

# Union Bible College

## Catalog

### 2023-2024



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Union Bible College is an interdenominational conservative holiness college. It was founded by William M. Smith in 1911. The Academy started in 1861.

Union Bible College does not discriminate on the basis of gender, color, or ethnic origin, or reject otherwise qualified handicapped people in its admission of students or employment of faculty and staff.

Union Bible College of Westfield, Indiana is accredited by the Commission on Accreditation of the Association for Biblical Higher Education to grant certificates and degrees at the Associate and Baccalaureate levels. The Information for ABHE is as follows:

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Many hours have gone into making this catalog as useful and informative as possible. We have worked hard to make it accurate. However, since this is a “work-in-progress,” please understand there may be some minor changes or adjustments that yet need to be made.

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### UBC Catalog Revision Protocol

The UBC Catalog will be reviewed by the Core Faculty under the direction of the Vice-President of Academic Affairs using the Revision Schedule outlined below. The revised catalog will include any policy changes approved by the appropriate parties since the previous catalog was printed.

#### Revision Schedule for Union Bible College Catalog

| Year      | Action                 | Product Produced  |
|-----------|------------------------|-------------------|
| 2023-24   | Comprehensive Revision | 2024-25 Catalog   |
| 2024-25   | Comprehensive Revision | 2025-2026 Catalog |
| 2025-2026 | Comprehensive Revision | 2026-2027 Catalog |
| 2026-2027 | Comprehensive Revision | 2027-2028 Catalog |

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# ABOUT UBC

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# **- A MESSAGE - FROM THE PRESIDENT**

Direction has been defined as “a guiding, governing, or motivating purpose.” It’s what keeps you moving forward as well as what determines what forward is. Direction helps you stay on course amidst distractions. Direction is what has brought you here.

There is no way anyone can anticipate every curve in life’s road. Here at Union Bible College (UBC) we don’t attempt to. We simply endeavor to serve as one of many “road signs” that help you continue in the right direction, and that direction is God’s will.

We believe if you allow the will of God to be your guiding, governing, and motivating purpose, the journey of life will be all it can be! We believe God has directed you here and that He desires to direct you to wherever “there” may be. He has used family, pastors, churches, and friends, and now He wants to use UBC!

While you’re here you will finish laying the foundation on which you build the rest of your life! By the time you leave, you will have gained more than a degree; you will have developed a biblical worldview and lifestyle that is scripturally sound and concretely conservative! You will have gained the training and preparation needed, as well as some practical experiences, to proceed in the right direction.

From classroom experiences to Christian service assignments, from campus fellowship to Spirit-filled worship services, UBC will equip you to keep heading in the right direction. You may still need to decide about a major, a class, or even your calling. All of these decisions are important and will be made in due time, but more important than any of these decisions is your direction!

I pray that as you familiarize yourself with this catalog, the will of God will direct you to come to Union Bible College and to join us in *Changing the World with the Unchanging Word!*

In the beauty of holiness,

A handwritten signature in black ink, reading "C. Adam Buckler". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Dr. C. Adam Buckler, President

## HISTORICAL SKETCH

In the 1860's, our nation found itself grappling with opposing convictions and questioning its ability to move forward. The newly relocated Quaker community in Westfield, Indiana, felt the only way of facing the uncertainty of the future was the educational training of their young people, based on the authority of Scripture. Thus, in 1860, a two-story brick building was erected to house the newly formed Union High School (UHS). UHS was one of the first institutions of secondary education in the area and remains the oldest continually running high school in the state of Indiana. UHS laid the ground work for what is now known as Union Bible College & Academy.

For the first 50 years focus was squarely set on the K-12 education, but in 1911, Bro. William M. Smith was called to superintend the addition of Union Bible Seminary (UBS), a missionary and ministerial training center. It began with a meager 11 students. Through the years both arms of the institution grew and evolved in its function and scope. In the early 1980's, it extended its service beyond its Quaker roots to those churches constituting the Conservative Holiness Movement (of which the founder Quaker Meeting remains a part). In 1989, the name of the institution was changed to Union Bible College & Academy to better reflect its academic levels.

UBCA continues to provide foundational, educational training for its academy students and formational, ministerial training to its undergraduates. The institution is more deeply committed, now than ever, to raise up young people who can, "Change the World with the Unchanging Word"!

## PHILOSOPHY/PURPOSE

God is the Author of all knowledge, and the study of **His Word** needs to be supplemented by a study of **His world**. Students learn the biblical principles of a Christian world view through general education courses and professional studies that provide the knowledge base necessary for effective Christian ministry. The practical application of that knowledge base begins in the various ministry-specific professional studies and is furthered through the Christian Service Program so that graduates are prepared to edify believers and evangelize unbelievers within the context of their particular calling and ministry.

Union Bible College affirms spirituality to be the single most important issue relating to the faculty, staff, and students, but also recognizes the need to embrace a high standard for academics. One is compatible with the other. A person does not have to choose either spirituality or academic excellence. It should be both spirituality and academic excellence as long as the former is preeminent. Union Bible College is committed to the task of providing ways and means for faculty and students to grow in both grace and knowledge.

## MISSION STATEMENT

Union Bible College, an institution of higher education, is committed to the propagation of scriptural holiness and the preparation of servant leaders who change the world with the unchanging Word.

## VISION STATEMENT

The vision of Union Bible College and Academy is to provide a Christian educational environment consistent with its holiness heritage where, in cooperation with the church and the home, students excel spiritually, academically, and socially and are thus prepared to fulfill God's will for their lives.



## **INSTITUTIONAL GOALS**

It is the desire of the administration, faculty, and staff that each student who enrolls at Union Bible College receive a high-quality, Bible-centered education in a spiritual atmosphere. The student should experience:

1. A biblical knowledge, faith, and lifestyle that develops the spiritual, physical, intellectual, emotional, and social dimensions; that appreciates the body as the temple of the Holy Spirit; and that practices acceptable etiquette, giving proper attention to student needs.
2. Academic programs that will prepare students for life in accordance with God's calling.
3. An understanding of Wesleyan-Arminian theology enabling students to accurately communicate the heritage that they have received.
4. An education that prepares an individual to go out into the harvest field, evangelizing the lost, and discipling them to make a difference in the world for Christ.
5. The opportunity to begin ministry in a variety of settings, such as churches, Christian schools, conventions, camp meetings, outreach ministries, and summer missionary work.
6. An understanding of a diversity of worldviews as a foundation to determine the superiority of the Christian worldview.
7. An engagement in critical, analytical thinking that will enable the student to make careful assessments and draw clear conclusions.
8. A culture of effectiveness in reaching the goal of excellence in all things.
9. A Christian model of servant leadership that demonstrates integrity in all areas of life.
10. Institutional consistency in all facets of operation and communication.

## **DOCTRINAL BELIEFS**

1. We believe that the Bible is God's written revelation to the human family and is "given by inspiration of God," thus making it His infallible and inerrant Word which is the final authority regarding the doctrines we believe and the duties we practice.
2. We believe that God subsists from everlasting to everlasting, manifesting Himself as Father, Son, and Holy Spirit, being equal in essence, but different in office and personhood.
3. We believe that the Lord Jesus Christ is the eternal Son of God. Without laying aside His deity He took upon Himself flesh and blood that He might provide atonement for sin through His death upon the cross. Having risen from the dead, Jesus ascended into Heaven and is now at the right hand of the Father, making intercession for us as our great High Priest.
4. We also believe that Jesus will return again to rapture His bride, the saints of God, from the earth. The fact of His return is certain, but the time of His coming is not. Therefore, we are admonished to be ready, "for in such an hour as ye think not the Son of man cometh."
5. We believe that the Holy Spirit, the third Person of the Godhead, proceeds from the Father and the Son and is Christ's "other Self." He is the Paraclete, the Comforter, the One who reproves "the world of sin, and of righteousness, and of judgment". He is "the Spirit of truth"; and guides God's children "into all truth". He also takes the things of the Father and the Son and reveals them unto us. His ministry does not involve the glorification of Himself but rather the exaltation of Jesus Christ.
6. We believe that the Triune Godhead is actively involved in the work of salvation. God the Father planned our redemption. God the Son is the "Lamb slain from the foundation of the world". God the Spirit applies the atoning blood to the seeker who meets God's conditions.

