordinator to pursue research in another related area related to ministry. Students may take one independent study for this program.

**SPM 891** Research & Writing Seminar (2 credits)

A comprehensive introduction to the writing process, correct writing style, research methodologies and formatting of graduate papers and dissertations. An intensive, one-week



modular course taken the first summer after approval for Professional Ministry doctoral studies.

**SPM 896** Research Project/Dissertation Prospectus (1 credit)

Proposal and approval of a DMin research-project/dissertation topic. Research and writing of the prospectus. *Prerequisite: completion of DMin coursework. Fall and spring.*

**SPM 897** Research Project/Dissertation I (2 credits)

Research and writing of DMin research-project/dissertation chapters. *Prerequisite: SPM 896. Fall and spring.*

**SPM 898** Research Project/Dissertation II (2 credits)

Research and writing of DMin research-project/dissertation chapters. *Note: If a doctoral candidate is not prepared to register for SPM 899 Research Project/Dissertation Defense after taking SPM 898, he must register again for SPM 898 the following semester and continue to register for SPM 898 each semester until he is ready to defend the dissertation. Prerequisite: SPM 897. Fall and spring.*

**SPM 899** Research Project/Dissertation Defense (1 credit)

Completion of oral defense of DMin research project/dissertation. Submission of final draft of research project/dissertation. *Prerequisite: SPM 898. Fall and spring.*

## DIVISION OF GRADUATE STUDIES

### CHURCH HISTORY

**SCH 601** Church History (3 credits)

History of the professing Christian Church from the apostolic age through medieval times. *Online.*

**SCH 602** Church History (3 credits)

History of the professing Christian Church from the Reformation to the present. *Online.*

**SCH 650** American Church History (3 credits)

History of the Christian Church in America from its European origins to the present: colonial beginnings, Puritanism, revivalism, the church and the Revolution, religious liberty, the church and slavery, sectionalism, denominationalism and recent tendencies.

**SCH 689** European Studies: Early Modern Era (3 credits)

Combination of travel and lectures in Europe and Asia Minor. Visits and discussions related to men, movements and sites of Protestant, Eastern Orthodox and Roman Catholic history.

**SCH 696** Biblical Geography & Archaeology (3 credits)

A study of the geographical features and important archaeological discoveries of the Holy Land, enhancing the understanding of both the Old and New Testaments.

**SCH 697** Holy Land Studies (3 credits)

An in-depth study tour of Bible lands, visiting the sites of the major events of the Old and New Testaments. Course requirements include assigned reading and papers.

**SCH 698** Journeys of Paul (3 credits)

A study tour focusing on many sites of the missionary travels of the Apostle Paul, including Asia Minor, Greece and Rome. Course requirements include assigned readings and papers.

**SCH 752** Baptist History (3 credits)

The origins, church polity, significant contributions, distinctive doctrines and significant leaders of the Baptists.

### CHURCH MINISTRIES

**SCM 601** Church Leadership & Administration (3 credits)

A study of the biblical foundation for the leadership and administration of the local church. Also includes comprehensive instruction in church finances, organizational structure, meetings, legal and ethical issues, and facilities development.

**SCM 602** Church Music: The Protestant Tradition (3 credits)

Music in the Old and New Testaments; the development of psalmody and hymnody from the Reformation through 19th-century England.

**SCM 604** American Hymnody (3 credits)

Significant movements in American hymnody; colonial psalmody, singing schools, the Great Awakening, Kentucky Revival, shape-note singing, the Sunday School songs and the gospel song.

**SCM 607** Pastoral Theology (3 credits)

A study of the biblical basis for pastoral ministry. Includes examination of the qualifications and responsibilities of the

office of pastor, evaluation of the various forms of church leadership and organizational polity, discussion of biblical instructions for pastoral care and church discipline, readings in the available literature, and formation of a biblical philosophy of ministry. *Online.*

**SCM 620** Contemporary Youth Issues & Ministry (3 credits)

A study of the crucial issues facing teenagers today, and how to build an effective church that disciples junior high and high school students.

**SCM 621** Church Discipleship Ministries (3 credits)

The purposes, organization and leadership of the church's outreach and edification ministries will be presented. Special emphasis is given to personal evangelism training for the local church and the philosophy and practice of youth and children's ministries.

**SCM 627** Christian Family (3 credits)

Spiritual activities in the home. Materials and methods, relationship of home to the church, family altar and home visitation.

**SCM 630** Counseling Children & Adolescents (3 credits)

Presents the biblical counseling principles and procedures for helping elementary and secondary school-age children. Case study examples encourage application of course content. *Prerequisite: SCM 632. Online.*

**SCM 631** Theories of Counseling (3 credits)

A historical survey of the relationship of secular, integrationist, and biblical counseling models to the church. Examines the counseling theories of prominent Christian counselors and counseling organizations. Guides students towards the development of a distinctly biblical counseling model. *Course fee: \$00. Online.*

**SCM 632** Foundations of Biblical Counseling (3 credits)

Establishes a theological and practical introduction to the ministry of biblical counseling. Presents a biblical foundation, including an emphasis upon the sufficiency of Scripture and the doctrine of sanctification as they apply to counseling, an introduction to the process of biblical counseling, and an application of biblical counseling to practical areas of life. *Online.*

**SCM 633** Counseling Issues (3 credits)

Builds on the foundation of SCM 632. Focuses on the dynamics of the human heart as it pertains to biblically counseling those struggling with problems of anger, anxiety, despair, and guilt. *Prerequisite: SCM 632. Online.*

**SCM 635** Advanced Counseling Issues (3 credits)

Builds on the foundation established by "Counseling Issues." Seeks to prepare students to minister to those struggling

with addictions, immorality, suicide, trauma, sexual abuse, and eating disorders. *Course fee: \$60. Prerequisite: SCM 632. Online.*

**SCM 637** Marriage & Family Counseling (3 credits)

Presents issues and methods of marriage and family counseling within the church, including pre-marital counseling. *Prerequisite: SCM 632. Online.*

**SCM 638** Addiction Issues in Counseling (3 credits)

Addresses the theological, physiological, and secular theoretical models of addiction. Examines the core theological and physiological issues involved in behavioral life-dominating sins—sexual addiction, obsessive behaviors, etc. Establishes a biblical framework for ministry to individuals enslaved to substances and experiences with special emphasis upon the involvement of the church community in helping those seeking deliverance. *Prerequisite: SCM 632. Online.*

**SCM 640** Biblical Counseling Practicum I (3 credits)

Practical application of the biblical counseling principles and practices covered in the biblical counseling curriculum. Emphasizes how to develop rapport, collect data, assess problems, develop a ministry plan, facilitate biblical change, give hope, and assign homework based on case studies. Reinforces a biblical code of ethics in counseling. Supervised counseling required. *Course fee: \$450. Prerequisites: SCM 632, SCM 633, and SCM 635. Fall and spring.*

**SCM 651** Spiritual Growth Seminar (2 credits)

The personal, biblical responsibilities of the true disciple of Christ in full-time vocational ministry; e.g., Scripture reading and meditation, prayer, obedience, forgiveness, example-setting, and walking in the Spirit will be discussed. The spiritual resources found in Christ for faithfulness and spiritual integrity will be presented. The obligation of and a methodology for making and nurturing new disciples will also be explained, following the biblical model. *Online.*

**SCM 652** Ministry of Preaching: History & Philosophy (3 credits)

An examination of the major biblical passages concerning preaching, coupled with a consideration of the different eras of preaching, primary models in church history, and the formulation of a scriptural philosophy of the ministry of the Word. *Online.*

**SCM 671** History of Christian Missions (3 credits)

A study of the history of the spread of the Gospel from the founding of the church. Particular emphasis will be given to key missionary-leaders and organizations of the modern missionary era (1750 to the present). Various philosophies of missionary practice will be examined from a historical perspective.

**SCM 673 Cross-Cultural Internship (3 credits)**

A six to eight week internship that provides exposure to a variety of cultural experiences, participation in language intensive activities and involvement in ministry opportunities under the mentorship of a host missionary with the purpose of helping the student integrate cultural theory and practice by immersing him in a cultural milieu foreign to his own. Includes pre-trip reading requirements, participant observation and evaluation after the experience. *Summer.*

**SCM 675 Theology of Missions & Evangelism (3 credits)**

An examination and systemization of the teaching of Scripture on the subject of world evangelism. Includes a comparison and contrast of the biblical model with contextualized theologies such as Minjung theology, Black theology, Hispanic theology and African theology.

**SCM 677 Church Planting & Revitalization (3 credits)**

A study of the techniques and unique challenges of establishing or revitalizing a local church from a New Testament perspective in an urban center. Specific attention will be given to the biblical justification for multiethnic ministry and the logistical steps toward establishing/reestablishing a church.

**SCM 679 Urban Church Planting Internship (3 credits)**

A ministry experience under the supervision of an urban church planter.

**SCM 690 Community Research & Exegesis Practicum (3 credits)**

A practicum designed to provide hands-on experience on the gathering and analysis of demographic data in a community where there is at least one new church plant or church revitalization project. This course is offered in a one-week module with additional requirements before and following the module week. Locations for this practicum vary.

**SCM 695 Biblical Counseling Practicum II (3 credits)**

Further develops the knowledge and skills necessary to biblically counsel others. Assesses the student's knowledge and skills in three key areas: observation, experience, and organization. Students will enroll in this capstone course in their final semester of the MA Biblical Counseling program. *Course fee: \$450. Prerequisite, SCM 640. Fall and spring.*

**SCM 699 European Studies: Early Modern Era (3 credits)**

Combination of travel and lectures in Europe. Visits and discussions related to men, movements and sites of Protestant, Anglican and Roman Catholic history.

**SCM 701 Issues in Church Ministry (3 credits)**

Examines key issues facing those serving in church ministry

today, including the believer's use of alcoholic beverages, divorce and remarriage, the modern translation controversy, contemporary Christian music, and the church marketing movement. Includes assigned readings from key texts.

*Online.*

**SCM 703 Principles of Church Growth (3 credits)**

A study of church growth principles, the movement that produced them, and modern applications. This course will address the historical significance of this movement and will analyze the principles upon which it was founded. *Online.*

**SCM 706 Theology of Worship (3 credits)**

An exploration of both the biblical and historical foundations for worship of the church, with a goal towards helping students articulate a thoughtful, biblically discerning theology of worship. Special attention will be given to the application of worship theory in the local church. At the culmination of the course, students will write a comprehensive theology of their personal understanding of worship. *Online.*

**SCM 707 Principles & Practices of Church Worship (3 credits)**

A study of the historical development of worship in the local church, with special emphasis on the growth of church worship from the synagogue, to the Reformation, to the modern church. The course will also cover the practical aspects of planning and leading worship, especially worship in the local church, with special attention will be given to the wise selection and ordering of the worship elements and to the organization of worship leaders. *Online.*

**SCM 709 Pastoral Ministry Internship (3 credits)**

An 8- to 12-week internship designed to help the student integrate and apply his seminary education in a local-church setting. Includes mentorship by an experienced pastor, on-site directed experiences, and readings and reflections in the theory and practice of pastoral ministry.

**SCM 710 Worship Ministry Internship (3 credits)**

A summer- or semester-long internship, in which the student will work in a mentoring relationship with the pastor/pastoral staff member of a local church, serving and leading in the worship ministry of the congregation. *Prerequisites: SCM 706 and SCM 707.*

**SCM 777 Biblical Strategy of Missions (3 credits)**

Study of a biblical philosophy of missions and basic biblical strategies. Examination of major worldviews. Evaluation of theories of the mission process, and current trends in Protestant missions. Also covers missionary problems, current literature and a geographical survey of missions needs. *Online.*

**SCM 780** Introduction to Chaplaincy (3 credits)

An introduction to the ministry of chaplaincy. This course exposes the student to the different venues in which men can serve as chaplains, providing the knowledge, skills, and values that are necessary to success in chaplain ministry. *Online.*

**SCM 782** Ethics & Legal Issues in Chaplaincy (3 credits)

A study of the ethical and legal challenges that occur in connection with ministry in government service. Topics covered include pluralism, ecumenism, interfaith, confidentiality, evangelism, proselytization, gender identification and relations, marriage in military context and divorce. *Online.*

**SCM 786** Outreach Strategy & Methods Practicum (3 credits)

A practicum that focuses on outreach strategies and methods related to church planting and revitalization. This course is offered in a one-week module with additional requirements before and following the module week. Locations for this practicum vary.

**SCM 790** Church Ministry Internship & Integration Project (4 credits)

A six- to eight-week internship in a local church in which the student participates in evangelism, discipleship, worship, teaching and other functions of the church as determined by the supervising pastor. Students will test their theory and methodology with hands-on experience in the local church, resulting in a summative integration project.

**SCM 795** CP/REV Internship & Integration Project (4 credits)

A six- to eight-week internship in a church plant, church revitalization, or a non-profit organization focused on holistic ministry. The student will participate in all the necessary functions of these ministries as determined by the supervising pastor or ministry leader. Students will test their theory and methodology with hands-on experience in the local church, resulting in a summative integration project.

**HOMILETICS STUDIES****SHM 634** Expository Sermon Preparation (2 credits)

A step-by-step approach to the development of expository sermons, with careful attention to exegetical accuracy and effective homiletical formatting. Students will prepare sermons from a variety of biblical genres, including Old Testament and New Testament passages. *Online.*

**SHM 635** Principles & Methods of Teaching Bible (2 credits)

A study of principles and methods for teaching the Bible with an emphasis on understanding the core themes of biblical passages and articulating those themes in a semi-formal fashion that is appropriate for Sunday school classes, conferences, and special ministry events. *Online.*

**SHM 726** Homiletics (3 credits)

The preparation, delivery and evaluation of biblical messages based on the student's oral presentation of sermons prepared in previous seminary classes.

**NEW TESTAMENT INTERPRETATION****SNT 611** Exposition of the Synoptic Gospels (3 credits)

A survey and comparison of the three Gospels, with an investigation of the synoptic problem and an exposition of the characteristic teachings of each Gospel. Hermeneutical principles especially applicable to the Synoptics will be considered. Preparation of expository sermons from the Synoptics required.

**SNT 612** Exposition of John's Gospel & Epistles (3 credits)

An analysis of the major theological themes of each book coupled with an exposition of selected portions of each. Special attention will be given to hermeneutical principles vital to a proper exposition of John's writings. Preparation of expository sermons from the Johannine literature required.

**SNT 613** Exposition of Acts (3 credits)

An exposition of the book, including discussions of the origin of the church at Jerusalem, the character of early Judean Christianity, initial apostolic missionary activity, and Paul's life and journeys into the Hellenistic world. Extensive exposure to the most recent commentary literature. Instruction and weekly practice in the preparation of expository sermons from Acts.

**SNT 614** Exposition of Romans (3 credits)

An exposition of the epistle in light of the circumstances and experience of the Apostle Paul and the congregation in Rome. Careful attention is given to the structure of the book and the development of its major theological arguments. Exposure to both the classic and most recent commentary literature on Romans. Preparation of expository sermons required. *Online.*

**SNT 615** Exposition of the Corinthian Epistles (3 credits)

A thorough exposition of selected portions of the epistles. Reading from the best commentary literature on the books. Preparation of expository sermons required.

**SNT 616** Exposition of Paul's Shorter Epistles (3 credits)

An exposition of selected portions from Paul's shorter epistles (the Thessalonian, Prison and Pastoral Epistles). Thorough exposure to the commentary literature. Direction and practice in the preparation of expository sermon series. *Online*.

**SNT 618** Exposition of the General Epistles (3 credits)

An exposition of the theological themes and selected portions from the general epistles. Thorough exposure to the commentary literature. Preparation of expository sermons from each book.

**SNT 619** Exposition of Revelation (3 credits)

An exposition of the content of the Apocalypse. Reading in the best, standard commentaries. Preparation of expository sermons from each section of the book. *Online*.

**SNT 620** Survey of the New Testament (2 credits)

Basic background, content and synopsis of the New Testament. Identification of major critical attacks. Introduction to key methods of Bible study. *For students with little or no undergraduate background in Bible. Online. Excludes: SNT 681.*

**SNT 621** Foundations for Greek Exegesis (3 credits)

Extensive review of Greek fundamentals, with translation of a variety of New Testament passages. Introduction to exegetical thinking, with readings and exegesis projects. Semi-remedial in nature, especially suited for students who feel moderately lacking in readiness for Methods of Greek Exegesis. *Online*.

**SNT 622** Methods of Greek Exegesis (3 credits)

Rapid review of Greek fundamentals, followed by translation of a variety of New Testament texts. Readings and exercises in standard methods of Greek exegesis, culminating in the writing of two exegesis papers. Students with marginal mastery of Greek fundamentals should consider first taking SNT 621 Foundations for Greek Exegesis. *Online. Excludes: SNT 621.*

**SNT 681** New Testament Introduction (3 credits)

The canon and text of the New Testament: composition, authorship, date and content of each book. The course gives special attention to the current Greek text controversy. *Online. Excludes: SNT 620.*

**SNT 703** Exegesis of Paul's Epistles (3 credits)

Readings in the Greek text of Paul's epistles, emphasizing translation, syntax and exegesis with application to sermon development. Includes writing in sermonic and exegesis-paper styles and dissertation style. *Prerequisite: SNT 622. Online.*

**SNT 711** Exegesis of John's Writings (3 credits)

Readings in the Greek text of John's Gospel and epistles and

Revelation, emphasizing translation, syntax and exegesis with application to sermon development. Includes writing in sermonic and exegesis-paper styles and dissertation style. *Prerequisite: SNT 622.*

**SNT 801** New Testament Word Study (3 credits)

Studies in the history, etymology, synonymy, English cognates and theological development of the 5,594 words of the Greek New Testament.

**SNT 807** Exegesis of Hebrews & the General Epistles (3 credits)

Readings in the Greek text of Hebrews and the epistles of James, Peter and Jude, emphasizing translation, syntax and exegesis with application to sermon development. Includes writing in sermonic and exegesis-paper styles and dissertation style.

**SNT 840** New Testament Hermeneutics & Exegetical Method (3 credits)

Advanced hermeneutical theory relative to the study of the New Testament. Includes the history of the interpretation of the New Testament. Addresses issues related to literal interpretation, the use of the Old Testament in the New Testament and current linguistic theory in biblical Greek.

**SNT 850** Seminar in New Testament Backgrounds (3 credits)

Investigation of the Second Temple period as background to the writings of the New Testament. Study of Jewish, Greek and Roman history and culture as they relate to the New Testament.

**SNT 881** New Testament Textual Criticism (3 credits)

Studies in the history, theory and praxis of New Testament textual criticism, with special attention to various Greek manuscripts, language versions and the testimony of the Church Fathers.

**SNT 889** Readings in New Testament Studies (3 credits)

Faculty-supervised research in areas of individual interest in New Testament studies.

**SNT 905** Advanced Greek Grammar (3 credits)

The syntax of New Testament Greek, using standard grammars of advanced level. Designed to enable the student to read at sight all grammatical constructions in the Greek New Testament.

**SNT 935** Seminar in Problems of New Testament Interpretation (3 credits)

Analysis of selected difficult passages and topics in the New Testament.

**SNT 955 Seminar in Advanced New Testament Theology**  
(3 credits)

Extensive reading in the discipline of New Testament theology. Refinement of skill in biblical-theological methods through studies of selected New Testament words, themes and books.

## OLD TESTAMENT INTERPRETATION

**SOT 601 Elementary Hebrew I** (3 credits)

Introduction to the phonology, vocabulary, grammar and syntax of biblical Hebrew. Includes translation and analysis of selected passages in the Hebrew Bible. *Online.*

**SOT 602 Elementary Hebrew II** (3 credits)

Reinforces and develops the basic principles of Hebrew grammar and syntax. Includes translation and analysis of selected portions of the Hebrew Bible. Emphasizes study methodologies in the Hebrew text within the abilities of the first-year student. *Prerequisite: SOT 601. Online.*

**SOT 611 Exposition of the Pentateuch** (3 credits)

An exposition of the first five books of the Old Testament. The spiritual significance of Israel's ceremonial worship practices and the theological relationship of these books to the rest of Scripture.

**SOT 613 Exposition of the Historical Books of the Old Testament**  
(3 credits)

An exposition of special introductory, literary and hermeneutical issues in the books of Joshua through Esther. Verse-by-verse exposition of vital theological passages will be done. Preparation of expository sermons from the books will be required. *Online.*

**SOT 615 Exposition of the Psalms** (3 credits)

The nature and characteristics of Hebrew poetry as demonstrated in the Psalms. An exposition of selected Psalms centering on worship and knowing God. Special emphasis on the homiletical value of the book. Preparation of expository sermon outlines required.

**SOT 616 Exposition of the Old Testament Wisdom Books**  
(3 credits)

An expositional study of Job, Proverbs and Ecclesiastes. Difficult interpretive passages from each of these books and discussed. Preparation of expository sermon outlines from selected passages required.

**SOT 617 Exposition of Isaiah** (3 credits)

Expositional studies in Isaiah with an emphasis on the integrity of the structure of the book and the development of

the book's theme throughout its content in refutation of critical claims. Includes discussion of how to structure a preaching series from Isaiah and allows the student an opportunity to develop messages from different-sized portions of the book. Covers vital hermeneutical and translational problems in the book. *Online.*

**SOT 618 Exposition of Jeremiah, Ezekiel & Daniel** (3 credits)

Exposition of the theology and selected passages from each book. Includes an investigation of the political and social background of the time. Emphasis on the preaching and application of the key messages from these major prophets. Preparation of expository sermons from selected passages required.

**SOT 619 Exposition of the Minor Prophets** (3 credits)

The exposition of the content of the 12 minor prophets with special attention to the themes of the books and hermeneutically challenging passages. Preparation of expository sermons from selected passages required.

**SOT 620 Survey of the Old Testament** (2 credits)

Orientation of the student to the content and theological message of each book of the Old Testament. The focus is on the macroscopic perspective and the relevance of the Old Testament to the present. Includes discussion of key issues in scholarly debate and liberal-critical attacks. Emphasizes personal Bible study methods. *For students with little or no undergraduate background in Bible. Online. Excludes: SOT 681.*

**SOT 703 Methods of Hebrew Exegesis** (3 credits)

Rapid review of Hebrew fundamentals, followed by translation and exegesis of texts from various genres of the Old Testament. Development of expository sermons based on standard methods of Hebrew exegesis. *Prerequisite: SOT 602.*

**SOT 681 Old Testament Introduction** (3 credits)

Canon and text of the Old Testament; composition, authorship, date and content of each book. Emphasis on refutation of critical views. *Online. Excludes: SOT 620.*

**SOT 801 Biblical Aramaic** (3 credits)

Phonology, vocabulary, grammar and syntax of biblical Aramaic. Translation and study of the Aramaic portions of the Old Testament.

**SOT 809 Septuagint** (3 credits)

The history and diverse translation methodologies of the Greek Old Testament. Translation and study of passages from a variety of Old Testament books. Comparisons with the Hebrew text and New Testament quotations.

**SOT 840** Old Testament Hermeneutics & Exegetical Method (3 credits)

Advanced hermeneutical theory relative to the study of the Old Testament. The history of the interpretation of the Old Testament. Gives special attention to theological systems that relate the two Testaments.

**SOT 850** Seminar in Old Testament Backgrounds (3 credits)

Investigation of ancient Near Eastern history and culture as they relate to Old Testament Israel. Old Testament historicity and chronology.

**SOT 889** Readings in Old Testament Studies (3 credits)

Faculty-supervised research in areas of individual interest in Old Testament studies.

**SOT 901** Advanced Hebrew Exegesis: Poetical Books (3 credits)

Refinement of exegetical skill through translation and detailed analysis of selected passages in the Poetical Books. Examination of relevant textual-critical, lexical, grammatical, syntactical and theological issues.

**SOT 902** Advanced Hebrew Exegesis: Isaiah (3 credits)

Refinement of exegetical skill through translation and detailed analysis of selected passages in Isaiah. Examination of relevant textual-critical, lexical, grammatical, syntactical and theological issues.

**SOT 935** Seminar in Problems of Old Testament Interpretation (3 credits)

Analysis of selected difficult passages and topics in the Old Testament.

**SOT 955** Seminar in Advanced Old Testament Theology (3 credits)

Extensive reading in the discipline of Old Testament theology. Refinement of skill in biblical-theological methods through studies of selected Old Testament words, themes and book

**THEOLOGY, BIBLICAL & SYSTEMATIC****STh 601** Systematic Theology (3 credits)

A study of the nature, necessity, methods and materials of theology; and the application of the principles of systematic theology to the scriptural revelation about God, man and sin. Students prepare a doctrinal statement for each major systematic heading. *Online.*

**STh 602** Systematic Theology (3 credits)

The application of the principles of systematic theology to the doctrines of Christ, salvation, the Church and the end times; taught from a Baptist and moderately dispensational perspective. Students prepare a doctrinal statement for each major systematic heading. *Online.*

**STh 613** Christian Apologetics (3 credits)

Explores biblical philosophies and methodologies for the defense of the Christian faith. Addresses evidences for the existence of God, the historicity of Jesus' resurrection, and the reliability of the Bible's testimony. Examines the relation between faith and reason, the problem of evil, and worldview issues.

**STh 630** Application of Scripture (3 credits)

Investigation of the theological basis for the discipline of biblical application and development of a methodology for sound application. Illustrates the process for applying various genres of Scripture and for using Scripture to address contemporary issues. Emphasis on the application component in the preparation of expository lessons/sermons.

**STh 635** Biblical Hermeneutics (3 credits)

A study of the principles and practices essential to biblical interpretation with an emphasis on the conservative, grammatical-historical-contextual method, presupposing the inerrancy of Scripture. Special attention will also be given to the interpretation of the various genres of Scripture, including poetry, narrative, epistolary and apocalyptic literature. *Online.*

**STh 701** Advanced Systematic Theology (3 credits)

A systematic study of the biblical doctrines of the Holy Spirit, the Church, and the end times. Includes exegesis of key passages, analysis of disputed issues, and readings in relevant theological literature. Additional doctrines of special interest may be examined at the instructor's discretion. *Prerequisites: STh 601 and STh 602. Online.*

**STh 703** Biblical Sanctification (2 credits)

A study of the theology of biblical holiness, with a special emphasis on individual progressive sanctification; and the biblical theology of ecclesiastical unity and separatism, especially as it relates to the history of Fundamentalism and Evangelicalism from the early 20th century to the present. *Online.*

**STh 710** Contextualization for Ministry (3 credits)

A study of contextualization in Christian ministry, with particular application for missions. Emphasis on communicating the gospel effectively across cultures, successfully appropriating cultural norms without violating Scripture. Case studies discuss contextualized language, theology, forms and practice.

**STh 735** The Old Testament & Evolution (3 credits)  
An exegetical, theological study of the Old Testament teaching concerning creation in light of contemporary theories of evolution. Metaphysical naturalism, theistic evolution, and the literary framework hypothesis of Genesis's early chapters are examined and critiqued.

**STh 740** Old Testament Theology (3 credits)  
Principles and methods of biblical theology as applied to the Old Testament. *Online.*

**STh 745** Bioethics (3 credits)  
A consideration of bioethical theories and issues within the framework of biblical worldview and ethics, with an emphasis on a systematic theology of personhood and its implications for contemporary discussion.

**STh 750** New Testament Theology (3 credits)  
Explores the New Testament's theological core, content, and leading motifs from a biblical theological perspective. Lectures include the nature of NT theology, the kingdom of God, and the new covenant. Projects are designed to familiarize the student with key tools of biblical theology. *Online.*

**STh 755** Miracles & the Resurrection (3 credits)  
An analysis of contemporary views of miracles, with special focus given to the bodily resurrection of Jesus Christ and its significance for Christian apologetics.

**STh 763** History & Theology of Religions (3 credits)  
A study of the origin and historical development of religion, and a comparative survey of major religions, including Judaism, Islam, Eastern religions, Roman Catholicism, Protestantism and major cults.

**STh 765** Christianity, Pluralism & Postmodernity (3 credits)  
An examination of the challenges of philosophical pluralism and epistemological relativism to the Christian faith, with a focus on sound ministry in the context of postmodern culture.

**STh 775** Quran & Hadith (3 credits)  
An examination of the doctrine of revelation as it pertains to the major texts of Islam. This course will cover the origin, development, and literary features of the major texts of Islam, as well as how authoritative texts have led to the various schools of jurisprudence in the Islamic faith. Students will read and analyze these texts to note their influence on the thinking and practice of the followers of Muhammad.

**STh 776** Theology & Practice of Prayer (3 credits)  
Investigation and systematization of the teaching of Scripture from biblical models, commands and instructions concerning prayer. Readings from the major devotional and expositional classics on the subject. *Online.*

**STh 785** Applied Apologetics (3 credits)  
A capstone experience applying biblical apologetics to a contemporary challenge to the Christian faith. Students will write individuals papers and collaborate on a final project.

**STh 790** Independent Study (3 credits)  
Independent research and writing in an area of interest to the student. The study is normally associated with the student's final writing project. However, students may also receive permission from their program coordinator to pursue research in another area related to ministry. Students are limited to one independent study course in their program.

**STh 792** Introduction to Theological Research (1 credit)  
An introduction to the research process and writing techniques in biblical and theological studies. Emphasis on obtaining and analyzing primary and secondary sources in the writing of publishable, scholarly papers.

**STh 799** MA Thesis (3 credits)  
Independent research writing under the supervision of the program coordinator of the Biblical Language and Literature degree. Students in this program enroll in MA Thesis after receiving approval from the coordinator to begin research and writing.

**STh 805** Theological Research & Writing (3 credits)  
Instruction in hard-copy and electronic resources for theological research. Methods for the collection, analysis and organization of research data. Introduction to argumentation, writing and documentation at the doctoral level.

**STh 810** Theology & Philosophy of Ministry (3 credits)  
Development of a biblically based philosophy for ministry in the local church and other settings. Emphasis on the role of the leader, especially the pastor. Application of the philosophy to specific ministries.