7. We believe that Christ's atonement is universally extensive, sufficient for the entire human family. Therefore, Christ is the Savior of all men provisionally, but experientially He is only the Savior of those who repent and believe. The miracle of conversion entails several facets:
  - a. There is justification or the forgiveness of all past sins;
  - b. There is regeneration or the impartation of eternal life;
  - c. There is adoption or a change in family relationship; and, finally,
  - d. There is the witness of the Spirit or an internal assurance. Conversion or the new birth is sometimes called the first work of grace. It deals with the acts of sin and enables one to live above the practice of sin.
8. We also believe that the atoning blood of Christ has a provision for a second definite work of grace wherein the believer who has been justified (and initially sanctified) can be entirely sanctified. This crisis work of grace is wrought instantaneously by the baptism with the Holy Spirit, whereby the believer is cleansed from the carnal mind and filled with the Spirit. The evidence that one has been regenerated or entirely sanctified is not found in any kind of external manifestation but in the internal witness of the Spirit.
9. We believe that salvation is "by grace through faith and not of works lest any man should boast". However, once we are saved, works become an important outflow of a right relationship to God, for "faith without works is dead". God's people are "zealous of good works". We are not saved to simply enjoy salvation; rather, we are saved to serve the Lord God and we often serve Him as we serve others. As servants of God, we are enjoined with various responsibilities as well as privileges.
  - a. One of our greatest responsibilities (and privileges) is the exercise of prayer along with Bible study. In order to retain salvation one must maintain daily devotions. But prayer must go beyond one's personal needs; it must include intercession in behalf of others.
  - b. Another responsibility resting upon all believers is the matter of outreach or winning souls to the Savior. We are our brother's keeper. We must be missionary-minded for the needs at home and abroad. The world is truly our parish.
  - c. We also believe that Christians are in the world, but not of the world. The call of God is clear: "Wherefore come out from among them, and be ye separate, saith the Lord, and touch not the unclean thing; and I will receive you." There must be a clear-cut line of demarcation between the world and the church. We must renounce this world's fads and fashions. We are separated from the world and to the Savior.
  - d. We believe human beings are created, in the image of God, male and female. We believe these complementary distinctions of gender are necessary for many aspects of human existence, including a proper understanding of human sexuality. We believe biblical sexuality promotes partnership, pleasure, and procreation, when expressed within the parameters of marriage (the lifelong union of one man and one woman.) Therefore, we seek to cultivate a community in which sexual behavior is embraced and explained according to biblical standards.

### **LOCATION & DESCRIPTION OF CAMPUS**

Union Bible College, located in the heart of Westfield, Indiana, lies twenty miles north of Indianapolis, at the intersection of U.S. 31, and State Road 32.

The campus is situated between South Union Street and Cherry Street (running east to west) and the Midland Trace Trail System and 171<sup>st</sup> Street (running north to south). The campus has great historical significance for the city and beyond. The founders of UBC were also those responsible for planting the city

of Westfield. Over the years premier figures of the past have emerged such as the famous biblical scholar, Dr. Ralph Earl Jr. and co-founder of the Pilgrim Holiness Church, Seth C. Rees. These and many others who have gone from these halls of learning to bless the world with the Gospel of Jesus Christ.

Currently, the campus consists of a 2 ½ story academy building dating back to the 1880s, one of four buildings listed on the National Registry of historical structures. Joining the academy is a quaint, 1861 chapel which is utilized by both UBC and UBA. Administrative offices are located in this building as well, housing the offices of finance, institutional research, information technology, president, and 2 conference rooms. The other most central structure is the Smith Memorial Building which houses the academic office, college classes, gymnasium, the operational office, and Union Central. The men's dormitory is located at the north end of this complex and women's dormitories set south of College Avenue. Presently, the cafeteria is in the basement of the women's dormitory, but construction of a new dining complex has begun. This is the first phase of the institution's facilities master plan.

# STUDENT LIFE INFORMATION

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## **LIVING ACCOMMODATIONS**

Students who reside on campus receive the greatest benefit from Union Bible College. Therefore, all single students below the age of 23 at the beginning of a school year, who do not live at home, must live in a dormitory unless special permission is obtained from the administrative committee. Full time status (at least 12 credit hours) must be maintained to continue residing in the dormitory. We normally do not accept boarding students below sixteen years of age. Exceptions will be considered by the admissions committee upon application in writing. These applications should be made through the admissions office. Students living outside the college residence halls are required to observe the same regulations which apply to resident students.

Room assignments are made prior to the beginning of the fall semester. Room and roommate preferences are honored within the limits of available space. The college reserves the right to assign accommodations. Private rooms are given at the discretion of the administration, with upperclassmen and student staff receiving preference. A fee for private rooms may be assessed.

Residence hall rooms are furnished with single beds, mattresses, closet space, and dressers or chests suitable for two students. The student must furnish linens, blankets, small rugs, lamps, dresser covers, pillows, draperies, etc. Rooms are to be ready for daily inspection by the dean.

Rooms are not to be occupied until the day that dorms are officially opened. Each student will pay a \$100 room deposit. This will be collected at registration. The student will only receive this back if they meet the conditions. (see Student Handbook)

Coin-operated laundry appliances are available in the dormitories. Electrical appliances are not to be used in the student's room unless prior permission is obtained.

Students are accountable for all materials and equipment issued to them.

## **MARRIED STUDENTS**

Apartment complexes, trailer parks, and other rental properties are readily available in the Westfield area. The Director of Finance and Dean of Students provide guidance for married students seeking housing in the area. Married students are required to observe the same standards of holy conduct as on-campus students.

## **STUDENTS WITH SPECIAL NEEDS**

Union Bible College strives to maintain a supportive environment which promotes the learning of all students, including students with special needs as defined by the Americans with Disabilities Act (ADA). UBC is committed to meeting its obligation to provide effective services to students with disabilities. Such students should communicate their situations in advance to the Registrar's Office for an evaluation of available appropriate accommodations.

## **ACCIDENT INSURANCE**

The school covers any accident due to negligence of the institution. Any other accident needs to be run through your parents' or personal insurance. If you do not have insurance, please see the school office for options.

## **COUNSELING SERVICES**

Opportunity for securing counsel about personal, spiritual, and educational challenges is offered to all students. The president, vice-president of academic affairs, social deans, and members of the faculty are available for conference to give needed guidance through the mentoring program. There are professional counselors who counsel UBC students at a discounted rate. See the Dean of Students for more information.

## **FOOD SERVICE**

The dining hall is located in Founders' Hall. Well-balanced meals are provided at reasonable cost. All students residing in the dormitories are required to take their meals in the college dining hall. It will open to students on registration day. It is not open during vacations. Union Central provides a pleasant place for students to socialize as well as purchase snacks and necessities.

## **ORIENTATION**

All new students are required to attend orientation sessions provided prior to registration. During orientation new students learn about the history and philosophy of Union Bible College, the policies regulating student life, the academic and extra-curricular opportunities provided, study techniques, time management principals, library information, and placement tests. They also become acquainted with the administrators, faculty, and staff.

## **AUTOMOBILE REGULATIONS**

Any student may own or use a motor vehicle, subject to the regulations stated in the Student Handbook. The student must be eighteen years of age to have a car on campus. The car must have liability insurance and be registered with the Dean of Students. The school reserves the right to revoke this privilege. Loaning or borrowing automobiles is discouraged.

## **SPIRITUAL LIFE**

Union Bible College desires that each of its students have a vital, personal relationship with God through faith in Jesus Christ. Since the primary goal of Union Bible College is the preparation of Christian young people for effective service for Christ, it is our purpose to encourage each student to seek the experience of heart holiness. "Holy" expresses the idea of that which is free from all moral defilement or uncleanness. Therefore, holiness of heart and life means freedom from sin or a cleansing from inherited depravity.

We desire that our students bring their lives into more than a pattern of outward conformity to certain principles. We desire that they demonstrate by their conduct an inward purity and a spirit of subjection to Christ's total leadership. (Rom. 12:1-2)

## **STANDARD OF CHRISTIAN CONDUCT**

Attendance at Union Bible College is to be considered a privilege, not a right. The privilege of enrollment is extended to all who qualify, regardless of creed or denomination, ethnic origin, or nationality. However, it is to be understood that no belief or practice in conflict with the position of the school, as expressed in this catalog, is to be propagated within this community.

Upon enrolling, each student is to familiarize himself with all the rules regarding the dormitory and campus.

Off-campus students are required to abide by the same regulations as on-campus students as long as they are enrolled at Union Bible College. This applies to all vacations, including the summer.

The students, staff, and faculty are to refrain from using things which are harmful to the mind and body, including alcoholic beverages, illegal drugs, and tobacco (I Cor. 6:19–20); and from any practice that corrupts morals, including gambling, profane language, and indecent or immoral action, conversation, or writing. (Col. 2:1–10) There is to be no participation in such things as cheating, slang or worldly expressions, and degrading forms of art, music, drama, and literature. The playing of cards, mixed swimming, dancing, the patronage of professional sports events, attending movie theaters, and the viewing of television are forbidden. No television is allowed on campus. (Psa.101:3)

We strongly urge discretion in the use of all types of media.

## **SOCIAL CONDUCT**

We at Union Bible College feel that social life is a very important element in developing Christian character. Reasonable efforts will be made to allow for proper associations among our young people under circumstances conducive to the development of spiritual life. Therefore, regulations governing social life, as stated in the *Student Handbook*, are carefully and prayerfully enforced. The associations of our young people are to be maintained with the highest principles of propriety. We expect our young people to be appropriate and Christ-like in all relationships. No dating privileges will be given to new students for at least four weeks after enrollment. Our students are to be good stewards of their time and not loiter or be involved in idle conversation (Ezek. 16:49).

## **PERSONAL APPEARANCE**

Students are to dress modestly as is becoming to Scriptural holiness.

Both men and women should refrain from wearing gaudy, transparent, tight-fitting, or otherwise immodest clothing. Jewelry, including bracelets, beads, necklaces, and rings is not permitted. (I Pet.3:3–5, I Tim.2:9–10)

Women are not allowed to cut their hair during the school year or summer vacation. They are to put their hair up neatly and simply. Women who begin the school year with short hair must let it grow. (I Cor. 11:2–16)

Men are to have their hair cut so as to be off the collar and ears. Conservative hairstyles are to be followed. Beards and mustaches are not permitted.

Women's skirts and dresses must be well below their knees when they are standing or sitting. Skirts and dresses can be neither tight nor having an open slit. Necklines are to be modest. Sleeves must be well below one's elbows.

Men are not to wear trousers that are too tight or too short. They are required to wear a coat and tie to classes, chapel, and school functions when announced.

All students are expected to be neat at all times and clean in dress and habits. Students should not follow worldly styles and fads that are not becoming to Christian principles. No student is permitted to wear short sleeves. The school reserves the right to judge if one's appearance is appropriate.

Additional explanations are in the *Student Handbook*. These regulations are to be followed during all vacations, including the summer.

## **SPIRITUAL HELPS**

### **Chapel**

Services are held two times a week in the chapel for students and faculty.

### **Church Attendance**

All students are required to regularly attend Sunday school and both Sunday morning and Sunday evening worship services, and must sit in the first five rows of seats, even if they are late. For more information, see the Student Handbook.

### **Prayer & Devotions**

All students are encouraged to have a regular time for prayer and Bible reading.

### **School Revivals**

Spiritual Emphasis Week, World Changers Week, Winter Revival and a Spring Camp Meeting are held each year at Union Bible College.

## **MUSICAL GROUPS**

### **Choir**

A select group of students is chosen by audition to represent the college in sacred song at various school functions and in scheduled church services.

### **Ensemble**

Small choral or instrumental groups are formed for public appearances.

### **Quartet & Trio**

Groups are organized under faculty supervision, appear at many school functions, and engage in regular field work for the school.

### **Symphonic Band**

This is a select group of instrumentalists who play at a variety of school activities.

## **ORGANIZATIONS**

### **Student Music Organization**

This is a student organization designed to enhance the work of the music department and strengthen mutual respect among music students by providing a means of greater love for and interest in music that is spiritually inspiring and morally uplifting.

### **Student Education Organization**

This is an organization for education majors who are called into the ministry of teaching. Its purpose is to inform the members of the aspects of Christian education not covered in formal classroom instruction. This goal is accomplished by presenting informed and qualified speakers and providing new sources of information and teaching resources to enhance the ministry of the future Christian educator.



### **Student Vocational Organization**

This organization is designed for students who have the call to vocational employment. It the purpose of the department to equip business laymen to effectively go out and minister in their field.

### **Student Ministerial Organization**

This is an organization designed for students who have a call to the ministry. Special speakers will be brought in to instruct and discuss various aspects of effective pastoring and evangelism.

### **Student Government**

The student government at Union Bible College is to develop student responsibility, initiative, and leadership and to promote a spirit of cooperation among students, faculty and the administration. Those involved will assist in planning student activities, promoting school spirit, raising funds which will benefit the entire campus community, and striving to raise the spiritual level of the school by exalting Jesus Christ.

# ADMISSION INFORMATION

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## **ADMISSIONS POLICY**

Union Bible College is dedicated to the training of individuals who are desirous of receiving a Christ-centered, Bible-oriented education. Prospective students who are spiritually minded, educationally qualified, and in agreement with the philosophy and practices of the school are encouraged to apply for admission. Union Bible College does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or against otherwise qualified handicapped persons in its admissions policies, employment policies, administrative policies, and scholarships. It does, however, insist that the prospective student give evidence of being a genuine Christian whose life is in harmony with the Scriptures.

Before being enrolled, all traditional, non-traditional, and international applicants must be accepted by the admissions committee to attend Union Bible College.

Attendance at Union Bible College is a *privilege* and not a *right*. Continuing attendance is therefore contingent upon the full cooperation of the student with the officials of the school. The school reserves the right to request the withdrawal or dismissal of any student who apparently is not benefiting from the programs and objectives of the school, regardless of the keeping or breaking of any specific rule of the school. All withdrawals or dismissals shall be handled by the academic office. No one will be accepted as a student who has been expelled from another Bible college within the last school year, and no one will be accepted as a student who has an unpaid school bill from another Bible College.

### **College Entrance Requirements**

**Education:** A high school education or its equivalent is required. The equivalency requirement may be met by having successfully completed a General Education Development (GED) Test or State Equivalency Test. This test is available to anyone over eighteen years of age. A prospective student should consult the State Department of Education in his particular state.

Although it is not a requirement, traditional prospective students will be encouraged to take the ACT, CLT, or SAT test, and any student presenting an SAT composite score of 1160 or above on critical reading and math, an ACT composite score of 24 or above, or a CLT composite score of 76 may apply for an honor scholarship of \$1,600 prorated at 25% per year over the four-year college course. Information about taking these tests can be found on their respective websites. The Union Bible College code for ACT is 5551 and SAT is 2850.

### **Categorization of Prospective Students Seeking Admission**

**Traditional Prospective Students:** High School Graduates (or its equivalency) who plan to study to seek a degree or certificate on campus (enrolling for credit in at least one or more classes on campus), with a heart for ministry or a desire to be faithful to God.

**Non-Traditional Prospective Students:** Prospective students who plan to study on campus while not seeking a degree or certificate and prospective students who plan online or through distance learning with a call to ministry or a desire to be faithful to God.

**International Prospective Students:** All prospective students from other countries with a call to ministry or a desire to be faithful to God.

### **Application Procedures for Traditional Prospective Students**

1. After prayerfully seeking God's will, request an application packet.
2. Fill out the application and return it to the Admissions (Advancement) Office. A \$25 non-refundable application fee must accompany the application along with a written testimony, a recent photo, health form, and a copy of your birth certificate.

3. Request that transcripts (including any college transcripts) and all relevant records be sent to the Admissions Office.
4. Request three character references be sent to the Admissions Office.
5. Submit application by August 1st for the fall semester and by December 1st for the spring semester.
6. SAT, ACT, or CLT records may also be sent to the Admissions Office.

### **Admission to Advanced Standing Transfer Students**

Students transferring from another recognized institution of higher learning may apply for advanced standing. In order to receive advanced standing status, one should request that a transcript from each school attended since high school be sent to the office of the Vice-President of Academic Affairs for evaluation. Courses in which the grade received was less than a “C” or 2.0 are non-transferable. Only those courses which can be applied to degree requirements or electives consistent with Union Bible College’s programs will be accepted. The college reserves the right to decide whether or not a course will be accepted.

A transfer student presenting work from other institutions must:

1. Either spend a minimum of one year as a full-time student or
2. Take a minimum of 32 hours’ work at Union Bible College before receiving a bachelor’s degree and a minimum of sixteen hours work at Union Bible College before receiving an associate degree, regardless of the amount of work taken elsewhere. If a student desires to transfer any correspondence credits, no more than twelve hours may be transferred.
3. Students transferring from unaccredited schools or college preparatory institutions should expect to have their work evaluated by examination and/or syllabus comparison and should not expect to transfer full credit. The college reserves the right to accept only such courses whose content, objectives, and extent are equivalent to those required for graduation from U.B.C.

### **College Credit for Life Experience**

Recognizing the importance of life experiences as an adjunct to learning and skills acquisition, Union Bible College offers a limited number of academic credit hours that may be acquired through life experiences. The following stipulations apply:

1. No more than twelve hours can be acquired in this manner.
2. The hours must be in an academic area that is relevant to our curriculum and pertinent to the student’s program.
3. One or more of the following assessment tools will be used to determine Life Experience Credit: standardized test, prior learning portfolio, past college credit, and professional certification.
  - A. The prior learning portfolio must contain the details of the relevant life experiences as to date, location, and description. There should be corroborating documentation from other sources as well, such as a senior pastor, a board member, a colleague, etc.
  - B. All such materials should be submitted to the Vice-President of Academic Affairs Office for evaluation.

### **College Dual Credit & Dual Enrollment Policy**

Dual credit courses are courses taken by high school students that satisfy requirements for earning credits toward both a high school diploma and a college degree. Dual Enrollment courses are courses taken by a high school student only for college credit. All courses taken at UBC for dual credit or dual enrollment are identical in requirements for both the high school student and the college student. College credits earned through dual credit/dual enrollment courses taken at UBC shall be applicable toward associate and/or bachelor degree requirements and shall be eligible for transfer. Such classes must be in the 100-200 level unless special permission is given by the Vice-President of Academic Affairs and high school principal.