**STh 850** Advanced Theological Method (3 credits)  
Development of the process for doing theology. Special attention is given to the relationships among hermeneutics, exegesis, biblical theology, historical theology, systematic theology and practical theology. Students will evaluate extra-biblical truth claims in light of the practice of theology and consider the central interpretive motif and theological method of various theologians.



**STh 871** Historical Theology: Ancient & Medieval Times  
(3 credits)

Historical study of the development in the understanding and expression of Christian doctrines in ancient and medieval times. Special attention is given to leaders of theological thought, philosophical backgrounds in the history of dogma and the creeds of Christendom.

**STh 872** Historical Theology: Reformation to Modern Times  
(3 credits)

Historical study of the development in the understanding and expression of Christian doctrines from the Reformation to modern times. Special attention is given to leaders of theological thought, philosophical backgrounds of the history of dogma and the creeds of Christendom.

**STh 875** Contemporary Theology (3 credits)

Examination of the most important contemporary theologians and the relationship of their theology to biblical teaching.

**STh 882** Issues in Biblical Ethics (3 credits)

Development of a biblically based methodology for moral decision-making. Discussion of selected ethical problems in contemporary society.

**STh 883** Seminar in Apologetics (3 credits)

The theory and practice of defending the Christian faith, especially against contemporary attacks. Evaluation of the various apologetic systems and investigation of selected topics in apologetics.

**STh 885** Readings in Theology (3 credits)

Faculty-supervised research in areas of individual interest in biblical and/or systematic theology.

**STh 905** Christology (3 credits)

Systematic study of the biblical doctrine of the person of Christ, including exegesis of the key Christological passages of the New Testament. Refutation of related theological errors. Thorough survey of salient literature.

**STh 907** Soteriology (3 credits)

Systematic study of the biblical doctrine of salvation, including exegesis of the key New Testament passages on the salvific work of Christ and its application to the believer. Examination of the various schools of thought concerning the doctrine. Thorough survey of salient literature.

**STh 941** Advanced Biblical Theology (3 credits)

Extensive reading in the discipline of biblical theology, with an emphasis on the Bible's theological metanarrative. This course addresses the philosophy and parameters of biblical

theology, in addition to treating the study of selected biblical words, themes and books.

**STh 945** Seminar in Biblical Intertextuality (3 credits)

Study of the various ways in which biblical authors use earlier Scripture. Special attention is given to the New Testament use of the Old Testament and the hermeneutical implications of this usage. Evaluation of contemporary perspectives on biblical intertextuality.

**STh 991** Teaching Internship (3 credits)

Toward the end of his or her coursework, each doctoral student will be assigned to a college-level course and a faculty professor-mentor for one semester. The student will be assigned lecture preparation and presentation, assessment, student consultation and course-management duties. The professor-mentor will evaluate the student's preparation and presentation of a multi-hour teaching unit. Subject-matter and pedagogical reading will be assigned according to the need of the student.

**STh 992** Comprehensive Examinations (1 credit)

Preparation for and completion of written and oral PhD comprehensive examinations. *Note: A PhD student past the coursework phase must register for STh 992 each semester until he or she successfully completes the comprehensive exams. Fall and spring.*

**STh 993** Dissertation Prospectus (1 credit)

Proposal and approval of a PhD dissertation topic. Research and writing of the prospectus. *Prerequisite: STh 992. Fall and spring.*

**STh 994** Dissertation Research I (2 credits)

Research and writing of PhD dissertation chapters. *Prerequisite: STh 993. Fall and spring.*

**STh 995** Dissertation Research II (2 credits)

Research and writing of PhD dissertation chapters. *Prerequisite: STh 994. Fall and spring.*

**STh 996** Dissertation Research III (2 credits)

Research and writing of PhD dissertation chapters. *Note: If a doctoral candidate is not prepared to register for STh 997 Dissertation Defense after taking STh 996, he or she must register again for STh 996 the following semester and continue to register for STh 996 each semester until he or she is ready to defend the dissertation. Prerequisite: STh 995. Fall and spring.*

**STh 997** Dissertation Defense (1 credit)

Completion of oral defense of PhD dissertation. Submission of final draft of dissertation. *Prerequisite: STh 996. Fall and spring.*

## COLLEGE OF ARTS & SCIENCE COURSES

The College of Arts and Science offers linguistics courses to meet requirements for the BJU Seminary's Master of Arts in Intercultural Studies with a Bible Translation and Linguistics concentration and the Master of Divinity with a Bible Translation and Linguistics concentration.

### DIVISION OF ENGLISH LANGUAGE & LITERATURE

#### LINGUISTICS

##### Li 511 Phonetics & Phonology (3 credits)

Phonetics: pronunciation of the sounds of world languages, with emphasis on natural and accurate production of the sounds. Phonology: how to discover the phonemes of a language (the sounds that can distinguish words) and their positional variants. Principles for using phonological information (1) to pronounce the language more accurately and (2) to devise a practical writing system for the language, if needed. Fall, *odd-numbered calendar years*.

##### Li 512 Morphology & Syntax (3 credits)

Analyzing word-forms and grammatical constructions with regard to form (morphology and syntax), meaning (semantics) and use in context (pragmatics). Identification of form and meaning in data samples from many languages. Grammatical meanings. Major concepts of pragmatics, including speech acts and information structuring. Fall, *even-numbered calendar years*.

##### Li 513 Field Methods (3 credits)

Application of linguistic skills in a field situation: working with a native speaker so as to analyze and learn the

language. Includes extensive practice with a language helper. *Prerequisite: Li 511 or Li 512. Spring.*

##### Li 520 Bible Translation (3 credits)

Principles and methodology, practical approaches to specific Bible translation problems, history and current trends, and details of current theories about equivalence. Analysis of meaning, including components of meaning and multiple senses. Overview of steps and procedures in an actual Bible translation project. *Six credits of Greek and six credits of Hebrew are strongly recommended. Summer, even-numbered calendar years.*

##### Li 523 Discourse Analysis (3 credits)

System in language beyond the sentence level and how the discourse context often determines choices within sentences. Using knowledge of discourse phenomena both for increased understanding of texts and for clear and effective communication. Individually selected readings and projects related to biblical texts, receptor languages for Bible translation, and/or spoken/written discourse in students' native languages. *Spring.*

### DIVISION OF HISTORY, GOVERNMENT & SOCIAL SCIENCE

#### SOCIOLOGY, SOCIAL STUDIES

##### SSS 504 Cultural Anthropology (3 credits)

The components of culture and how they affect individual behavior. Problems of cross-cultural individual behavior; and problems of cross-cultural contact, particularly for the missionary. *Fall.*

# FACULTY



## DEAN

### *Neal Dean Cushman (2015)*

BA, Bob Jones University;  
MA, Bob Jones University;  
PhD, Baptist Bible College &  
Seminary

### *Alan Thomas Edward Benson (2021)*

BA, Bob Jones University; MMin, Bob Jones University;  
MDiv, Louisiana Baptist University; DMin, Bob Jones  
University

### *James Arland Berg (1979)*

BA, Bob Jones University; MA, Bob Jones University;  
DD, Tabernacle Baptist Theological Seminary;  
DMin, Southeastern Baptist Theological Seminary

### *Kenneth Glen Casillas (2001)*

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

### *Alyssa Jo Cathers (Adjunct)*

BA, Moravian University; MA, Missio Theological Seminary;  
Additional graduate work, East Stroudsburg University

### *Fred Rowel Coleman (1988)*

BS, Ball State University; MA, Bob Jones University;  
DPasTh, Bob Jones University; Additional graduate work,  
VanderCook College of Music, Westminster Choir College of  
Rider University and Hamline University

### *Brenton Hunter Cook (2006)*

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University; Additional graduate work,  
Southern Evangelical Seminary

### *Nathan Gerrit Crockett (2008)*

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Steven Francis Cruice Sr. (2006)**

BS, Pennsylvania State University-Main Campus;  
MDiv, Calvary Baptist Theological Seminary;  
DMin, Calvary Baptist Theological Seminary;  
Additional graduate work, Calvary Baptist Bible College

**Roger Glenn DePriest (Adjunct)**

BA, Cedarville College; MA, Talbot Theological Seminary;  
PhD, Clarks Summit University

**Nicolas Andre Ellen (Adjunct)**

BBA, University of Houston; MACE, Dallas Theological Seminary; MABC, The Master's University and Seminary;  
DMin, Southern Baptist Theological Seminary

**David Albert Fisher (Adjunct)**

BS, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Billy Mack Gotcher (2021)**

BBA, University of Mary Hardin-Baylor; MDiv, Detroit Baptist Theological Seminary; DMin, Bob Jones University;  
ThM, Detroit Baptist Theological Seminary

**Brian Richard Hand (2004)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Stephen Jay Hankins (1977)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Samuel Edgar Horn (1994-1996, 2015-2020, 2021)**

BA, Bob Jones University; MA, Bob Jones University  
PhD, Bob Jones University; DMin, The Master's Seminary

**David Spencer Huffstutler (Adjunct)**

BA, Bob Jones University; MDiv, Detroit Baptist Theological Seminary; ThM, Detroit Baptist Theological Seminary;  
PhD, Southeastern Baptist Theological Seminary

**Timothy Alan Hughes (Adjunct)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Pearson Lee Johnson III (Adjunct)**

BS, Bob Jones University; MDiv, Bob Jones University;  
ThM, Detroit Baptist Theological Seminary;  
DMin, The Southern Baptist Theological Seminary

**Timothy Allen Little (Adjunct)**

BRE, Davis College; MA, Faith Baptist Theological Seminary; MDiv, Faith Baptist Theological Seminary;  
ThM, Central Baptist Theological Seminary;  
PhD, Clarks Summit University

**Gregory Joseph Mazak (1986)**

BS, Ohio State University; MEd, Clemson University;  
MDiv, Bob Jones University; PhD, Bob Jones University

**Mark McGinniss (Adjunct)**

BS, Richard Stockton State College; MA, Dallas Theological Seminary; ThM, Clarks Summit University; PhD, Clarks Summit University

**Bruce Karl Meyer (2021)**

BA, Bob Jones University; MA, Bob Jones University;  
MDiv, Calvary Baptist Theological Seminary; DMin, Calvary Baptist Theological Seminary

**Russell Edmund Miller Jr. (2001)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University; Additional graduate work at Southern Evangelical Seminary

**James Duaine Newcomer (Adjunct)**

BA, Bob Jones University; MA, Bob Jones University;  
DMin, Northland International University; Additional graduate work, Moody Bible Institute, Virginia Beach Theological Seminary

**Eric David Newton (2018-2021, Adjunct)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Kevin Paul Oberlin (2007)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University; Dics, Grace College and Theological Seminary; Additional graduate work, Geneva Reformed Seminary, Trinity International University and Jerusalem University College

**Daniel Perry Olinger (2000)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Jason Duane Ormiston (2007-2021, Adjunct)**

BA, Northland International University;  
MABS, Central Baptist Theological Seminary;  
MDiv, Central Baptist Theological Seminary;  
DMin, Westminster Theological Seminary

**Alan Lewis Patterson (Adjunct)**

BS, North Carolina State University at Raleigh  
MDiv, Bob Jones University; PhD, Bob Jones University

**Renton James Rathbun (2021)**

BS, Bob Jones University; MA, Bob Jones University;  
MFA, Minnesota State University; MA, University of Toledo;  
ThM, Puritan Reformed Theological Seminary; PhD, Westminster Theological Seminary

**Gary Robert Reimers (1998-2017, Adjunct)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Michael Patrick Riley (Adjunct)**

BA, Bob Jones University; MDiv, Detroit Baptist Theological Seminary; PhD, Westminster Theological Seminary

**Samuel Saldivar (2005)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Stuart Wesley Scott (2022)**

BA, Columbia International University; MDiv, Grace  
Theological Seminary; DMin, Covenant Theological  
Seminary; ThM, The Southern Baptist Theological Seminary

**Mark Edward Sidwell (2001)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University; Additional graduate work,  
American Military University

**Michael Darrel Stallard (Adjunct)**

BS, University of Alabama in Huntsville; MDiv, Liberty  
University; ThM, Dallas Theological Seminary;  
PhD, Dallas Theological Seminary

**Gregory John Stiekes (2016)**

BA, Bob Jones University; MA, Bob Jones University;  
MDiv, Central Baptist Theological Seminary;  
ThM, Erskine College and Seminary;  
PhD, Southeastern Baptist Theological Seminary

**Layton MacDonald Talbert (2001)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

**Mark Craig Vowels (2014)**

BA, Bob Jones University; MA, Bob Jones University;  
MA, Columbia International University; Additional graduate  
work, Grace College and Theological Seminary; and Trinity  
International University

**Mark Lee Ward Jr (Adjunct)**

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Bob Jones University

## COLLEGE OF ARTS & SCIENCE

**DEAN****Renae Midcalf Wentworth (2001)**

BA, Bob Jones University;  
MA, Bob Jones University;  
EdD, Bob Jones University;  
Additional graduate work,  
Johns Hopkins University

## DIVISION OF ENGLISH LANGUAGE & LITERATURE

**DIVISION CHAIR****Bruce Edward Rose (1996)**

BA, Bob Jones University; MEd, Bob Jones University;  
PhD, University of North Carolina at Chapel Hill

**Grace Collins Hargis (1961)**

BA, Bob Jones University; MA, University of North Carolina at  
Chapel Hill; PhD, Indiana University-Bloomington; Additional  
graduate work, University of Washington-Seattle Campus

## DIVISION OF HISTORY, GOVERNMENT & SOCIAL SCIENCE

**DIVISION CHAIR****Brenda Thompson Schoolfield (1992)**

BA, Bob Jones University; MEd, Bob Jones University;  
PhD, University of South Carolina-Columbia;  
Additional graduate work, Furman University and University  
of South Carolina



*School of*  
**HEALTH PROFESSIONS**

# PROGRAMS

The School of Health Professions supports the university goals of growing Christlike character and serving others by preparing students for professions that enhance individual and community health and wellness. Undergraduate courses that combine classroom instruction and practical experience are offered in the areas of nursing, health science, and exercise science. Faculty challenge students to view the human condition from God's perspective and to embrace the knowledge and skills needed to care for the health and well-being of people. By building on God's Word and the liberal arts in every program and by striving to grow Christlike character in every student, the School of Health Professions uniquely blends faith and learning in support of BJU's mission.

## GOALS

The student will ...

- Cultivate a biblical view of the human condition and issues related to the care of people.
- Apply biblical principles, disciplinary concepts, and critical thinking skills to make decisions and solve problems.
- Solve problems in multiple facets of the healthcare industry.
- Apply evidence-based principles in health settings.
- Exhibit biblically based, professional behavior.

## DIVISIONS

The School of Health Professions is organized into three divisions:

- Division of Exercise and Sport Science
- Division of Health Sciences
- Division of Nursing





Jessica L. Minor, PhD  
Dean

## DEGREES OFFERED

### *Graduate Degrees*

The *Master of Arts* degree with a major in Sport Administration and Coaching

### *Undergraduate Certificate and Degrees\**

The *Undergraduate Certificate* in Public Health

The *Associate of Science* degree with a major in Personal Training

The *Bachelor of Science* degree with majors in Communication Disorders, Kinesiology, Health Sciences, Premed/Preudent, Public Health/Global Health and Sport Management

The *Bachelor of Science* in Nursing degree with majors in Nursing and RN to BSN Completion

*\*Please refer to the current Undergraduate Catalog for detailed information regarding each of the certificate and degree offerings noted above, including information regarding learning objectives, goals, course offerings and sequencing, and degree conferral requirements.*

## PROGRAM EMPHASIS

The graduate program leading to the Master of Arts degree is designed to prepare to become leaders in careers in sport and athletics.

## ADMISSION

The prospective graduate student in the School of Health Professions should consult the information on both general admission and admission to graduate work in the introductory section of the Seminary & Graduate Studies Catalog. Applicants for graduate programs must hold a bachelor's degree that includes a minimum of a 30-credit general education component from an institution accredited by an organization recognized by the U.S. Department of Education or its equivalent. The applicant should have at least a 2.5 grade point average based on a four-point scale

Deficiencies in either general academic background or the field of concentration must be removed before the applicant can become a candidate for an advanced degree. An applicant with 13 or more credits of deficiencies may be accepted as a postgraduate special student making up deficiencies. After deficiencies have been reduced to 12 or fewer credits, the applicant will be reevaluated for graduate admission consideration.

## CURRICULA & REQUIREMENTS

A student who is admitted to candidacy for a graduate degree will maintain a high level of achievement and scholarship, which will be demonstrated by his or her earning an average of B in the work he or she takes while registered as a graduate student. A maximum of six credits of C grades may be applied toward the requirements for the master's program. After exhausting the provisions of the Academic Forgiveness Policy, a grade of D or F disqualifies a student as a candidate for an advanced degree from the School of Health Professions.

## STANDARDS FOR PROJECTS & THESES

All graduate papers and theses are to be prepared according to the Publication Manual of the American Psychological Association (seventh ed.), the form being adapted to the particular kind of writing to be done. The graduate student should thoroughly understand the proper technical form for his or her graduate papers early in the program. In addition, the graduate student must present his or her thoughts and research in an acceptable and correct grammatical style. Mere technical form is not enough; the material should reflect the high quality of research and knowledge expected of graduate students.

All graduate projects must be completed and approved, and the registrar notified of the completion by April 15 for a May degree conferral or by August 1 for an August degree conferral.

Any student who has completed all the requirements for any graduate degree with the exception of his or her thesis or special project must be registered in the University each semester until the thesis or project is completed and approved.

## LOAD REQUIREMENTS

For the Master of Arts degree, all courses are available via online learning. Courses to fulfill requirements for this degree and/or deficiencies are available via online learning. The maximum full-time semester load for a graduate student is nine credits of online classes.

## ENROLLMENT

Once accepted in the graduate degree program, a degree candidate must complete all deficiencies and degree requirements within four years. Any master's degree student who interrupts his or her enrollment for more than 24 months must reapply through Admission for Deans Council approval. If approved, he or she must meet the catalog requirements that are in effect at the time of the student's re-enrollment and any new time limit expectations.

# DIVISION OF EXERCISE & SPORT SCIENCE



Stephen C. Chen, PhD  
*Chair*

## Master of Arts, **Sport Administration & Coaching**

Anthony W. Miller, EdD  
*Program Coordinator*

### DEGREE COURSES

#### Required core: 15 creditis

ESS 610	Sport Leadership & Administration (3)
ESS 620	Legal Issues in Sport (3)
ESS 621	Ethics & Sport (3)
ESS 660	Research Methods in Sport (3)
ESS 690	Internship (3)

#### 15 credits from the following:

ESS 630	Sport Marketing (3)
ESS 640	Sport Finance (3)
ESS 650	Sport Facility & Event Management (3)
ESS 670	Foundations for Sport Coaching (3)
ESS 671	Psychology of Coaching (3)
ESS 672	Theories & Strategies for Coaching Volleyball (3)
ESS 673	Theories & Strategies for Coaching Basketball (3)
ESS 674	Theories & Strategies for Coaching Soccer (3)
ESS 675	Theories & Strategies for Coaching Golf (3)

**Total (minimum): 30**

The Master of Arts degree program in Sport Administration and Coaching exists to prepare students to become leaders in careers in sport and athletics. The program provides research-based instruction and practical experience in areas such as sport leadership and administration, sport ethics, sport psychology, sport facility and event management and sports coaching. The program requires 30 credits.

Courses for this degree are only available via online learning.

### Program Learning Outcomes

The student will . . .

- Expand and refine their leadership and management skills.
- Develop a biblical philosophy of administration and coaching.
- Apply knowledge of curriculum and instruction in practical sport experiences.

# COURSES

## DIVISION OF EXERCISE & SPORT SCIENCE

### **ESS 610** Sport Leadership & Administration (3 credits)

A foundation for administration and leadership skills necessary for sport. *Online.*

### **ESS 620** Legal Issues in Sport (3 credits)

Legal issues connected to the administration of sport organizations and sport facilities. Topics include constitutional law, contract law, risk management and tort law. *Online.*

### **ESS 621** Ethics & Sport (3 credits)

The ethical and moral issues in sport. Topics include the recruitment of student athletes, performance enhancing drugs, sportsmanship and youth sports participation, among others. *Online.*

### **ESS 630** Sport Marketing (3 credits)

Examines the marketing mix of place, product and price for sport organizations. Additional topics of study include branding, licensing, marketing strategy and public relations. *Online.*

### **ESS 640** Sport Finance (3 credits)

Provides an overview of financial aspects of sport. Topics include accounting, budgeting, financial statements, funding, economic impact, and supply and demand. *Online.*

### **ESS 650** Sport Facility & Event Management (3 credits)

The development and management of sport facilities and venues. Topics include crowd control, customer satisfaction, ticket sales, risk management and special event planning. *Online.*

### **ESS 660** Research Methods in Sport (3 credits)

An overview of research design, scientific methods and statistical analysis of data required for research in sport-related topics. *Online.*

### **ESS 670** Foundations for Sport Coaching (3 credits)

Provides a basis for sport coaching, including the development of coaching philosophies, pedagogical practices and an understanding of player psychology. Topics include communication, leadership, motivation, stress and team cohesion. *Online.*

### **ESS 671** Psychology of Coaching (3 credits)

Examines the psychological principles associated with coaching. Psychological theories and concepts are discussed in the context of sport coaching. *Online.*

### **ESS 672** Theories & Strategies for Coaching Volleyball (3 credits)

Designed to provide advanced instruction and training in technical and tactical skills for volleyball. *Online.*

**ESS 673** Theories & Strategies for Coaching Basketball (3 credits)

Designed to provide advanced instruction and training in technical and tactical skills of basketball. *Online.*

**ESS 674** Theories & Strategies for Coaching Soccer (3 credits)

Designed to provide advanced instruction and training in technical and tactical skills of soccer. *Online.*

**ESS 675** Theories & Strategies for Coaching Golf (3 credits)

Designed to provide advanced instruction and training in technical and tactical skills of golf. *Online.*

**ESS 690** Internship (3 credits)

Supervised work in a position related to coaching or sport administration. To be eligible, students must have completed all the core courses. Students must complete a total of 150 clock hours. *Online.*



# FACULTY



## DEAN

### *Jessica Lynn Minor (2014)*

BS, Bob Jones University;  
MA, Trinity International University;  
PhD, Duquesne University

## DIVISION OF EXERCISE & SPORT SCIENCE

### DIVISION CHAIR

#### *Stephen Chun Lam Chen (2016)*

BS, Appalachian State;  
MS, University of South Carolina-Columbia;  
PhD, University of South Carolina-Columbia

#### *Vickie Grooms Denny (2015)*

BS, Bob Jones University; MS, University of Illinois;  
PhD, Florida State University; Additional graduate work,  
The Ohio State University

#### *Anthony Wayne Miller (2007)*

BS, Bob Jones University;  
MEd, Bob Jones University;  
EdD, United States Sports Academy

#### *Dewey Neal Ring Jr. (Adjunct)*

BA, Northland International University;  
MSS, United States Sports Academy;  
EdD, United States Sports Academy

#### *Dennis Lee Scott (2014)*

BS, Maranatha Baptist University;  
MSS, United States Sports Academy;  
EdD, United States Sports Academy





*School of*  
**FINE ARTS &  
COMMUNICATION**

# PROGRAMS

The School of Fine Arts and Communication exists to provide Scripturally based, quality education to students interested in Christian ministries and professions related to the arts and communication; to provide a broad range of cultural experiences for the University in line with the charter, mission, core values and institutional goals of the institution, and to provide support for arts-related outreach ministries of the University.

## GOALS

The student will ...

- Refine skills and aesthetic sensibilities through scripturally based, quality training in art and design.
- Refine skills and aesthetic sensibilities through scripturally based, quality training in music.
- Refine skills and aesthetic sensibilities through scripturally based, quality training in communication.

## DIVISIONS & DEPARTMENTS

The School of Fine Arts and Communication is organized into three divisions:

- Division of Art and Design
  - Department of Art*
  - Department of Design*
- Division of Music
  - Department of Music History and Literature*
  - Department of Music Theory and Technology*
  - Department of Church Music*
  - Department of Vocal Studies*
  - Department of Keyboard Studies*
  - Department of Instrumental Studies*
  - Department of Music Education*
- Division of Communication
  - Department of Communication Studies*
  - Department of Journalism and Mass Communication*
  - Department of Cinematic Arts*
  - Department of Theatre*

## CERTIFICATE OFFERED

The *Graduate Certificate* in Communication

## DEGREES OFFERED

### *Graduate Degrees*

The *Master of Arts* degree with majors in Communication Studies and Theatre

The *Master of Music Education* degree

### *Undergraduate Degrees\**

The *Associate of Science in Media Technology*

The *Bachelor of Arts* degree with majors in Communication, Music and Theatre

The *Bachelor of Fine Arts* degree with majors in Graphic Design, Interior Architecture and Design and Studio Art

The *Bachelor of Music* degree with majors in Composition, Keyboard Performance, Orchestral Instrument Performance, Piano Pedagogy and Voice Performance

The *Bachelor of Science* degree with majors in Fashion Design, Film and Digital Storytelling, Multimedia Journalism, Music, Music and Church Ministries and Visual Studies

The *Bachelor of Music Education* degree with a major in Music Education in coordination with the School of Education and Human Services and the Division of Teacher Education.

*\*Please refer to the current Undergraduate Catalog for detailed information regarding each of the degree offerings noted above, including information regarding learning objectives, goals, course offerings and sequencing, and degree conferral requirements.*



**Darren P. Lawson, PhD**  
*Dean*

## GRADUATE CERTIFICATES

### Admission

The prospective graduate student in the School of Education and Human Services should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog.

For an *undergraduate or graduate certificate*, the applicant must have a bachelor's degree. Students completing an graduate certificate may apply to continue toward an advanced degree.

### Curricula & Requirements

A student who is admitted to a graduate certificate will demonstrate and maintain a high level of achievement and scholarship.

For the *graduate certificate*, a cumulative 2.6 GPA must be earned for the certificate. A grade of C or better is required for all courses.

For the *undergraduate certificate*, a cumulative 2.0 GPA must be earned for the certificate. A grade of C or better is required for all courses.

### Load Requirements

For *certificates*, all courses are available via online learning. The maximum full-time term load for a graduate student is nine credits of online classes.

### Enrollment

Once accepted in a graduate certificate, a certificate candidate must complete all certificate requirements within four years.

## MASTER'S DEGREES

### Admission

The prospective graduate student in the School of Fine Arts and Communication should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog. Applicants for graduate programs must hold a bachelor's degree that includes a minimum of a 30-credit general education component from an institution accredited by an organization recognized by the U.S. Department of Education or its equivalent. The applicant should have at least a 2.5 grade point average based on a four-point scale.

The School of Fine Arts and Communication graduate programs deadline for admission is April 1 for the fall semester and October 15 for the spring semester. This requires submission of all admission materials, including application, graduate audition or interview, and any program-specific requirements.

Deficiencies in either general academic background or the field of concentration must be removed before the applicant can become a candidate for an advanced degree. An applicant with 13 or more credits of deficiencies may be accepted as a postgraduate special student making up deficiencies. After deficiencies have been reduced to 12 or fewer credits, the applicant will be reevaluated for graduate admission consideration.

## DIVISION OF MUSIC

For the *Master of Music Education* degree, the student must have a bachelor's degree in music education or a bachelor's degree in music with at least three years of successful music teaching (verified by curriculum vita and letters of recommendation). Prospective master of music education students will have an interview with the music education faculty.

## DIVISION OF COMMUNICATION

Prospective *Master of Arts* degree applicants must submit an academic writing sample and arrange for an interview with the graduate faculty.

For the *Master of Arts* degree in Communication Studies, the applicant must have a bachelor's degree with a minimum of 12 credits of acceptable undergraduate work in the proposed major field, including courses in communication or public address.

For the *Master of Arts* degree in Theatre, the applicant must have a bachelor's degree with a minimum of 18 credits of acceptable undergraduate credits in the proposed major field, including courses in performance, theatre, stage directing, stagecraft, creative writing and acting. The applicant must also submit a creative resume of applicable theatre and performance experience, a statement of career goals and two letters of recommendation.

## Curricula & Requirements

A student who is admitted to candidacy for a graduate degree will maintain a high level of achievement and scholarship, which will be demonstrated by his or her earning an average of B in the work he or she takes while registered as a graduate student. A maximum of six credits of C grades may be applied toward the requirements for the master's program. After exhausting the provisions of the Academic Forgiveness Policy, a grade of D or F disqualifies a student as a candidate for an advanced degree from the School of Fine Arts and Communication.

## DIVISION OF MUSIC

The Master of Music Education student will complete comprehensive exams. No recital is required for the *Master of Music Education* degree.

## DIVISION OF COMMUNICATION

The *Master of Arts* student majoring in Communication Studies will complete comprehensive exams and has the option to complete a thesis.

The Master of Arts student majoring in Theatre will complete comprehensive exams and will present a portfolio of theatre projects, such as an original play or adaptation, directing a play, completing a significant performance project, or designing and assisting with execution of costumes, lighting or scenery for a stage production.

## Standards for Projects & Theses

All graduate papers and theses are to be prepared according to the *Publication Manual of the American Psychological Association* (seventh ed.), the form being adapted to the particular kind of writing to be done. The graduate student should thoroughly understand the proper technical form for his or her graduate papers early in the program. In addition, the graduate student must present his or her thoughts and research in an acceptable and correct grammatical style. Mere technical form is not enough; the material should reflect the high quality of research and knowledge expected of graduate students.

All graduate projects must be completed and approved, and the registrar notified of the completion by December 1 for December conferral, April 15 for May degree conferral or by August 1 for August degree conferral.

Any student who has completed all the requirements for any graduate degree with the exception of his or her thesis or special project must be registered in the University each semester until the thesis or project is completed and approved.