Minimum admissions criteria for dual credit courses are as follows:

1. Student must be a high school junior or senior.
2. Student must have a minimum overall grade point average of 3.0 (on a 4.0 scale), show academic readiness and maturity, and be recommended by the high school principal. A home-schooled student will be evaluated on a case by case basis.
3. Eligible applicants must complete and submit “The Dual Credit/Dual Enrollment Application for Admission to Union Bible College” and the “Permission to Register for Dual Credit/Dual Enrollment” forms. A current high school transcript must also be on file in the college registrar’s office.
4. After the student’s first term at UBC, a new “Permission to Register” form must be submitted each term to the Academic Office, prior to registering for classes. This form affirms that the student is still considered eligible and also lists the specific courses to be taken that term.

### **College-Level Entrance Exam Policy**

Union Bible College grants full academic credit for certain courses when a College-Level Examination Program test (CLEP) has been taken and a qualifying grade obtained for that same course or a similar one. The following stipulations apply:

1. CLEP credit is awarded only to a student who has already enrolled as a student.
2. The student must request that an official CLEP report be sent to the Academic Office.
3. The score on the CLEP exam must be 50 or higher.
4. A maximum of twelve (12) credit hours can be given to any student, based on qualifying CLEP exams. A student is allowed to use CLEP to test out of any General Studies class except for Philosophy & Worldview.
5. It is advisable for a student to check with the Academic Office to verify that the CLEP test is appropriate to test out of a specific class.

Union Bible College provides placement tests with certain subjects. The following placements test will be given at the beginning of the semesters for new students: English Placement Test, Music Theory Test, and Computers Applications Test. Each of these placement tests is designed to see where the student places in these subjects. The English Placement Test and the Computers Applications Test are given to all students. The Fundamentals of Music Test is given to Music Majors. A Foreign Language Test can be given as well. If a student is using these placement tests to test out of a subject, there is a \$50.00 fee per test.

### **Application Procedures for Non-Traditional Prospective Students**

Note: All non-traditional prospective students wishing to be full time, must follow the Application procedures for Traditional Prospective Students.

1. After prayerfully seeking God's will, request an application packet.
2. Fill out the application and return it to the Admissions (Advancement) Office. A \$25 non-refundable application fee must accompany the application along with a written testimony and photo ID.
3. Request that transcripts (including any college transcripts) and all relevant records be sent to the Admissions Office.
4. Request three character reference (Pastor, conference leader, or a colleague, as applicable) be sent to the Admissions Office.
5. Birth certificate
6. Submit application by August 1st for the fall semester and by December 1st for the spring semester.
7. SAT, ACT, or CLT records may also be sent to the Admissions Office.

### **College Entrance Requirements for International Students**

Union Bible College is authorized by the Immigration and Naturalization Service to accept and enroll international, non-immigrant students. International students who manifest a purpose and goal for the service of Christ may be admitted to Union Bible College. Due to the sometimes complicated procedures that must be followed to secure a student visa, students should and will be encouraged to apply by at least January 31st of the year they plan to enroll.

Education: A high school education or its equivalent is required.

Tests: Any student whose official language is not English is required to take the Test of English as a Foreign Language (TOEFL). Scores must be above 500 (paper-based), 173 (Computer-based), or 61 (Internet-based) before a student will be admitted to Union Bible College. Test scores should be sent to the Admissions (Advancement) Office. Tests are administered only four times a year (October, January, March, and June). The application and testing fee must be received at least one month before the date the test is taken. For more information concerning this test go to <https://www.ets.org/toefl>. The Union Bible College code for TOEFL is 1601.

Finances: Before a prospective student can secure a student visa, the US government requires that he have a sponsor who guarantees that the student's expenses will be paid. For those who do not have a sponsor, the first year's expenses are expected to be paid before or at the time of registration for classes. A limited number of work program students may be accepted. Contact should be made with the Director of Finance to inquire about finances.

### **Application Procedures for International Prospective Students**

1. Upon request, an international prospective student planning to study at UBC will receive a packet containing an application, three personal reference forms, a health certificate, and information about the school. The following is mandatory for acceptance:
  - The application must be filled out and returned to Union Bible College with the \$25 non-refundable application fee.

- TOEFL scores must also be submitted.
  - The three personal reference forms must be given to three non-relatives who are well enough acquainted with the applicant to be able to give a reference. One of the references must be from a pastor\missionary.
  - The health certificate must be completed and returned to Union Bible College by a qualified medical professional.
  - The student must have transcripts sent to Union Bible College from all high schools and colleges that have been attended.
2. Financial policies and procedures for international students.
- When the student has been accepted a contract for finances is also sent with each acceptance letter. (Terms of the contract may be negotiated by correspondence or phone.)
  - When the contract is agreeable with all three parties (Union Bible College, student, and sponsor), the contract must be signed and returned with the agreed upon initial deposit.
  - The remaining agreed upon balance for tuition, room, and board can be paid in equal installments adjusted for the months remaining before enrollment or at the latest, at time of enrollment.
  - In addition, the student will be responsible for the payment of fees and the cost of textbooks for each semester's classes.
3. Any international prospective student who is planning to take classes from UBC in their own country via will need to follow the **Application Procedures for Non-Traditional Prospective Students**.

### **Acceptance Procedure**

Upon receiving completed application forms, the Vice President of Institutional Advancement will schedule an admissions committee meeting to carefully consider the application, and will give notification of acceptance, including their admissions standing, or denial by mail based on the committee's decision.

### **Admissions Standings/Enrollment Status**

Every student, once officially accepted, shall be admitted into one of the following Admissions Standings: Regular Admission, Provisional Admission, Conditional Admission, Non-Degree Seeking Admission, and Dual-Admission.

#### **DEFINITIONS:**

Regular Admission: The admission standing for students who have submitted an application containing all the proper documents needed and with no history of behavioral, learning, or academic disabilities. He is admitted with a Regular Enrollment status.

Provisional Admission: The admission standing for students who are accepted but lack appropriate documentation. The Provisional Admission is permitted until the end of registration day at the beginning of the semester, at which time the admission documents are to be available. The student must submit any missing forms to the Admissions (Advancement) Office prior to registering for courses. If the student is unable to submit these forms by the stated time, then he/she will not be able to complete their registration. The Administration reserves the right to make any exceptions to this procedure, if deemed necessary.

Conditional Admission: The admission standing for students with a history of behavioral, learning, or academic disabilities. He may be admitted, but only with a Conditional enrollment status.

Non-Degree Seeking Admission: The admission standing for a student who chooses not to seek a degree. With this enrollment status, the student is not granted admission into a B.A. or A.A. degree program.

Also, FAFSA is not available for Non-Degree Seeking Students.

Dual-Enrollment Admission: The admission standing for students who are accepted to enroll in college courses while currently enrolled in a high school diploma program. With this enrollment status, the student is not eligible for internal financial aid such as: academic, public relations, or work program scholarships offered by the institution. However, if the student is attending Union Bible Academy, he is permitted to apply for Public Relations or Work Program Scholarships offered.



# FINANCES & FINANCIAL AID INFORMATION

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Union Bible College is committed to ensuring an excellent Christian education that is affordable to all who sense the call of God and desire to prepare for Christian service. This is accomplished by the work of our dedicated faculty and staff and by contributions of friends and partners. The amount collected for tuition, room, board, and fees covers only about 50% of the total cost of one's education. Considering this, it is imperative that all student financial obligations be promptly met. The institution further commits to assist the student through the means of various external and internal aid listed below.

## **FINANCIAL AID**

The first potential layer of benefit for a student is Title IV funding. All students applying at UBC are required to apply for Title IV funding. Funds received are applied before any other aid. Directions for filing for FAFSA are as follows:

You first file a FAFSA (Free Application for Federal Student Aid) which can be filed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use code (042500) as our school code. You will receive an email of the estimated amount of your Pell Grant, as will the school. This amount will be based on the following criteria:

1. Based on your FAFSA, you may be eligible for up to a \$6,095 Pell Grant, tax free for the school year.
2. Students who have a portion of their bill remaining after the above financial is applied, may be eligible for additional UBC discounts and scholarships. FAFSA information is used to help make these determinations. Amounts are determined after federal and state grants have been applied.
3. In addition, you may be entitled to one or more of the following:
  - Christian Worker's Discount
  - Honor Scholarship
  - Full Payment DiscountFor details and the availability of other scholarships, see UBC Catalog page 18-20.

Contact the UBC Financial Aid Office at 317-896-9324 ext. 156 concerning your financial aid package or the Director of Admissions, at 317-896-9324 ext. 155 or contact us at <https://www.ubca.org/future-students> concerning any questions about the College in general and/or applying to attend.

## **INSTITUTIONAL AID**

### **Christian Worker's Discount**

Any student whose parents are in full-time ministry is eligible for a 10% discount on tuition, room, and board after all other applicable financial aid has been applied. Full-time pastors, evangelists, song evangelists, Christian educators, and missionaries are included in this category. To be eligible for this discount, the student or parent must submit a letter of recommendation, preferably from the board of directors of their ministry.

### **Honor Scholarship**

Incoming freshmen may apply for an honor scholarship of \$1,600 prorated at 25% per year over the four-year college course, provided they maintain a 3.3 GPA on a 4.0 scale for each semester attended at Union Bible College. The scholarship will be credited to the student's account each semester after all other applicable financial aid has been applied. Application must be made to the finance office.