## Residency & Load Requirements

For the *Master of Arts* degree (except Master of Music Education), a minimum of two semesters of resident study is required. The maximum full-time term load for a graduate student is nine credits via online learning or 16 credits of resident and/or online classes.

## Enrollment

Once accepted in the graduate degree program, a degree candidate must complete all deficiencies and degree requirements within four years. Any master's degree student who interrupts his or her enrollment for more than 24 months must reapply through Admission for Deans Council approval. If approved, he or she must meet the catalog requirements that are in effect at the time of the student's re-enrollment and any new time limit expectations.

## Educator Professional Development Program

To encourage the continued professional improvement of Christian school leaders and teachers, Bob Jones University offers the Educator Professional Development Program. Full-time teachers and administrators and educational leadership of Christian schools who have been approved for a graduate education program (Master of Music Education) are eligible for a 50 percent discount on tuition for online courses that fulfill degree requirements. The discount does not apply to required deficiencies. For further information, contact the director of Financial Aid.



Michael W. Moore, PhD  
Chair

# DIVISION OF MUSIC

## Master of Music Education

Patty J. Casarow, DMA  
Program Coordinator

### DEGREE COURSES

*Required core: 27 credits*

ME 502	Music Business (2)
ME 503	Early Childhood Music Education (3)
ME 610	Writing/Arranging School Ensembles (2)
ME 611	Music Curriculum (3)
ME 612	Principles/History of Music Ed (3)
ME 613	Foundational Approaches in Music Ed (2)
ME 614	Psychology of Music (3)
ME 615	Pedagogy Seminar (3)
ME 691	Testing & Research in Music Ed (3)
ME 695	Graduate Seminar in Music Education (3)

*3 credits from the following:*

ME 510	History of American Music (3)
ME 511	World Music (3)

**Total (minimum): 30**

The Master of Music Education degree program provides K–12 music teachers and supervisors with an in-depth study of music learning, teaching, leadership and research from a biblical worldview. Students will examine historical precedents, philosophies and methods in music education, explore the latest research on music psychology and learning, and apply innovative curriculum building to their area of interest. In addition to core courses in music education, students will take courses covering advanced rehearsal techniques and performance literature, music theory, music history, music business and pedagogy. Students in this program take a comprehensive exam in their final semester. This exam covers history and philosophy of music education, testing and research in music education, music learning theories and curriculum design, and is administered by the graduate music education faculty. This program requires 30 credits and does not lead to teacher licensure for the state of South Carolina.

Courses for this degree are only available via online learning.

### Program Learning Outcomes

The student will ...

- Critique influential philosophies and learning theories of music education from a biblical worldview.
- Apply current research in music education to curriculum and instructional design.
- Articulate a clear vision for innovative leadership in music education.



# DIVISION OF COMMUNICATION

**Mariam H. Mendoza, EdD**  
*Chair*

## Graduate Certificate in **Communication**

**Gregory M. Kielemeyer, PhD**  
*Program Coordinator*

### CERTIFICATE COURSES

*Required core: 6 credits*

- Com 612 Strategic Public Relations (3)
- Com 614 Leadership & Communication Management (3)

*9 credits from the following:*

- Com 505 Communication Training & Development (3)
- Com 507 Conflict Management (3)
- Com 520 Intercultural Communication (3)
- Com 521 Nonverbal Communication (3)
- Com 524 Special Topics in Communication (3)
- Com 525 Special Topics in Communication (3)
- Com 526 Special Topics in Communication (3)

**Total (minimum): 15**

The Graduate Certificate in Communication provides students the opportunity to enhance communication skills through advanced coursework blending theory and application in a variety of contexts. The program prepares a student for a career in communication or for further academic work. This program requires 15 credits with the option to continue to the full master’s degree program.

### Program Learning Outcomes

The student will ...

- Critique multiple theoretical perspectives of human communication.
- Evaluate communication practices in organizational contexts.



## Master of Arts, **Communication Studies**

**Gregory M. Kilmeyer, PhD**  
*Program Coordinator*

### DEGREE COURSES

#### *Required core: 21 credits*

COM 600	Introduction to Graduate Studies (3)
Com 602	Quantitative Research Methods (3)
Com 603	Advanced Organizational Communication (3)
Com 604	Qualitative Research Methods (3)
Com 612	Strategic Public Relations (3)
Com 614	Leadership & Communication Management (3)
Com 622	Assessment Methods in Communication (3)

#### *9 credits from the following:*

Com 505	Communication Training & Development (3)
Com 507	Conflict Management (3)
Com 520	Intercultural Communication (3)
Com 521	Nonverbal Communication (3)
Com 524	Special Topics in Communication (3)
Com 525	Special Topics in Communication (3)
Com 526	Special Topics in Communication (3)
Com 605	Applied Communication Research I (3)
Com 606	Applied Communication Research II (3)

**Total (minimum): 30**

The Master of Arts in Communication provides students the opportunity to enhance communication skills through advanced coursework blending theory, research and application in a variety of contexts. The program prepares a student for a career in communication or for further academic work. This program requires 30 credits with the option to complete a thesis.

### Program Learning Outcomes

The student will ...

- Design and execute a research project using appropriate research methodologies.
- Critique multiple theoretical perspectives of human communication.
- Evaluate communication practices in organizational contexts.

<sup>1</sup> Only candidates completing the thesis option will complete Com 605 Applied Communication Research I and Com 606 Applied Communication Research II. Com 605 and Com 606 do not apply for those not completing a thesis.

## Master of Arts, Theatre

**Erin L. Naler, PhD**  
*Program Coordinator*

### DEGREE COURSES

*Required core: 32 credits*

Thr 504	Voice, Presence & Text for the Actor (3)
Thr 512	Special Topics in Theatre Arts (3)
Thr 600	Theories of Theatre & Performance (3)
Thr 601	Theatre History Survey (3)
Thr 602	Playwriting: Form, Analysis & Praxis (3)
Thr 603	Advanced Stage Directing (3)
Thr 605	Theatre Practicum (1)
Thr 606	Theatre Practicum (1)
Thr 607	Principles of Collaborative Design (3)
Thr 608	Contemporary Narrative Performance (3)
Thr 609	Experimental Adaptation (3)
Thr 611	Theatre Thesis Project (1)
Thr 612	Theatre Thesis Project (2)

**Total (minimum): 32**

The Master of Arts in Theatre supports the mission of the School of Fine Arts and Communication by equipping students with a set of core collaborative skills that enable them to return to their local communities to create mission-driven theatre from a biblical worldview. The program emphasizes creative work, grounding in essential philosophy and theory related to theatre and performance, practical coursework in analysis, performance, directing and design/stagecraft, and a special emphasis on new play creation and adaptation. As partial fulfillment of the requirements for this degree, students will conceive, create and produce an original theatrical production in and for a local community. The program requires 32 credits.

### Program Learning Outcomes

The student will ...

- Articulate and apply essential theories of theatre and performance to both analytical and creative projects.
- Acquire the following collaborative core-competencies: analysis, writing/adaptation, directing, design/stagecraft and performance.
- Create and assess an original, applied, mission-driven theatre project for a local community.

# COURSES

## DIVISION OF MUSIC

### DEPARTMENT OF MUSIC EDUCATION

**ME 501** Studio Production Techniques (2 credits)  
Advanced Musical Instrument Digital Interface (MIDI) sequencing techniques and an introduction to digital audio editing and production in Logic and Pro Tools environments. *Identical to MTc 501.*

**ME 502** Music Business (2 credits)  
An examination of the design, implementation and operation of a professional music business (e.g., the traditional and internet-based private studio, music academy, recording studio, retail and freelance work). Topics include business planning, licensure, budgeting, technology, marketing, grant writing, publishing and copyright law. Students will develop and defend a business plan for their chosen music business. *Online.*

**ME 503** Early Childhood Music Education (3 credits)  
A survey of child development theories and the music acquisition process, birth to age nine. The influence of environment, play and movement on music acquisition will be studied through the examination of recent research, developmentally appropriate curricula, field observations and laboratory experiences. *Online.*

**ME 505** Instrument Repair for School Musicians (2 credits)  
A practical study of the tools, supplies, parts, techniques and resources used in the maintenance and repair of woodwind, brass and percussion instruments.

**ME 510** History of American Music (3 credits)  
Designed specifically for the practicing music educator, the course will explore the history of American music through style, historical context, structure, social significance and political impact. Students will complete a final project which connects their own teaching experiences and/or pedagogical concerns to a topic covered in the course. *Online.*

**ME 511** World Music (3 credits)  
Designed specifically for the practicing music educator, the course will provide a broad overview of musical traditions, styles, instruments and cultures from people around the world, with the goal of informing curriculum design. *Online.*

**ME 610** Writing & Arranging for School Ensembles (2 credits)  
Supervised composition and arranging of music for school ensembles. *Online.*

**ME 611** Music Curriculum (3 credits)  
Processes and approaches to music curricula, including planning, scope and sequence; writing behavioral objectives

and instructional outcomes; and evaluation techniques. Also covers integrating learning theories and a scriptural philosophy with music content and methodology. *Online.*

**ME 612 Principles & History of Music Education (3 credits)**

An introduction to the history of American school music education from the European antecedents through the present. Emphasis will be placed on the underlying philosophies of music and the historical justifications for music teaching. *Online.*

**ME 613 Foundational Approaches in Music Education (2 credits)**

Content and application of Gordon's Music Learning Theory, and the approaches of Orff, Kodaly and Dalcroze. Emphasizes skill development as advocated by each: audiation, movement, improvisation, solfege, systems of rhythm reading, etc. The student will apply these to the teaching of music within his or her area of specialization. *Online.*

**ME 614 Psychology of Music (3 credits)**

A comprehensive overview of human music behaviors from a psychological perspective. Psychoacoustics, music perception, affective and aesthetic responses to music and the function of music in society are systematically investigated through research methodologies and literature. *Online.*

**ME 615 Pedagogy Seminar (3 credits)**

This course covers the pedagogical sequencing of technique and literature and the development of diagnostic skills and techniques for correcting common performance errors in studio and rehearsal settings. Applications are tailored to the student's teaching area of interest (instrumental, choral). *Online.*

**ME 691 Testing & Research in Music Education (3 credits)**

An introduction to the relevant areas of music education testing and research, including music aptitude testing, music achievement testing, and the standard education research methodologies as applied to the field of music education. *Online.*

**ME 695 Graduate Seminar in Music Education (3 credits)**

An exploration of contemporary topics and challenges in music education with an emphasis on engaging issues from a biblical worldview. Action research projects, group discussion, and presentations provide opportunities to link research to students' current teaching situations and professional development needs. This is the capstone course and should be the last course taken. It includes the comprehensive exam. *Online.*

## DIVISION OF COMMUNICATION

### DEPARTMENT OF COMMUNICATION STUDIES

**Com 505 Communication Training & Development (3 credits)**

Introduction to the process through which companies and other organizations improve performance and communication. Emphasis on training skills in the field of communication, as well as consulting in the organizational setting. *Fall.*

**Com 507 Conflict Management (3 credits)**

Integration of theory on conflict management with practical approaches to conflict training. An emphasis on a biblical perspective of conflict. *Fall.*

**Com 520 Intercultural Communication (3 credits)**

The theory and practical applications of communicating between cultures. Special emphasis is given to biblical principles of communication and to the organizational and business applications of intercultural communication. *Spring.*

**Com 521 Nonverbal Communication (3 credits)**

Analysis of the various codes of nonverbal behavior and their functions in interpersonal, workplace and mediated encounters. Special emphasis is given to scriptural principles of nonverbal communication. *Spring, odd-numbered calendar years.*

**Com 524 Special Topics in Communication (3 credits)**

Topics may include crisis communication, strategic narrative, case studies in communication, and readings in organizational communication.

**Com 525 Special Topics in Communication (3 credits)**

Topics may include crisis communication, strategic narrative, case studies in communication, and readings in organizational communication.

**Com 526 Special Topics in Communication (3 credits)**

Topics may include crisis communication, strategic narrative, case studies in communication, and readings in organizational communication.

**Com 600** Introduction to Graduate Studies (3 credits)

Introduction to methodologies and resources for research in communication arts and science at the graduate level. *Fall.*

**Com 602** Quantitative Research Methods in Communication (3 credits)

Principles and practices of quantitative research methodologies, with an emphasis on statistical applications for use in communication research projects at the graduate level. *Fall.*

**Com 603** Advanced Organizational Communication (3 credits)

Survey of advanced research and theory relevant to the study of organizational communication. Rigorous examination of the role that communication plays in shaping and reshaping the process of organizing within and between organizations. *Spring.*

**Com 604** Qualitative Research Methods in Communication (3 credits)

Study of theoretical issues underlying the study of qualitative research as a methodology, as well as the characteristics of various approaches to designing and conducting qualitative research projects. *Spring.*

**Com 605** Applied Communication Research I (3 credits)

Preparation of the graduate communication thesis. *Fall and spring.*

**Com 606** Applied Communication Research II (3 credits)

Preparation of the graduate communication thesis. *Prerequisite: Com 605. Fall and spring.*

**Com 612** Strategic Public Relations (3 credits)

Advanced analysis of theory and strategy of public relations for corporate, nonprofit, and ministry applications. Includes emphasis on research and social media tactics. *Spring.*

**Com 614** Leadership & Communication Management (3 credits)

Examination of the strategic role communication plays in driving organizational outcomes. Topics include leadership theories, managing organizational communication, implementing and measuring strategic communication initiatives, managing change, and the interrelationship among individuals, groups, and the organization. Projects focus on strategic applications in corporate, nonprofit and ministry contexts. *Spring.*

**Com 622** Assessment Methods in Communication (3 credits)

Introduction to qualitative and quantitative methods used in academics and business settings. *Fall.*

## DEPARTMENT OF THEATRE

**Thr 504** Voice, Presence & Text for the Actor (3 credits)

Students will explore a variety of training styles. A special emphasis will be placed on plays with heightened language. *Enrollment by faculty approval. May be repeated. Spring, even-numbered calendar years.*

**Thr 510** Acting Shakespeare (3 credits)

A scene work laboratory applying skills in scansion, rhetoric, IPA, voice and body connection, scene analysis, text work, and classical acting techniques to the performance of Shakespearean texts. By the end of the course the student will be able to prepare for rehearsing Shakespeare in depth and will perform selections of classical texts in a final student showcase. *Prerequisite: Thr 308. Fall, even-numbered calendar years.*

**Thr 512** Special Topics in Theatre (3 credits)

Special Topics in theatre arts. Topics may include playwriting, directing, performing, designing, dramaturgy, or analysis. *Fall and spring.*

**Thr 600** Theories of Theatre & Performance (3 credits)

A survey of seminal theatre theories and performance techniques, with an emphasis on the writings of Aristotle, Konstantin Stanislavski, Bertolt Brecht, Artaud, Grotowski and Peter Brook. Application will be made to current trends in theatrical and performance theory with a special emphasis on the nature and application of a Christian missional event. *Fall, odd-numbered calendar years.*

**Thr 601** Theatre History Survey (3 credits)

A historical, political and theoretical survey of touchstone theatrical events. Special emphasis will be given to the nature of dramatic action and the relationship between live events and audiences in a given cultural and historical context. *Spring, odd-numbered calendar years.*

**Thr 602** Playwriting: Form, Analysis & Praxis (3 credits)

An examination of narrative theory and historical and contemporary trends in dramatic structures coupled with the creation of original full-length plays written in various styles, all culminating in workshoped, laboratory productions. *Fall, odd-numbered calendar years.*

**Thr 603** Advanced Stage Directing (3 credits)

An exploration and application of core tenants of directing for the stage, with an emphasis given to collaboration, working with new texts, handling style, and visionary, entrepreneurial leadership. *Spring.*

**Thr 605** Theatre Practicum (1 credit)

A practical examination of theatrical collaborative skills. Class discussions and projects culminate in a public performance event or theatrical artifact. Special attention will be given to theatrical events in a specific cultural context. *Fall.*

**Thr 606** Theatre Practicum (1 credit)

A practical examination of theatrical collaborative skills. Class discussions and projects culminate in a public performance event or theatrical artifact. Special attention will be given to theatrical events in a specific cultural context. *Spring.*

**Thr 607** Principles of Collaborative Design (3 credits)

A critical exploration and examination of fundamental principles for theatrical design in a collaborative ensemble setting with practical application made to a “poor theatre” context, culminating in organic theatre designs for a variety of spaces and texts. *Fall, even-numbered calendar years.*

**Thr 608** Contemporary Narrative Performance (3 credits)

An examination of a variety of performance techniques, approaches and conventions of narrative that have contributed to the formation of contemporary performance theory and practice. Performance approaches from the one-person show to performance art will be studied. The course will provide the student with the opportunity to critically engage performance traditions through workshop and polished performance, discussion and analysis, and extend discoveries to a variety of theatre applications. *Spring, odd-numbered calendar years.*

**Thr 609** Experimental Adaptation (3 credits)

Examination of and practice in adapting a variety of sources for live, dramatic performance. *Fall, even-numbered calendar years.*

**Thr 611** Theatre Thesis Project (1 credit)

Within the context of an ensemble, individual and collaborative coaching is given in support of thesis projects in performance, directing or writing for the stage. Students will examine a survey of relevant historical and theoretical work, as well as make application of ideas to a live event. *Fall.*

**Thr 612** Theatre Thesis Project (2 credits)

Within the context of an ensemble, individual and collaborative coaching is given in support of thesis projects in performance, directing or writing for the stage. Students will examine a survey of relevant historical and theoretical work, as well as make application of ideas to a live event. *Spring.*

# FACULTY



## DEAN

***Darren Patrick Lawson (1988)***

BA, Bob Jones University;  
MA, Bob Jones University;  
PhD, University of Kansas



## ASSOCIATE DEAN

***Gregory Mark Kielemeyer (1994)***

BA, Bob Jones University;  
MA, Bob Jones University;  
PhD, University of Illinois at  
Urbana-Champaign

## DIVISION OF MUSIC

### DIVISION CHAIR

***Michael William Moore (2005)***

BS, Bob Jones University; MEd, Bob Jones University;  
MMus, University of South Carolina-Columbia;  
PhD, University of South Carolina-Columbia

### *Department of Music Education*

### DEPARTMENT HEAD

***Pattye Johnson Casarow (2016)***

BS, Grand Canyon University; MMus, Arizona State  
University; DMA, Arizona State University

***Michael William Moore (2005)***

BS, Bob Jones University; MEd, Bob Jones University;  
MMus, University of South Carolina-Columbia;  
PhD, University of South Carolina-Columbia

***Kenon Dean Renfrow (1985-1988, 2004)***

BA, Bob Jones University; MMus, Bob Jones University;  
PhD, University of Oklahoma-Norman Campus

***David Scott Townsend (2018)***

BS, Bob Jones University; MME, Michigan State University

***Lorri Conder Turcios (1999)***

BMus, Bob Jones University; MMus, Bob Jones University;  
MMus, Southern Methodist University; EdD, Bob Jones  
University

## DIVISION OF COMMUNICATION

### DIVISION CHAIR

#### *Mariam Himadeh Mendoza (2004)*

BS, Bob Jones University; MS, Bob Jones University;  
EdD, Bob Jones University

### *Department of Communication Studies*

### DEPARTMENT HEAD

#### *Jeffrey Scott Miller (2021)*

BS, Maranatha Baptist University; MA, University of Akron;  
PhD, Regent University

#### *Zachery Alan Carter (2022)*

BA, Purdue University; MA, Purdue University;  
PhD, Regent University; Additional graduate work,  
University of Oklahoma

#### *Gregory Mark Kilmeyer (1994)*

BA, Bob Jones University; MA, Bob Jones University;  
PhD, University of Illinois at Urbana-Champaign

#### *Darren Patrick Lawson (1988)*

BA, Bob Jones University; MA, Bob Jones University;  
PhD, University of Kansas

#### *Lonnie Ray Polson (1978-2011; 2016)*

BA, Bob Jones University; MA, Bob Jones University;  
MS, Bob Jones University; EdD, Bob Jones University

#### *Paul Todd Radford (2008)*

BA, Bob Jones University; MA, Bob Jones University;  
PhD, Regent University; Additional graduate work,  
University of South Florida

### *Department of Theatre*

#### *Erin Lea Naler (2000)*

BS, Bob Jones University; MA, Bob Jones University;  
PhD, University of Texas at Dallas

#### *John Michael Cox (2019)*

BA, Bob Jones University; MA, Bob Jones University;  
MFA, The George Washington University

#### *Ronald Hugh Pyle (1986)*

BA, Bob Jones University; MA, Bob Jones University

#### *Meghan Noel Reimers (Adjunct)*

BA, Bob Jones University; MA, Bob Jones University;  
MFA, Hollins University

#### *Jeffrey Lee Stegall (1987)*

BS, Welch College; MA, Bob Jones University; Additional  
graduate work, University of Oklahoma Norman Campus







*School of*  
**EDUCATION &  
HUMAN SERVICES**

# PROGRAMS

In conjunction with the University's commitment to building Christlike character, the School of Education and Human Services exists to develop believers to be influencers using the tools of education and the message of the Gospel to serve children, youth, families and communities at home and abroad.

## GOALS

The student will ...

- Apply learning to solutions of problems in the discipline.
- Employ relevant skills, resources and technology.
- Develop a distinctly biblical view of the discipline.

## DIVISIONS

The School of Education and Human Services is organized into three divisions:

- Division of Teacher Education
- Division of Educational, Child and Family Studies
- Division of Adult and Graduate Studies

## CERTIFICATES OFFERED

The *Undergraduate Certificate* in K-12 Teaching and Learning

The *Graduate Certificate* in K-12 Teaching and Learning

The *Graduate Certificate* in K-12 Educational Leadership

The *Graduate Certificate* in Instructional Leadership

## DEGREES OFFERED

### *Graduate Degrees*

The *Master of Education* degree with a major in Teaching and Learning

The *Master of Science* degree with a major in Educational Leadership

### *Undergraduate Degrees\**

The *Associate of Science* degree with a major in Child Care and Development

The *Bachelor of Science* degree with majors in Child Development, Early Childhood Education, Educational Studies, Elementary Education, English Education, Mathematics Education, Middle School Education, Science Education, Social Studies Education, Spanish Education and Special Education. In coordination with the School of Fine Arts and Communication and the Division of Music, the Bachelor of Music Education with a major in Music Education.

*\*Please refer to the current Undergraduate Catalog for detailed information regarding each of the degree offerings noted above, including information regarding learning objectives, goals, course offerings and sequencing, and degree conferral requirements.*



**Brian A. Carruthers, EdD**  
*Dean*

## PROGRAM EMPHASIS

The graduate program leading to the *Master of Education* (MEd) degree is designed to prepare teachers, department chairmen and supervisors for a dynamic ministry in the Christian school. Teacher licensure or public school preparation is not the goal of the MEd or MS programs. Graduate programs leading to the Master of Science degrees are designed for preparation for administration, teaching in private elementary and secondary schools, and college-level school positions.

## UNDERGRADUATE & GRADUATE CERTIFICATES

### Admission

The prospective graduate student in the School of Education and Human Services should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog.

For an *undergraduate certificate*, the applicant must have a high school diploma.

For a *graduate certificate*, the applicant must have a bachelor's degree. Students completing an graduate certificate may apply to continue toward an advanced degree.

### Curricula & Requirements

A student who is admitted to a graduate certificate will demonstrate and maintain a high level of achievement and scholarship.

For the *graduate certificate*, a cumulative 2.6 GPA must be earned for the certificate. A grade of C or better is required for all courses.

For the *undergraduate certificate*, a cumulative 2.0 GPA must be earned for the certificate. A grade of C or better is required for all courses.

### Load Requirements

For *certificates*, all courses are available via online learning. The maximum full-time term load for a graduate student is nine credits of online classes.

### Enrollment

Once accepted in a certificate program, a certificate candidate must complete all certificate requirements within four years.

## MASTER'S DEGREES

### Admission

The prospective graduate student in the School of Education and Human Services should consult the information on both general admission and admission to graduate work in the introductory section of the BJU Seminary & Graduate Studies Catalog. Applicants for graduate programs must hold a bachelor's degree that includes a minimum of a 30-credit general education component from an institution accredited by an organization recognized by the U.S. Department of Education or its equivalent. The applicant should have at least a 2.5 grade point average based on a four-point scale.

For a *Master of Education* degree in Teaching and Learning, the applicant must have a bachelor's degree. For a *Master of Science* degree in Educational Leadership, the applicant must have a bachelor's degree.

Deficiencies in either general academic background or the field of concentration must be removed before the applicant can become a candidate for an advanced degree. An

applicant with 13 or more credits of deficiencies may be accepted as a postgraduate special student making up deficiencies. After deficiencies have been reduced to 12 or fewer credits, the applicant will be reevaluated for graduate admission consideration.

## Curricula & Requirements

A student who is admitted to candidacy for a graduate degree will maintain a high level of achievement and scholarship, which will be demonstrated by his or her earning an average of B in the work he or she takes while registered as a graduate student. A maximum of six credits of C grades may be applied toward the requirements for the master's program. After exhausting the provisions of the Academic Forgiveness Policy, a grade of D or F disqualifies a student as a candidate for an advanced degree from the School of Education and Human Services.

## Standards for Projects & Theses

All graduate papers and theses are to be prepared according to the *Publication Manual of the American Psychological Association* (seventh ed.), the form being adapted to the particular kind of writing to be done. The graduate student should thoroughly understand the proper technical form for his or her graduate papers early in the program. In addition, the graduate student must present his or her thoughts and research in an acceptable and correct grammatical style. Mere technical form is not enough; the material should reflect the high quality of research and knowledge expected of graduate students.

All graduate projects must be completed and approved, and the registrar notified of the completion by April 15 for a May degree conferral or by August 1 for an August degree conferral.

Any student who has completed all the requirements for any graduate degree with the exception of his or her thesis or special project must be registered in the University each semester until the thesis or project is completed and approved.

## Load Requirements

For the *Master of Education* and the *Master of Science* degrees, all courses are available via online learning. Courses to fulfill requirements for these degrees and/or deficiencies are available via online learning. The maximum full-time term load for a graduate student is nine credits of online classes.

## Enrollment

Once accepted in the graduate degree program, a degree candidate must complete degree requirements within seven years. Any master's degree student who interrupts his or her enrollment for more than 24 months must reapply through Admission for Deans Council approval. If approved, he or she must meet the catalog requirements that are in effect at the time of the student's re-enrollment and any new time limit expectations.

## Educator Professional Development Program

To encourage the continued professional improvement of Christian school leaders and teachers, Bob Jones University offers the Educator Professional Development Program. Full-time teachers and administrators of Christian schools who have been approved for education programs (K-12 Teaching and Learning, K-12 Educational Leadership and Instructional Leadership Certificates, MEd in Teaching and Learning or MS in Educational Leadership) are eligible for a 50 percent discount on tuition for online courses that fulfill certificate or degree requirements. For further information, contact the director of Financial Aid.

# DIVISION OF ADULT & GRADUATE STUDIES



Brian A. Carruthers, EdD  
Chair

### PURPOSE

In support of the University’s commitment to building Christlike character, the Division of Adult and Graduate Studies exists to prepare Christian educators to be models of learning and life. It seeks to provide students with a biblical worldview, content knowledge, understanding of diverse learner characteristics, professional knowledge, skills and dispositions, and practicum experiences to help them become effective teachers in both public and private schools and leaders in private school settings.

### GOALS

The student will ...

- Plan and implement instruction utilizing a variety of teaching strategies that will encourage the development of critical thinking, problem solving and performance skills based on the knowledge of diverse students, learning theory, subject matter, curricular goals and community.
- Display appropriate uses of technology in educational settings.
- Produce high quality research.





## Undergraduate Certificate in K-12 Teaching & Learning

**Heather R. Hancox, EdD**  
Program Coordinator

### CERTIFICATE COURSES

#### Required core: 6 credits

Ed 275	Biblical Worldview Formation in Education (3)
Ed 493	Field Experience Capstone (3)

#### 3 credits from the following:

Ed 305	Foundations in Reading for Early Childhood & Elementary School Teachers (3)
Ed 306	Foundations in Reading for Middle School & High School Teachers (3)

#### 3 credits from the following:

Ed 321	Child Growth & Development (3)
Ed 322	Adolescent Growth & Development (3)

#### 6 credits from the following:

Ed 200	Foundations of Instructional Technology (3)
Ed 201	Theories of Teaching & Learning (3)
Ed 250	Foundations in Early Childcare & Education (3)
Ed 324	Educating the Exceptional Learner (3)
Ed 380	Instructional Methods & Strategies (3)
Ed 383	Educational Assessment (3)
Ed 388	Classroom Management (3)

**Total (minimum): 18**

The undergraduate certificate in K-12 Teaching and Learning is designed to provide the adult learner with the tools to plan, develop, implement and assess instruction that can help their students learn and reach their highest potential. Candidates for the certificate will choose from courses that introduce them to the principles and philosophy of Christian education, theories of teaching and learning, best instructional practices and assessment of learning. Candidates will complete the certificate with a field experience capstone which allows them to receive individualized feedback on their planning and teaching strategies. The certificate requires 18 credits of coursework. This certificate does not lead to teacher licensure from the state of South Carolina.

Courses for this certificate are available via online learning.

### Program Learning Outcomes

The student will ...

- Articulate a clear personal philosophy of Christian education.
- Incorporate diverse teaching methods and strategies that are appropriate for encouraging successful student achievement.
- Demonstrate appropriate planning and teaching skills in the K-12 environment.