The scholarship will be awarded on the following basis:

1. The high school GPA must be at least 3.5 on a 4.0 scale or 93%.
2. Student presents an SAT composite score of 1050 or above on critical reading and math or an ACT composite score of 24 or above.

#### **Full Payment Discount**

Students paying tuition/room/board for an entire semester, by September 30 for the fall semester and February 15 for the spring semester, will receive a **10% discount** after all other applicable financial aid has been applied. These discounts do not apply to books.

#### **Partnership Program**

A qualifying student (full time, on campus, boarding student) that receives \$1,000 directly applied to their account by a UBC alumni, supporting church, or para-church organization will receive a matching amount from the school the following semester.

#### **Public Relation's Scholarship**

Scholarships are available to those who show ability, spirituality, and interest in representing the school in musical groups such as trios and quartets. Tryouts are held at the beginning of each school year.

#### **Work Scholarship**

If a student has been awarded a work scholarship, the scholarship (up to half tuition (based on 15 hours), room, board, and fees) will be applied to the student's account at the beginning of the semester. Work assignments are on campus services. Any incomplete assignments will merit a proportionate loss in the scholarship credit. The student is responsible to pay any remaining portion of his account if there is a remaining balance at the end of the semester. No residual work scholarship credit will be reimbursed to the student.

#### **Scholarship Guidelines**

The scholarships listed below are made available by various individuals and organizations. Students may apply for the following scholarships after they have completed twelve hours of study at UBC that apply to their chosen area. The applicant must demonstrate a diligence in his/her studies. The scholarship is given based on academic achievement, financial need, spiritual activity, class rank, Christian service involvement, spiritual maturity.

A student applying for a scholarship, must declare a major (certificate, two-year, or four-year program), and sign the scholarship application's statement of intent to complete that program in consecutive years of training at Union Bible College. Scholarship applications will be made available by the finance office by the middle of March. These scholarship applications must be received by April 30th. Scholarships will be announced, prior to the semester the award is given.

Generally, students must be in good standing and maintain **at least** a "C" average at Union Bible College (2.0 GPA) for each semester (not cumulative) to receive the scholarship's benefits (some scholarships may require a higher GPA). Scholarships forfeited because of GPA result in the loss of the following semester's benefit.

Should a student withdraw before completion of the school year to which the scholarship is applied, all future benefits of the scholarship are forfeited, and the student will bear full responsibility for his/her financial obligations to the school.

All scholarships are credited to the student's account in the following order: Title IV funds, external scholarships, internal scholarships, staff benefit, PR scholarship, work/RA scholarship, discounts. Residual

scholarship amounts are not extended to the students either as credit or cash payments but are rather returned to the scholarship source. **Scholarships do not cover books, unless specifically stated.**

### **Scholarships**

The **Jeffrey Allen Buckler Memorial Scholarship** (approximately \$250 annually) is awarded to a returning student enrolled in a vocational ministry certificate or degree.

The **Mary Copeland Memorial Scholarship** is awarded to an intercultural or ministerial student. The scholarship ranges between \$500-\$1,000.

The **Benjamin L. Crawford Ministerial Scholarship** is given to a full-time, male, ministerial student enrolled, with the intention of completing a degree program, to be used to supplement textbooks. This is given in the amount of \$250 per semester.

The **Glenn Majors Scholarship** (approximately \$250 annually) is awarded to a student.

The **Glick Music Scholarship** is given to a music student. The scholarship ranges between \$500-\$1,000.

The **Diane Key Memorial Scholarship** (approximately \$500 annually) is awarded to a second year, BA in Ministry student, who demonstrates a serious interest in pursuing a medical vocational degree.

The **Buddy Perry Memorial Scholarship** (approximately \$500 annually) is awarded to a ministerial student with connections to the International Conservative Holiness Association.

The **Ronald Moore Scholarship** (approximately \$1,000 annually) is awarded to a ministerial or intercultural studies student.

The **SUCCEED Scholarship** (Supporting Undergraduate Christian College Education through Endowment Designation) is designed to raise funds made available to qualifying students in the typical amount of \$500 and \$1,000 increments. The Succeed scholarship will be given based on funds.

The **Williams Scholarships** (half tuition/2 consecutive semesters) are given in honor of Rev. Ray & Mrs. Dorothy Schnell Williams whom the Lord used to greatly bless the school during times of tremendous financial burden. The **Rev. Ray Williams Memorial Scholarship & the Dorothy Schnell Williams Memorial Scholarship** will be presented to four qualifying ministerial students.

### **EXPENSES**

#### **Payment of Accounts**

All student accounts are due by registration, or a suitable payment plan must be made with the finance office. Weekly, bi-weekly, or monthly payment plans are accepted. Payments may be made by cash, check, or credit/debit card. All late payments may be subject to a \$25.00 late fee. Any student who becomes delinquent in their payment may be removed from classes and/or dismissed.

#### **Financial Counseling**

Students who have a balance must meet monthly with the finance office to discuss progress of payment. Any student failing to do so will not be permitted to continue with classes until said appointment is met.

#### **Financial Probation**

Any student failing to meet their financial responsibility for 2 months may be subject to immediate dismissal. Students who have a delinquent account at the close of a semester will be placed on financial probation. A student may be permitted to return to UBC for one semester in which the account

must be settled. Students bringing accounts current will be removed from probation status. Students failing to bring their account current will be dismissed from UBC. Students who qualify may receive a probation extension for one semester.

### **Graduation Requirements**

Any potential graduate with a remaining balance must clear his/her account before qualifying for graduation. Student transcripts will not be released unless student accounts are paid in full.

### **Books**

Books can be purchased by students or through Union Central, located on the campus of Union Bible College in the foyer of the Smith Memorial Building.

## **WITHDRAWAL AND REFUND**

### **Withdrawal**

Students wishing to withdraw will complete a “Withdrawal Petition” form. This form is available from the Academic Dean who will receive the completed and signed form. This serves as the official notice to the school that the student has withdrawn from their program and identifies the date of official withdrawal for refund purposes. The academic office will notify the following offices by email that the student has withdrawn: Finance Office, Financial Aid Office, and Student Affairs Office. If this form is not completed at the time of withdrawal, the student will not be eligible for refund or transcripts and will receive a Withdrawal Failing (WF) in each class instead of a Withdrawal Passing (WP).

If a student leaves the institution without notification, the earliest occurrence of the following will establish the official date of withdrawal: the last day of class attendance or the last day of documented academic activity.

No Pell recalculation or disbursement will be made for enrollment status after the add/drop date.

### **Refunds**

If a student drops classes or withdraws from the college within the appropriate timeframe for the fall and spring semesters, refunds will be granted as follows:

| <b>Week of Drop/Withdrawal</b> | <b>Tuition, Room &amp; Board Credited</b> |
|--------------------------------|---|
| First Week                     | Full refund                               |
| Second Week                    | 80% refund                                |
| Third Week                     | 60% refund                                |
| Fourth Week                    | 40% refund                                |

After the 4th week: No refunds will be given.

Other: All fees and books are non-refundable. No refunds will be given for meals missed for any reason.

If a student drops classes or withdraws from the college within the appropriate timeframe for the summer semester, refunds will be granted as follows:

| <b>Week of Drop/Withdrawal</b> | <b>Tuition, Room &amp; Board Credited</b> |
|--------------------------------|---|
| First Week                     | Full refund                               |
| Second Week                    | 50% refund                                |

After Second Week

No refund

After the 2nd week: No refunds will be given.

Fees: All fees and books are non-refundable.

### **Involuntary Withdrawal (Dismissal)**

In the event of a student dismissal, no refund will be made for any charges that have been applied to the student's account for the semester in which the student is dismissed.

### **Improper Withdrawal**

Students who withdraw from school without completing a Withdrawal Petition Form, including obtaining the required clearance signatures listed on the form, will be considered to have "improperly withdrawn." In those cases, no refund is granted to the student.

### **Return to Title IV**

Students who have already received Title IV aid disbursements may lose some aid upon withdrawal depending upon the percentage of the class completed. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. If the day the student withdrew occurs when or before the student completed 60% of the payment period or period of enrollment, the percentage earned is equal to the percentage of the payment period or period of enrollment that was completed. If the day the student withdrew occurs after the student has completed more than 60% of the payment period or period of enrollment, the percentage earned is 100%. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: **Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term.** (Any break of five days or more is not counted as part of the days in the term.) If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

If a student has a balance of current charges for tuition, fees, and room and board, the school is authorized to credit their account with a post-withdrawal disbursement of Title IV grant funds, up to the amount of outstanding charges, without the student's permission. The school must obtain a student's authorization to credit that student's account with Title IV grant funds for charges other than current charges. The school must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent).

When a student withdraws by using the "Withdrawal Petition" form, the Director of Financial Aid will be notified by the Academic Dean and will perform a Return to Title IV (R2T4) calculation. Should a refund be required, the Director will transmit a negative "award", requesting a refund to the Student Accounts Manager and the aid funds will be removed from the student's account. The Director will send a negative disbursement record to CPS via ED-Express or COD and when the negative disbursement is acknowledged and accepted, use G5 to generate an electronic refund of the funds. This process shall be completed within 45 days from the date of determination of withdrawal.

On occasion students leave school without properly withdrawing. Since UBC instructors take daily attendance, the instructors must notify the Academic Dean when any student fails to attend class for a two-week period. The academic dean should then investigate the reason for the absences and determine if the student has dropped out. The Academic Dean will notify all affected offices of the student's withdrawal.

and determine the date of withdrawal as outlined above. Upon notification, the Director will perform the R2T4 calculation and process as outlined above.

If the Director learns that a student has left and has not received official notification, the Director will immediately send a written request to the Academic Dean requesting a determined withdrawal date. (DOD) When the Academic Dean has provided this date, the Director will perform the R2T4 calculation and process as outlined above.

In the event that a refund is due the Refunds will be allocated in the following order:

- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Other state private and institutional aid
- The students

Any post-withdrawal disbursements will be paid by UBC check to the student and will be sent to the latest address on record.



# LIBRARY INFORMATION

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The John Whitaker Library is committed to helping every student succeed in his or her academic career.

### **Library Times**

We are open from 9:00 a.m. to 9:00 p.m. with scheduled off hours in between.

### **Destiny Program**

Our books are cataloged in the online system Destiny. Destiny is available to every student and allows them to reserve and review books, electronically browse our shelves, and much more.

### **Online Database**

Our library is enhanced by our online databases. These databases contain thousands of eBooks, journals, newspaper articles, and biographies. The library databases are available online via the Populi home page under Links.

### **Information Literacy Program**

UBC conducts an Information Literacy Program for its students. This program evaluates the student's ability to research and recognize valuable resources when they first enter college. The evaluation occurs once more at the end of senior year. In addition, a five-week Information Literacy class prepares students for their college career and leads them into a broader knowledge of the subject.

The John Whitaker Library is dedicated to each student. We desire to come alongside you and help you on your path to academic achievement and integrity.

# ACADEMIC INFORMATION

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The vision of Union Bible College has remained the same since its inception in 1911. Preparing students to employ mind, soul, and body in winning souls remains its chief purpose. Accurate, persistent scholarship serves as an integral component in this preparation. An underlying principle involved in class assignments is the belief that academic discipline can function as an aid to spiritual development. Course work is thus designed to enable students to gain spiritual and intellectual benefit so that they “grow in grace and the knowledge of our Lord.”

The administration and faculty are involved in a continual process of curricular revision, as Union Bible College attempts to faithfully prepare servants to “change the world with the unchanging Word.” The programs and courses offered in this catalog will help to better prepare students to minister in the twenty-first century. Union Bible College is firmly committed to providing servant-leaders with tools for successful ministry.

## **REGISTRATION**

All on campus students are required to register in person for classes at the beginning of each semester. Failure to register at the specified time will result in a late fee being assessed to your account. For those students required to attend orientation, failure to do so will be considered late registration. No student shall be allowed to register more than one week late. Registration will be considered as being completed only when the student has received a statement from the director of finance that satisfactory financial arrangements have been made.

At the time of registration, each student will be enrolled in one of the programs described on the following pages. Students must have approval from the academic office for any change in their class schedule after registration has been completed. All Add/Drops during the first week of the semester need to be approved by the Vice-President of Academic Affairs. After the first week no new course may be entered. All drops also need to be approved by the Vice-President of Academic Affairs. After the first week, a WP (withdraw passing) or WF (withdraw failing) will be shown on the permanent record. Any course dropped after midterm is an automatic failure unless there are extenuating circumstances. A student will automatically receive a F on his/her permanent record after the semester’s midterm and if proper withdrawal procedures are not followed within the specific time restraints. A student is allowed 9 withdrawals during his/her college career and will only be allowed to withdraw from the same course 3 times.

All incoming students will be given several exams at the beginning of the year, an English Proficiency Test, a Bible Content Test, Information Literacy Test, and Music Theory Test for Music Majors. Depending on the test score of the Music Theory Test, the student will be placed in Introduction to Music Theory. A student would have the option of taking a Math placement test, and if they make a 77 or above, would enroll in Introductory Algebra. If the grade is not high enough, the student would enroll in College Math. Upon successful completion of College Math, the student would have the option of enrolling in Introductory Algebra as an extra class (not necessary for graduation).

## **PROGRAM REQUIREMENTS**

Union Bible College is regularly involved in a three-year curricular revision. This being so, there may be some changes from time to time in the requirements for graduation and/or course offerings, etc. A student will be permitted to graduate under the requirements outlined in the catalog at the time of his enrollment. A student has the option of choosing to graduate under the current requirements rather than those effective when he enrolled. If a student withdraws from school and later re-enrolls, he must meet the requirements in effect at the time of re-enrollment.

## CLASSIFICATION OF STUDENTS

Students are classified at the beginning of the fall semester for the entire school year on the basis of hours completed toward graduation. The classification is made as follows:

| Class      | Semester Hours |
|------------|----------------|
| Freshmen   | 1-29           |
| Sophomores | 30-62          |
| Juniors    | 63-96          |
| Seniors    | Above 97*      |

\*or a reasonable prospect of graduation (enrollment in sufficient class work to complete his requirements for graduation in the current school year)

A full-time student is one who carries twelve semester hours or more. If one is admitted as a regular student but carries less than twelve hours, he will be considered a part-time student. A special student is one who takes any number of hours but does not follow a definite pattern leading to a diploma or degree and is clearly recognized as not being a candidate for graduation. Students living in the dorm are required to take a minimum of 12 credit hours unless they need less than 12 credit hours to graduate. The following are the procedures for carrying out this policy:

- A. The twelve credit hours must be for credit and not audit.
- B. Juniors and Seniors who have completed the degree layout from their Program Coordinators and approved by the Vice-President of Academic Affairs, may live in the dorm with fewer hours due to completion of courses or lack of courses available.
- C. Upon prior approval from the Vice-President of Academic Affairs, a student may take, out of the 12 required credit hours, six credit hours from another institution.

## STUDENT LOAD, PROGRESS, & PROBATION

A normal load will average 16–18 hours each semester. Students who work thirty or more hours per week will be allowed to take no more than fifteen hours unless they receive special permission from the Vice-President of Academic Affairs. **Any change in class hours, work load, or program must be approved by the Vice-President of Academic Affairs.** Changes in work status must also be approved by the Director of Finance and the Dean of Student Life. Students living in the dorm are required to take a minimum of 12 credit hours unless they need less than 12 credit hours to graduate.

The Mid-Term Alerts will come from each of the Professors. If a student is failing in a class at Mid-Term, the Professor shall talk to the student concerning their grades and what the student can do to bring their failing grade to a passing grade. The Academic Office will not issue an alert to the student.

Academic progress must be satisfactory if one is to continue in any course of study. Any student who fails to maintain the following semester GPA will be placed on probation the following semester:

| Hours   | GPA |
|---------|-----|
| 0-29    | 1.6 |
| 30-62   | 1.8 |
| Over 62 | 2.0 |

Probation is based off the Term or semester GPA instead of Cumulative GPA. Students with a Term GPA lower than 2.0 will be put on probation for the following semester.

If improvement is not demonstrated, the student is subject to academic suspension for one semester. After one semester the student may apply for readmission. If a student is placed on academic suspension a second time, the suspension is for one year. A third academic suspension is final.

## **SCHEDULING**

During pre-registration or registration, each student will be guided by the Academic Office or his program coordinator in course selection for the following semester. While course selection is the responsibility of the student, the Vice-President of Academic Affairs must approve each student's schedule. If a student decides not to follow the degree layout given by the program coordinator, that student must sign a form that indicated they have not followed the prescribed path. That student will not be granted special permission or favor in their junior or senior years of college to complete their degree. This might make it necessary for that student to return an extra semester or year to complete their degree.

## **INDEPENDENT STUDY/AUDITING CLASSES**

If there is a schedule conflict or a course needed by a junior or senior that is not being offered before their projected graduation date, an independent study class may be recommended by the Vice-President of Academic Affairs. While necessary in a few cases, it is normally available only when other scheduling options are not practical. A registration form for an independent study class is available in the registrar's or Vice-President of Academic Affairs's office.

In addition to the regular tuition charges, there is an additional fee, which is assessed and collected by the financial affairs office upon registration before the cooperating professor may release the course materials.

It should be noted that the nature of some classes does not allow for independent study (e.g., conducting techniques). Students are also discouraged from independently taking those classes that are considered foundational to their programs. No more than 12 hours can be taken through independent study.

Classes taken through independent study must be completed within a semester. Lessons must be submitted in a timely fashion as outlined in the syllabus. Failure to submit lessons on time may result in a failed grade for that lesson.