## Graduate Certificate in K-12 Teaching & Learning

**Brian A. Carruthers, EdD**  
*Program Coordinator*

### CERTIFICATE COURSES

#### *Required core: 6 credits*

Ed 605	History & Philosophy of Education (3)
Ed 693	Field Experience Capstone (3)

#### *3 credits from the following:*

Ed 659	R2S Content Area Reading & Writing for Early Childhood & Elem School Teachers (3)
Ed 678	R2S Content Area Reading & Writing for Middle School & High School Teachers (3)

#### *9 credits from the following:*

Ed 615	Theories of Learning (3)
Ed 632	Best Practices: Instructional Strategies (3)
Ed 634	Providing Instruction for Exceptional Learning Needs (3)
Ed 638	Curriculum Development & Design (3)
Ed 661	Assessment of Learning (3)
Ed 667	Technology in Education (3)
Ed 680	Classroom Management (3)

**Total (minimum): 18**

The graduate certificate in K-12 Teaching and Learning is designed to provide the adult learner with the tools to plan, develop, implement and assess instruction that can help their students learn and reach their highest potential. Candidates for the certificate will choose from courses that introduce them to the principles and philosophy of Christian education, theories of teaching and learning, best instructional practices and assessment of learning. Candidates will complete the certificate with a field experience capstone which allows them to receive individualized feedback on their planning and teaching strategies. The certificate requires 18 credits of coursework. Students who successfully complete the graduate certificate in K-12 Teaching and Learning may be eligible to apply up to 18 credits toward the MS, Educational Leadership or the MEd, Teaching and Learning programs. This certificate does not lead to teacher licensure from the state of South Carolina.

Courses for this certificate are available via online learning.

### Program Learning Outcomes

The student will ...

- Articulate a clear personal philosophy of Christian education.
- Incorporate diverse teaching methods and strategies that are appropriate for encouraging successful student achievement.
- Demonstrate appropriate planning and teaching skills in the K-12 environment.

## Graduate Certificate in K-12 Educational Leadership

**Brian A. Carruthers, EdD**  
Program Coordinator

### CERTIFICATE COURSES

*Required core: 18 credits*

EAS 660	Foundations of Leadership (3)
EAS 663	School Business Management (3)
EAS 670	Pupil Personnel Services (3)
EAS 676	Personnel Administration & Supervision (3)
EAS 678	Organizational Leadership (3)
Ed 605	History & Philosophy of Education (3)

**Total (minimum): 18**

The graduate certificate in K–12 Educational Leadership is designed to provide the adult learner with the tools to become an instructional leader in a Christian school. Candidates for the certificate take courses that introduce them to the principles and philosophy of Christian education, educational leadership, personnel supervision and development, pupil personnel services and school management practices. The certificate requires 18 credits of coursework. Students who successfully complete the graduate certificate in K–12 Educational Leadership may be eligible to apply up to 18 credits toward the MS, Educational Leadership program. This program does not lead to licensure for the state of South Carolina.

Courses for this certificate are available via online learning.

### Program Learning Outcomes

The student will ...

- Articulate a clear personal philosophy of Christian education.
- Examine leadership theory and the application of that theory in a school setting.
- Evaluate organizational operations including personnel, financial, and physical resources for institutional improvement.

## Graduate Certificate in Instructional Leadership

**Brian A. Carruthers, EdD**  
Program Coordinator

### CERTIFICATE COURSES

*Required core: 15 credits*

Ed 632	Best Practices: Instructional Strategies (3)
Ed 638	Curriculum Development & Design (3)
Ed 661	Assessment of Learning (3)
Ed 682	Instructional Coaching (3)
Ed 683	Instructional Leadership (3)

**Total (minimum): 15**

The graduate certificate in Instructional Leadership is designed to provide the adult learner with the tools to assist classroom teachers to improve instruction, design quality curriculum, and effectively use data to determine areas in need of improvement. Candidates for the certificate take courses that introduce them to curriculum development, educational assessment, and the role of the instructional leader in the K–12 environment. The certificate requires 15 credits of coursework. Students who successfully complete the graduate certificate in Instructional Leadership may be eligible to apply up to 15 credits towards the MEd, Teaching and Learning or MS, Educational Leadership programs.

Courses for this certificate are available via online learning.

### Program Learning Outcomes

The student will ...

- Analyze, evaluate, and apply concepts and principles related to developing and managing curriculum development and instruction.
- Use assessment results in instructional planning, teaching, developing curriculum, and school improvement.
- Work collaboratively to share knowledge, skills, and experiences; refine understanding of content; give and receive feedback; and improve expertise.

## Master of Education, **Teaching & Learning**

**Brian A. Carruthers, EdD**  
*Program Coordinator*

### DEGREE COURSES

#### Required core: 18 creditis

Ed 605	History & Philosophy of Education (3)
Ed 632	Best Practices: Instructional Strategies (3)
Ed 661	Assessment of Learning (3)
Ed 667	Technology in Education (3)
Ed 690	Research in Education (3)
Ed 695	Action Research Project (3)

#### 15 credits from the following:

Ed 615	Theories of Learning (3)
Ed 625	Family, School & Community Relationships (3)
Ed 634	Providing Instruction for Exceptional Learning Needs (3)
Ed 638	Curriculum Development & Design (3)
Ed 659	R2S Content Area Reading & Writing for Early Childhood & Elem School Teachers (3)
Ed 678	R2S Content Area Reading & Writing for Middle School & High School Teachers (3)
Ed 680	Classroom Management (3)
Ed 682	Instructional Coaching (3)
Ed 683	Instructional Leadership (3)
Ed 691	Reading in Education (3)

**Total (minimum): 33**

In conjunction with the School of Education and Human Service's commitment to build Christlike character, the Master of Education degree program in Teaching and Learning prepares teachers to be more effective. The student will design research-based instruction, present that instruction and assess student learning outcomes based on that instruction. The student will create lessons using twenty-first century classroom technologies, examine and analyze current educational research, and apply original research to the teaching discipline. This program requires 33 credits and does not lead to teacher licensure for the state of South Carolina.

Courses for this degree are only available via online learning.

### Program Learning Outcomes

The student will ...

- Expand and refine their teaching skills.
- Apply knowledge of curriculum and instruction in school settings.
- Use research to improve teaching effectiveness.
- Integrate technology to support instruction and learning.
- Design or select appropriate assessments.

## Master of Science, **Educational Leadership**

**Brian A. Carruthers, EdD**  
*Program Coordinator*

### DEGREE COURSES

*Required core: 33 credits*

EAS 660	Foundations of Leadership (3)
EAS 663	School Business Management (3)
EAS 670	Pupil Personnel Services (3)
EAS 676	Personnel Administration & Supervision (3)
EAS 678	Organizational Leadership (3)
EAS 695	Educational Leadership Action Research (3)
Ed 605	History & Philosophy of Education (3)
Ed 638	Curriculum Development & Design (3)
Ed 661	Assessment of Learning (3)
Ed 667	Technology in Education (3)
Ed 690	Research in Education (3)

**Total (minimum): 33**

In conjunction with the University's commitment to building Christlike character, the Master of Science degree program in Educational Leadership exists to prepare students to become instructional leaders in Christian schools. The program provides research-based instruction and practical experience in areas such as personnel supervision and development, pupil personnel services and school management practices. This program requires 33 credits and does not lead to licensure for the state of South Carolina.

Courses for this degree are only available via online learning.

### Program Learning Outcomes

The student will ...

- Apply readings and research findings in areas of instructional leadership and Christian school management.
- Acquire skills to initiate, supervise and lead spiritual, instructional and management principles in Christian schools.
- Develop biblical based philosophies of instructional leadership and management practices.
- Apply knowledge of content areas and curriculum goals to design, supervise and assess appropriate instruction in the Christian school.
- Integrate appropriate technology and resources to support instruction in the Christian school.
- Demonstrate skill in critical thinking, problem solving and leading stakeholders.

# COURSES

## DIVISION OF ADULT & GRADUATE STUDIES

### PROFESSIONAL EDUCATION

**Ed 200** Foundations in Educational Technology (3 credits)  
An introductory course in technology for the classroom. This course provides experiences that support two perspectives—technology to assist teachers (computer-managed instruction) and technology to assist learners (computer-based instruction). Students will develop proficiency with the effective design and use of a wide variety of tools including multimedia, productivity software, web-based resources, interactive whiteboards and other current or emerging technologies. *Fall and spring. Online.*

**Ed 201** Theories of Teaching & Learning (3 credits)  
Psychology as applied to education: original tendencies; laws of learning; amount, rate, limit, conditions, spread and permanence of improvement; mental work and fatigue; research; and individual differences. Sequential and incremental formal, structured clinical experiences in a school setting are included as part of this course. *Fall and spring. Online.*

**Ed 205** Foundations in Reading (3 credits)  
This course examines the theoretical and evidence-based foundations of literacy processes and instruction, including

oral language, phonological awareness, phonics, fluency, vocabulary and comprehension. It also includes the historical progression of reading and writing instruction, and the role of professional learning, leadership and judgment for teachers. This course is aligned with SC literacy competencies, ILA, CAEP, InTASC and ADEPT performance standards. This course meets the requirements of the Read to Succeed Act for the R2S Literacy Teacher Endorsement in South Carolina for early childhood, elementary, and special education teachers AND the R2S Literacy Requirement Endorsement in SC for middle and high school teachers. *Prerequisite: En 102. Fall and spring. Online.*

**Ed 250** Foundations in Early Child Care & Education (3 credits)  
An introduction to early care and education with an overview of the historical and theoretical foundations of developmentally appropriate practices. The course will also introduce students to state regulations and early learning standards with special emphasis on the importance of professionalism and applying a Scriptural, ministry-minded approach to working with young children and families. *Spring. Online.*

**Ed 275** Biblical Worldview Formation in Education (3 credits)  
This course is designed to meet the needs of Christian

teachers who desire to improve their skills in biblical worldview formation. The course will begin by distinguishing a secular approach to education from a Christian approach. It will then flesh out the details of a Christian approach. The course then presents a method for planning and writing instruction from a Christian perspective. The course concludes by providing students with a tool for evaluating various educational materials from Christian publishers. *Online.*

**Ed 305** Foundations in Reading for Early Childhood & Elementary School Teachers (3 credits)

This course examines the theoretical and evidence-based foundations of literacy processes and instruction including oral language, phonological awareness, phonics, fluency, vocabulary, and comprehension. It also includes the historical progression of reading and writing instruction, and the role of professional learning, leadership, and judgment for teachers. This course is aligned with SC literacy competencies, ILA, CAEP, InTASC and ADEPT performance standards. This course meets the requirements of the Read to Succeed Act for the R2S Teacher Endorsement in South Carolina for early childhood, elementary, and special education teachers. *Online.*

**Ed 306** Foundations in Reading for Middle School & High School Teachers (3 credits)

This course examines the theoretical and evidence-based foundations of literacy processes and instruction including oral language, phonological awareness, phonics, fluency, vocabulary, and comprehension. It also includes the historical progression of reading and writing instruction, and the role of professional learning, leadership, and judgment for teachers. This course is aligned with SC literacy competencies, ILA, CAEP, InTASC and ADEPT performance standards. This course meets the requirements of the Read to Succeed Act for the R2S Requirement (Instructional) Endorsement in South Carolina for middle school and high school teachers. *Online.*

**Ed 321** Child Growth & Development (3 credits)

The physical, emotional, intellectual, cultural and spiritual growth of the child from infancy to adolescence. Emphasis on the development of the child in relation to the school. *Online.*

**Ed 322** Adolescent Growth & Development (3 credits)

The physical, emotional, intellectual, cultural, and spiritual growth of the child from preadolescence to maturity. Emphasis on the development of the adolescent in relation to the school. *Online.*

**Ed 324** Educating the Exceptional Learner (3 credits)

This course examines education of the exceptional child. The student will learn about prominent disabilities, the history of special education, the service delivery continuum, State and Federal special education regulations, Response to Intervention, differentiated instruction, and effective classroom modifications and accommodations for meeting the needs of diverse learners. *Online.*

**Ed 380** Instructional Methods & Strategies (3 credits)

This course is designed to help teachers put instructional theory into practice through the study and application of teaching strategies and techniques that are applicable to the K–12 classroom. *Online.*

**Ed 383** Educational Assessment (3 credits)

An introductory course in the principles of constructing standardized and teacher-made tests, test scoring and interpretation, grading-reporting practices, and an overview of commonly used statistical terms. *Online.*

**Ed 388** Classroom Management (3 credits)

This course is an introduction to K–12 classroom management techniques to prepare teachers to be effective managers of their classrooms so that student learning is maximized. *Online.*

**Ed 493** Field Experience Capstone (3 credits)

In this course participants demonstrate their professional responsibilities by applying learning and development theories and demonstrating developmentally appropriate practices by writing lessons plans, creating assessments and providing feedback to students in the K–12 environment. Participants will submit recordings of lessons to receive individualized feedback on their planning and teaching strategies. *Online.*

**Ed 605** History & Philosophy of Education (3 credits)

Beginnings of the American system of education, survey of theories of education; factors and forces changing American education philosophies of learning applied to contemporary educational problems. This course is designed to equip and motivate educators and administrators to understand, critically appraise and apply the historical and philosophical foundations of education in developing their educational theory and practice. *Online.*

**Ed 615** Theories of Learning (3 credits)

This course is an overview of theories related to teaching and learning. Major concepts of learning theories will be studied as well as motivational, developmental and classroom management theories. Students will be required to research, analyze and apply these theories. *Online.*

**Ed 625** Family, School & Community Relationships  
(3 credits)

This course will examine the changing structure and demographics of the family and implications for education. Current models and strategies for effective home, school and community partnerships will be reviewed with special emphasis on practical applications of these strategies in candidates' own school settings. Course topics include theories of family systems, parenting, parent education, child abuse/neglect and bullying. *Online.*

**Ed 632** Best Practices in Instructional Strategies  
(3 credits)

Effective teaching involves using a variety of instructional strategies, designed with specific learners in mind. This course explores the development and practical application of numerous strategies. Students will be introduced to the Five Core Propositions of the National Board for Professional Teaching Standards. This class is mostly project based. *Online.*

**Ed 634** Providing Instruction for Exceptional  
Learning Needs (3 credits)

This course focuses on developing the student's understanding of the knowledge and skills necessary to increase effectiveness in meeting the needs of diverse learners through appropriate instructional, curricular and behavioral strategies. *Online.*

**Ed 638** Curriculum Development & Design (3 credits)

This course is an overview of the history and theories of curriculum development and their application to K-12 schools. Designing and implementing effective curriculum and learning based on a school's philosophy of education. *Online.*

**Ed 659** R2S Content Area Reading & Writing for Early  
Childhood and Elementary School Teachers  
(3 credits)

This course focuses on the theoretical bases and techniques related to the teaching of reading and writing in early childhood and elementary school settings. The course will familiarize students with historical concepts of subject matter and related research for learners in Kindergarten through sixth grade. Students will conceptualize disciplinary literacies in order to envision and research literacy pedagogies. This course meets the requirements of the Read to Succeed Act for the R2S Teacher Endorsement in South Carolina for early childhood, elementary, and special education teachers. *Online. Excludes: Ed 678.*

**Ed 661** Assessment of Learning (3 credits)

The appraisal of a student's intellectual capacity and aspects of personality; the interpretation of educational data using descriptive statistics including frequency distributions,

measures of central tendency and dispersion, the normal probability curve and graphs. Attention is also given to test construction and the development of a testing program. *Online.*

**Ed 667** Technology in Education (3 credits)

This course is a practical examination of current technology applications and their integration in education. The hands-on learning environment provides the professional educator with the tools needed to enhance skills in technology and apply these skills in a variety of settings. *Online.*

**Ed 678** R2S Content Area Reading & Writing for Middle  
School and High School Teachers (3 credits)

This course focuses on the theoretical bases and techniques related to the teaching of reading and writing in middle and high school settings. The course will familiarize students with historical concepts of subject matter and related research for learners in fifth through twelfth grade. Students will conceptualize disciplinary literacies in order to envision and research literacy pedagogies. This course meets the requirements of the Read to Succeed Act for the R2S Teacher Endorsement in South Carolina for middle school and high school teachers. *Online. Excludes: Ed 659.*

**Ed 680** Classroom Management (3 credits)

A study of effective techniques for management and discipline in the classroom setting. Emphasis placed on current research and literature. Students develop and communicate a personal philosophy regarding classroom management that references physical surroundings, student motivation approaches, rules and procedures, and strategies for dealing with challenging behaviors and diverse needs. *Online.*

**Ed 682** Instructional Coaching (3 credits)

An overview of the approaches to coaching and data collection and an overview of professional learning theory with application to a school setting to improve instruction to benefit students. *Prerequisites: Ed 632 and Ed 661. Online.*

**Ed 683** Instructional Leadership (3 credits)

Practicum experience within the student's current teaching setting. The student is expected to implement a coaching cycle, conduct instructional classroom visits, and develop a professional learning plan. *Prerequisite: Ed 682. Online.*

**Ed 690** Research in Education (3 credits)

This course introduces educational research, statistics and testing; and is designed to familiarize the student with the technology, basic concepts and tools necessary to critique and interpret published research. *Online.*



**Ed 691** Readings in Education (3 credits)

Independent study through the use of readings with special emphasis on selected areas from the field of education. This course can be substituted for other courses at the discretion of the program coordinator. *Online.*

**Ed 693** Field Experience Capstone (3 credits)

In this course participants demonstrate their professional responsibilities by applying learning and development theories and demonstrating developmentally appropriate practices by writing lessons plans, creating assessments and providing feedback to students in the K–12 environment. Participants will submit recordings of lessons to receive individualized feedback on their planning and teaching strategies. *Online.*

**Ed 695** Action Research Project (3 credits)

Supervised experience in an area of fieldwork under the direction of faculty; including papers, unit work samples, recorded lessons—uploaded and critiqued—all tied to coursework taken previously in the MEd Program. Students must be teaching in a traditional K–12 classroom during the semester this course is taken. This is the capstone course and should be the last course taken. *Prerequisite: Ed 690. Online.*

**EAS 678** Organizational Leadership (3 credits)

An exploration of organizational theory and its application in a school setting, emphasizing strategic planning, instructional leadership and public relations. *Online.*

**EAS 695** Educational Leadership Action Research Project (3 credits)

Supervised experience under an experienced school administrator. The student is expected to demonstrate the implementation of leadership skills (tied to coursework taken in this program) to an approved project in a K–12 educational setting. A Leadership Portfolio will also be submitted. This is the capstone course and should be the last course taken. *Prerequisite: Ed 690. Online.*

## EDUCATIONAL LEADERSHIP

**EAS 660** Foundations of Leadership (3 credits)

Emphasizes basic administrative theory and research for the school leader, focusing on the current practices and examining trends in such areas as leadership skills, personnel development and decision making. *Online.*

**EAS 663** School Business Management (3 credits)

Principles of business administration for schools, emphasizing sound plant, finance and management practices. A philosophy of school administration will be developed. *Online.*

**EAS 670** Pupil Personnel Services (3 credits)

A survey of guidance services and their application in both elementary and secondary educational settings. Practical guidance problems are considered. *Online.*

**EAS 676** Personnel Administration & Supervision (3 credits)

An overview of the employment process, personnel policies and procedures, and laws and regulations affecting the employment and supervision of faculty/staff in private, non-profit schools. *Online.*

# FACULTY



**DEAN**

***Brian Alan Carruthers (2004)***  
BS, Bob Jones University;  
MS, Bob Jones University;  
EdD, Nova Southeastern University

**DIVISION OF ADULT & GRADUATE STUDIES**

***Bradley Ray Batdorf (2016)***  
BS, Bob Jones University; MAEd, Citadel Military College of South Carolina; EdD, Bob Jones University

***Andrew Glen Broere (Adjunct)***  
BS, Maranatha Baptist University; MA, Concordia University; Additional graduate work, Bob Jones University

***Scott Philip Buhr (2021)***  
BS, Bob Jones University; MS, Bob Jones University; EdD, University of South Carolina

***Jennifer Klipp Copeland (Adjunct)***  
BA, Baptist College of Ministry; MEd, Bob Jones University; EdS, Bob Jones University; EdD, Bob Jones University

***Cathy Barkman Dotson (Adjunct)***  
BS, Pensacola Christian College; MS, University of Memphis; EdD, Nova Southeastern University

***Jennifer Leigh Flowers (Adjunct)***  
BS, Bob Jones University; MEd, Bob Jones University; EdD, Bob Jones University

***Heather Richardson Hancox (2008)***  
BS, Bob Jones University; MEd, Bob Jones University; EdD, Bob Jones University; Additional graduate work, Capella University

***Aaron Patrick Hatcher (Adjunct)***  
BBS, Crown Collge; MEd, Bob Jones University; Additional graduate work, Liberty University

***James Manning Hubbard (Adjunct)***

BS, Tennessee Temple University; MA, University of Michigan-Ann Arbor; EdS, Bob Jones University; EdD, Bob Jones University

***Tamila Thorsell Jacobs (2005)***

BS, Bob Jones University; MEd, Bob Jones University; EdD, Bob Jones University; Additional graduate work, Drake University and Concordia University

***Sonia Leigh Johnson (2002)***

BS, Bob Jones University; MEd, Bob Jones University; EdD, University of Memphis

***Braden Jon Parker (Adjunct)***

BS, Bob Jones University; MS, Bob Jones University; EdD, Bob Jones University

***Michael Christopher Taylor (Adjunct)***

BS, Indiana University; MEd, Stetson University; EdS, University of Florida; EdD, Liberty University

***Daniel Lynn Turner (1972-2019, Adjunct)***

BS, Bob Jones University; MS, University of Illinois at Urbana-Champaign; EdD, University of Illinois at Urbana-Champaign; Additional graduate work, Furman University

***Jeremy Lucian Daniel Watts (2014-2020, Adjunct)***

BS, Bob Jones University; MEd, Clemson University; PhD, University of Kentucky

***Sharon Edge Wilkie (2015-2021, Adjunct)***

BS, Bob Jones University; MS, Troy University; EdS, Lincoln Memorial University; EdD, Liberty University; Additional graduate work, University of South Carolina-Columbia, Citadel Military College of South Carolina, Winthrop University, Appalachian State University and Bob Jones University

***Erin Elain Lewis Yezbick (Adjunct)***

BA, Bob Jones University; MEd, Bob Jones University; EdD, Liberty University

# PERSONNEL

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Mr. Gary Thompson, *Missouri*  
Dr. Bruce Woodworth, *Tennessee*

\* *Members of the Executive Committee*

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Randall S. Page, BS, *Chief of Staff*

David J. Lovegrove, BS, *Chief Marketing Officer*

## OFFICERS OF ADMINISTRATION

David A. Fisher, PhD, *Chief Administrative Officer & Vice Provost for Academic Administration*

Renaee Wentworth, EdD, *Dean of the College of Arts and Science*

Jessica L. Minor, PhD, *Dean of the School of Health Professions*

Kevin P. Oberlin, PhD, DMin, *Dean of the School of Religion*

Brian L. Trainer, MDiv, *Associate Dean of the School of Religion*

Neal D. Cushman, PhD, *Dean of the BJU Seminary*

Darren P. Lawson, PhD, *Dean of the School of Fine Arts and Communication*

Gregory M. Kilmeyer, PhD, *Associate Dean of the School of Fine Arts and Communication*

Brian A. Carruthers, EdD, *Dean of the School of Education and Human Services*

Richard A. Stratton, PhD, *Dean of the School of Business*

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Jonathan G. Daulton, MDiv, *Director of Student Life*

A. Deneen Lawson, BAPCT, *Women's Director of Student Life*

Kevin L. Taylor, MS, *Chief Human Resources Officer*

D. Neal Ring Jr., EdD, *Athletic Director*

Renton J. Rathbun, PhD, *Director of the Center for Biblical Worldview*

Brian W. Burch, MBA, *Chief Information Officer*

H. Doug Garland, EdD, *Director of Assessment*

Susan L. Wise, BS, *Chief Accounting Officer*

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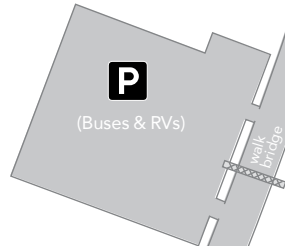
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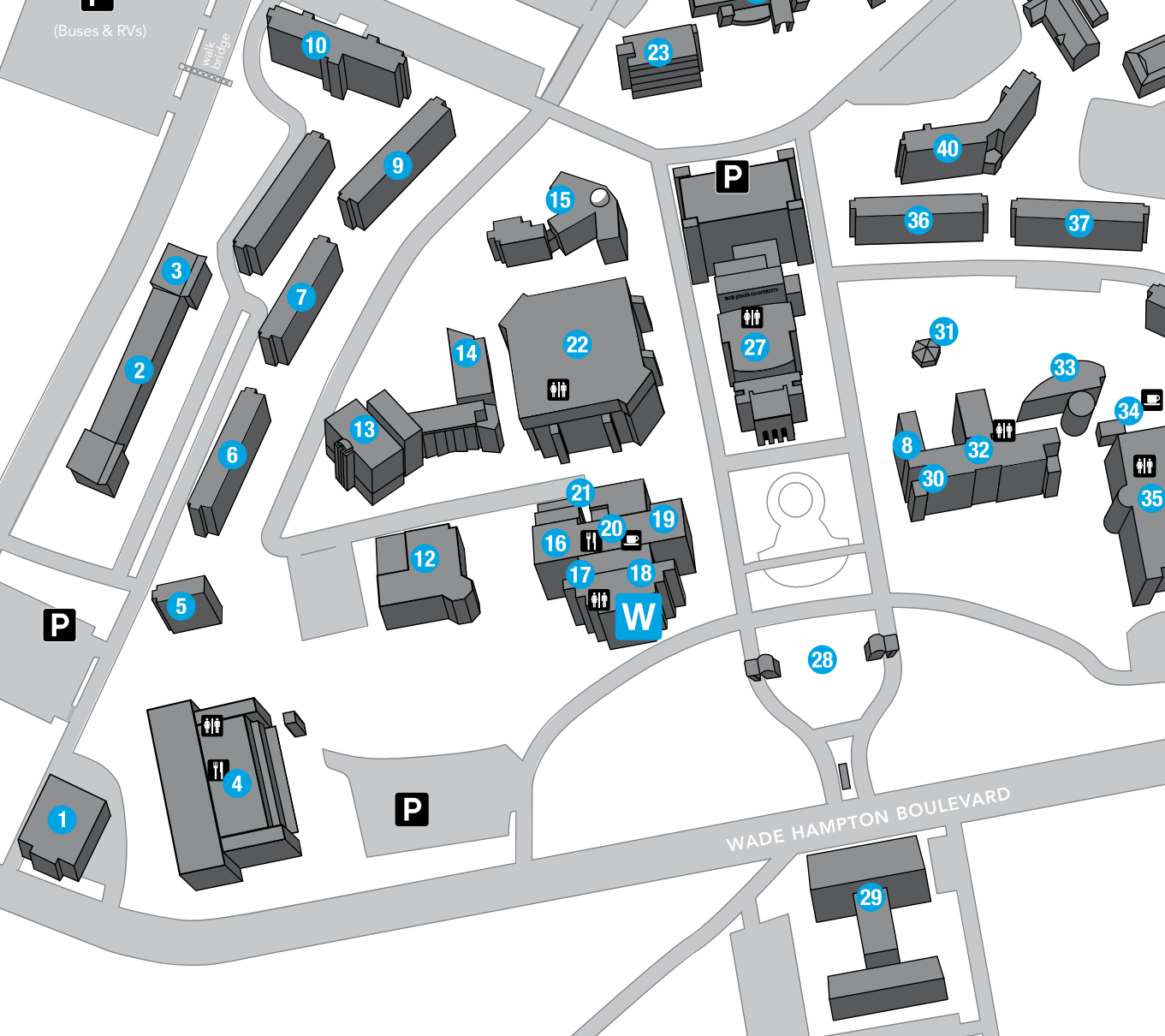


NORTH PLEASANTBURG DRIVE

WADE HAMPTON BOULEVARD



walk bridge



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(Buses & RVs)

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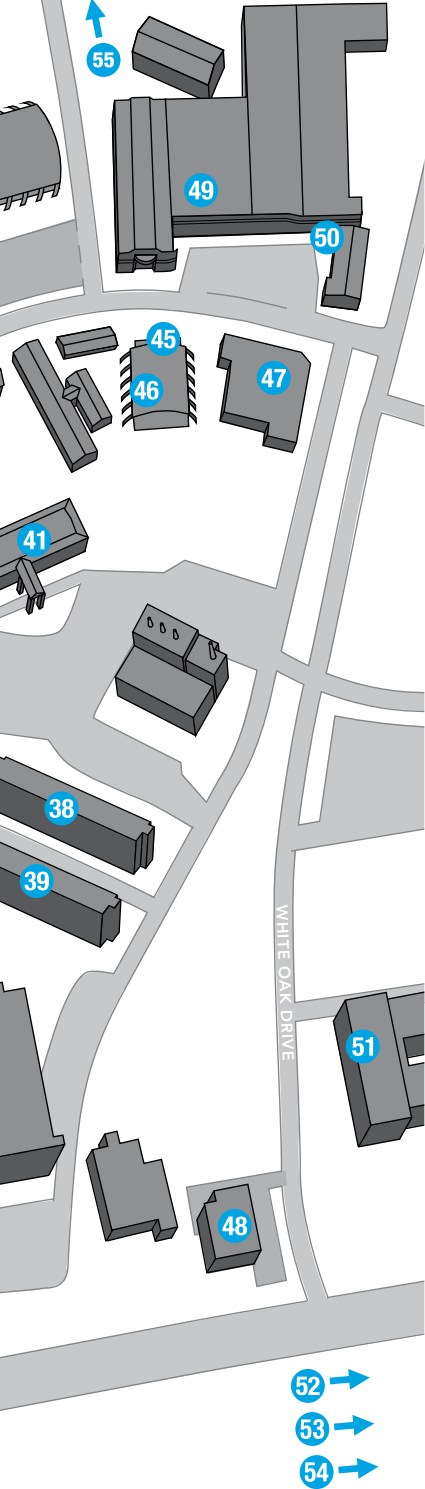
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### **P** Public Parking

*For emergencies on campus, call the main entrance at (864) 770-1350 or ext. 1111, or call the switchboard at (864) 242-5100 and ask for the main entrance building.*



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