A student that chooses to audit a class is expected to follow certain guidelines to maximize the learning experience and obtain knowledge from material of the class. When a student audits a class, that student is not taking the class for credit. The following guidelines must be followed by a student taking a class for audit:

- A. Students are expected to attend the class that they are auditing.
- B. Students may receive CEU's if they have participated in class discussion, homework assignments, and reading and followed the regular attendance policy.
- C. A student auditing a class is expected to complete other class requirements that the professor deems necessary for learning.
- D. Students are exempt from writing a Term or Research Paper and from all Test and Exams.
- E. A student withdrawing from an auditing class will follow the normal refund policy.

F. If a student fails to come to class or participate as expected and has not withdrawn from the class, they will still be charged the audit price of the class. A student who is auditing a class will not be allowed to hold the professor and institution responsible for lack of learning if they have not followed the prescribed requirements.

G. Students who need a class for their degree will not be allowed to take the class for audit.

### CLASS & CHAPEL ATTENDANCE

A student should attend all classes in keeping with his role as student. Students are allowed two weeks of absences per class without a reduction in grade. A student is counted absent if he misses more than twenty minutes of a class. Being tardy **two times** also constitutes an **absence**. Each absence above the allowed absences will result in a five percent deduction in grade for the class in which the absence occurs.

Any students having excessive absences will receive a warning by the professor that they are nearing the limit for failure of the class. Below is a chart that will explain the number of absences:

| Meeting Times per Week | Limit Allowed to Miss | Failure of Class |
|------------------------|-----------------------|------------------|
| 1                      | 2                     | 4                |
| 2                      | 4                     | 8                |
| 4                      | 6                     | 10               |

One evening class is equivalent to 2 class periods.

When a student is absent on exam day, he must get permission from a teacher before making up the exam. The exam should be taken before or on the first day the student returns to class. No teacher should allow a student to make up an exam without penalty, unless for sickness, school business, or emergency. The decision will be made by the teacher.

**Within the allotted absences each student must allow for sickness, car breakdown, personal reasons, etc.** There will be a few exceptions to the above rules:

1. Students in public relations will be allowed extra absences, but only if needed for public relations and allowed by the Vice-President of Academic Affairs and the public relations director.
2. In case of accident and hospitalization or other extreme emergencies each student may appeal to the Petitions Committee. Students will be allowed three days off for bereavement of the following family members: spouse, parents, grandparents, step parents, children, grandchildren, sisters, brothers, and in-laws of themselves or their parents.
3. Students are granted one ministry related absence for a semester. This includes revival, speaking engagements, and etc.

If a student feels extenuating circumstances justify the excessive absences, he may appeal to the Vice-President of Academic Affairs for a hearing before the Petitions Committee to seek exemption. However, such exemption is not guaranteed and will be granted only if the student has verifiable and justifiable reasons for his absences. Such an appeal must be submitted to the Vice-President of Academic Affairs in writing in advance of the day of the desired hearing and must list days absent and reasons for each absence. The student may be asked to meet with the committee for further clarification.

If a student achieves perfect attendance for the semester, with no more than one tardy, he will receive 2% added to his grade. This will be done on a per-class basis. For online classes, if a receive completes all assignments for the semester, he will receive 2% added to his grade.

Chapel attendance is required of all full-time students. All dorm students that do not have a job requirement must attend chapel. Part-time students who have a class immediately preceding chapel, must attend chapel. This excludes choir. Missing more than 4 chapel services will require a \$25.00 fine for each

absence missed after four. This amount must be paid in cash within 2 weeks or the student will not be permitted to return to class until the fine is paid.

Every unexcused absence, for any bold event date, will result in a \$25 fine per absence which must be paid in cash within 2 weeks or the student will not be permitted to return to class until the fine is paid.

### GRADING SYSTEM & QUALITY POINTS

To be a candidate for graduation a student must achieve a minimum cumulative grade point average (GPA) of 2.0 (C). The GPA is computed by dividing the total quality points by the total hours (including failures). Quality points and grades are assigned as follows:

| Grade | Percentage        | Quality Points |
|-------|-------------------|----------------|
| A     | 95-100            | 4.00           |
| A-    | 92-94             | 3.67           |
| B+    | 89-91             | 3.33           |
| B     | 86-88             | 3.00           |
| B-    | 83-85             | 2.67           |
| C+    | 80-82             | 2.33           |
| C     | 77-79             | 2.00           |
| C-    | 74-76             | 1.67           |
| D+    | 71-73             | 1.33           |
| D     | 68-70             | 1.00           |
| D-    | 65-67             | 0.67           |
| F     | 0-64              | 0.00           |
| WP    | Withdrawn passing |                |
| WF    | Withdrawn failing |                |
| I     | Work Incomplete   |                |

Incompletes will be issued only in the event of prolonged illness or some emergency that makes it impossible for the student to complete his work by the end of the grading period. An “I” grade will automatically lapse into an “F” if not removed within six weeks of the end of the grading period in which the “I” was incurred. It is the **student’s** responsibility to see that the incomplete is removed within the specified time. If a student withdraws from a class, which he/she is failing (WF), that grade will be used in the computation of the GPA. On the other hand, if one withdraws from a class, which he is passing (WP), that grade is not used in computing the GPA. Likewise, grades from non-credit courses are not used in calculating the GPA.

One way a student can improve his GPA is by repeating one or more classes which resulted in low grades. The highest grade is then used in the computation of the GPA. However, both grades will be recorded on the permanent transcript.

### Credit Hours

The credits a student earns are computed in terms of semester hours. The number of semester hour credits one earns is equivalent to the number of times a class meets per week.

| Credit Hours | Times Meeting | Period |
|--------------|---------------|--------|
|--------------|---------------|--------|

|   |   |                    |
|---|---|--------------------|
| 1 | 1 | 50 minutes         |
| 2 | 2 | 50 minutes         |
|   | 1 | 1 hour 40 minutes  |
| 3 | 2 | 1 hour 15 minutes  |
|   | 1 | 2 hours 30 minutes |

Classes that are audited are recorded without a grade on the transcript. Students may audit lecture classes (i.e., labs and private lessons are excluded) for a minimal fee. Students may change a credit class to an audit class up to the last day to add a class.

### **Reading & Writing Requirements**

Instructors are given a great deal of freedom in structuring the content and requirements of a course. However, general guidelines for reading (including text book) and writing requirements are provided:

| <b>Class Level</b>          | <b>Pages</b>   |                |
|-----------------------------|----------------|----------------|
| <b>Reading Requirements</b> | <b>3 hours</b> | <b>2 hours</b> |
| Freshman courses            | 400-500        | 325            |
| Sophomore courses           | 550-600        | 325            |
| Junior/Seniors courses      | 800-850        | 550            |
| <b>Writing Requirements</b> |                |                |
| All courses                 | 6-8            |                |

Lecture/discussion courses may require analytical book reviews as a portion of the writing assignments. One-half of the required reading in any given course is due at midterm. Papers and required reading not turned in on time will be penalized.

All students, whether full-time or part-time, will follow the APA format for their term or research papers. Even if a student has not taken English Comp II, the student will be required to follow the APA format. There will be no exceptions given.

### **Change of Grade**

When the instructor turns in a grade at the end of the semester to the Vice-President of Academic Affairs's Office, the grade becomes the official grade for the student. Thereafter, for a grade to be changed, there must be a written explanation accompanying the grade change from the instructor, and the Vice-President of Academic Affairs must give his approval.

### **Academic Honesty Statement**

Union Bible College believes in and requires absolute honesty and integrity in its students. Honesty is not just the "best policy," it is the only policy! One cannot have a right relationship with God and be less than honest and truthful in every area of life.

"Cheating" is defined as "submitting work for academic evaluation that is not the student's own, copying answers from another source during an examination, (unless it is explicitly an "open-book exam"), using prepared notes or materials during an examination, or other misrepresentation of academic achievement submitted for evaluation and a grade."



“Plagiarism” is defined as follows: “To plagiarize is to include someone else’s writing, information, or idea in a paper and fail to acknowledge what you took by indicating whose work it is.” Plagiarism is considered cheating and applies to all forms of intellectual property. Harris (2006) indicates, “Plagiarism results when a writer fails to document a source so that the words and ideas of someone else are presented as the writer’s own work” (p. 292). According to the *Publication Manual of the American Psychological Association* (2006), also referred to as APA, “Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you will need to credit the source in the text” (p. 349). Even when you use other people’s thoughts or concepts without crediting them as the source, then you have stolen their intellectual work.

It is not plagiarism to quote material from a book, article, or web site as long as the author or source of the material is properly cited. Similarly, it is not plagiarism to copy a chart or a diagram from such a source as long as the source is clearly credited. It is plagiarism to copy verbatim or closely paraphrase a chart or illustration, or material from any book, article, or web site without clearly identifying the source from which it was obtained.

A general rule of thumb for course assignments: quoted or paraphrased material with cited references should not exceed 25% of an assignment; 75% of an assignment should consist of your own words, thoughts and ideas. You are expected to give credit when borrowing, quoting, summarizing, or paraphrasing, using appropriate in-text citations and a References List.

If you submit a research paper or any other kind of assignment to a class other than the class for which it was originally submitted, you are cheating unless you have received explicit permission from the professor to do so.

### **References**

Harris, M. (2006). *Prentice Hall reference guide* (6th ed.) Upper Saddle River, NJ: Pearson Prentice Hall,  
*Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

### **Copyright Statement**

Union Bible College adheres to the copyright laws of the United States (Title 17, U.S. Code). These laws govern the college actions of making copies of any kind and any reproductions of copyrighted material. As stated in Title 17, U.S. Code 109, a library or archives to make copies and reproduction of certain material. Under the U.S. Code 107, a “fair use” policy is established. A student, staff personnel, and faculty member may make photocopies and reproductions for the purposes of “criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. This is not an infringement of copyright. However, one must guard against the excess of usage under the “fair use” policy. U.S. Code 107 states, “In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.”

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement (U.S. Code 501) and any criminal offenses associated with this act. According to U.S. Code 506, it states that criminal infringement is “Any person who willfully infringes a copyright shall be punished as provided under [section 2319 of title 18](#), if the infringement was committed—

(A) for purposes of commercial advantage or private financial gain;

(B) by the reproduction or distribution, including by electronic means, during any 180-day period, of 1 or more copies or phonorecords of 1 or more copyrighted works, which have a total retail value of more than \$1,000; or

(C) by the distribution of a work being prepared for commercial distribution, by making it available on a computer network accessible to members of the public, if such person knew or should have known that the work was intended for commercial distribution.”

No student, staff personnel, or faculty member shall download copyrighted material using the Colleges information technology system that violates the “fair use” policy. Union Bible College does not authorize peer-to-peer sharing of files of copyrighted material beyond the “fair use” policy. All violations of the copyright policy will be punishable by the institution and may be punishable by a court of law.

Union Bible College disciplinary action will follow these steps.

1. Violator will be brought before the proper committee and their violation will be addressed. If the offense is minor, then a warning will be issued, and the action will be documented in appropriate files. If the offense is major, then that action will necessitate moving to step 2. (Students will meet with the College Discipline Committee. Staff and Faculty personnel will meet with the Administrative Committee. If an Administrative personnel is the guilty party, the President will hand select the committee. If the President is the guilty party, the Board will act as the discipline committee.)
2. For all major offenses and for the second offense, the violators will be suspended for a set time that the appropriate committee shall deem fitting.
3. The third offense shall be the last offense. If a person violates a copyright law for a third time willingly whether minor or major, that person whether a student or staff & faculty will be dismissed immediately.

### **Class Decorum Policy**

Students are expected to maintain Christian behavior at all times. In the class, however, special care must also be taken that professional behavior becoming a scholarly atmosphere is observed. The class is a place in which attention should be given to the instructor and other students in dialogue related to the class subject.

### **Withdrawal from College and Refunds**

Understanding that at times students choose to withdraw from their current course of study, it is the policy of Union Bible College to refund prepaid tuition and fees based upon the amount of time the student was enrolled. For Refund Policy, see Financial Information and section Withdrawals from College and Refunds of this Catalog, page 29.

## **Transcripts**

All transcripts will have a \$5 processing fee. Please allow up to two weeks during the school year and one month during the summer to process your transcript. No transcript will be issued for a student whose financial account with the school is not cleared.

## **Confidentiality of Records**

Union Bible College maintains the confidentiality of every student's educational record. Under the Family Educational Rights and Privacy Act the student has certain rights with respect to those records. These rights are:

1. The right to inspect and review your education records.

Access is permitted during normal office hours of the registrar's office and copies of the information may be requested in writing.

2. The right to request that UBC correct records which you believe to be inaccurate or misleading.

You may request that UBC amend a record you believe is inaccurate or misleading. You should write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as you requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA allows schools to disclose those records, without consent, to school officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies, and state and local authorities within a juvenile justice system pursuant to specific State law.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. You may contact them by calling 1-800-872-5327 or by mail at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

5. UBC may disclose, without consent, the following "directory" information, including certain types of personal data (name, address, telephone number, date and place of birth) and academic data (major, study load, honors and awards, and dates of attendance). You may request in writing that this information be withheld. Please understand that doing so will keep us from assisting you by automatically issuing information such as enrollment verifications for insurance purposes. If you place a hold on your directory information, you will have to sign a consent form each time you want such information released.
6. If you have any questions about FERPA, you may write to them at the address given above.

### **Dean's List**

The Vice-President of Academic Affairs will post an honor list at the end of each grading period. To be eligible for this list, the student must meet the following requirements:

1. enrolled with a minimum of twelve semester hours
2. a Term GPA of at least 3.6
3. exceptions may be given by the academic office for a student's senior year
4. acceptable conduct

### **Honor Roll**

The Vice-President of Academic Affairs will post the honor roll for students who meet the following requirements:

1. a Term GPA of at least 3.0;
2. enrolled with a minimum of six semester hours
3. exceptions may be given by the academic office for a student's senior year
4. acceptable conduct

### **Change in Program**

Any change of program must be approved by the Vice-President of Academic Affairs. Failure to comply with this regulation could result in the student being dropped from a program.

As well, the Vice-President of Academic Affairs reserves the right to grant permission for a student to substitute similar classes. However, these substitutes should be an exception rather than a normal practice.

### **Requirements for Graduation**

In order to qualify for graduation, the student must meet all of the following requirements:

1. Completion of all the required courses while maintaining at least a 2.0 (C) average;
2. Demonstration of a maturing Christian character and essential agreement with the doctrinal position of the school;
3. No student will be permitted to participate in graduation exercises or receive their diploma until all financial obligations have been met;
4. Completion of at least sixteen resident semester hours for two-year programs and 32 resident hours for four-year programs. Exceptions must be approved by the Vice President of Academic Affairs;
5. Completion of at least thirty hours beyond the first degree's requirements, if working toward a second degree;
6. Completion of all course requirements (including assignments, term papers, late examinations, or other work required for any course which is being applied toward graduation) in order to participate in the graduation exercises (Exception may be made by the Academic Committee for a senior who lacks no more than internship or student teaching. This requirement must be completed within a year.);
7. Fulfillment of all the required Christian service assignments;

8. Completion of an application for graduation filed with the registrar during the first semester of the senior year;
9. Acceptance by the College Core Faculty and the Board of Directors.

### **Christian Service**

Due to Union Bible College's continuing emphasis on application of class work to practical ministries, Christian service assignments are required of all students. These assignments are a vital part of your educational program and correlate with your classroom learning. These opportunities are numerous and include mission work, preaching, ministry to the elderly, personal evangelism, children's services, gospel team work, hospital and prison ministry, working with local churches, and other ministry activities.

Christian service credits required for graduation:

| <b>Degree</b>          | <b>Credits</b> |
|------------------------|----------------|
| A.A.                   | 3              |
| B.A.                   | 7              |
| 2 <sup>nd</sup> Degree | 2              |

An internship or student teaching practicum will count for one credit of Christian service requirements.

### **Graduation Honors**

Graduating college seniors with outstanding scholastic records may qualify for the following honors at the time of graduation:

| <b>Honor</b>                         | <b>GPA</b> |
|--------------------------------------|------------|
| Cum Laude (with honor)               | 3.5        |
| Magna Cum Laude (with great honor)   | 3.7        |
| Summa Cum Laude (with highest honor) | 3.9        |

To be eligible for honors a student must have spent at least two years at Union Bible College and have earned at least sixty semester hours credit. Work done at other institutions may be taken into consideration when determining scholarship rating. All graduates are required to attend commencement except for extreme cases in which the degree may be granted in absentia. Honors are given only to graduates receiving bachelor's degrees.

For the specific honors of Valedictorian and Salutatorian, students must be graduating with a bachelor's degree and must have earned a minimum of 60 semester hours at Union Bible College. These honors are awarded by vote of the College Core Faculty that considers primarily the cumulative GPA (minimum of 3.5) and Christian character.

Seniors are excused from final **comprehensive examinations** in their last semester in any class in which they have at least a 3.0 average.

### **Completion/Graduation/Job Placement Rate**

In compliance with the Student Right to Know Act, the college has determined that the completion rate for full-time, first-time students entering in the fall of 2014 was 40%. Further information is available upon request. Since 1991, 86% of the college bachelor graduates are in occupations directly related to their under-graduate major.

# DEGREE & PROGRAM

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Bible College is to prepare men and women for Christian ministry. In recognition of the diversity of needs, the variability of calls, and the individualized interests, the following programs are offered. The program you select will depend on what field of Christian service you intend to enter and, to some extent, on the needs and interests within your chosen field. There are twelve programs of study offered within the various departments of the college. Each of the bachelor's degree programs have at least a double major—Bible and a professional field.

### **Academic Goals**

The faculty has established the following academic goals for the college. Upon graduation, students will demonstrate:

1. A Christian worldview
2. A knowledge and a commitment to ethical behavior.
3. A love for lifelong learning, self-discipline, and study skills.
4. The development of critical thinking skills, including problem solving and decision making.
5. The ability to read complex material with comprehension, i.e. critical reading skills.
6. The ability to communicate effectively through writing.
7. The ability to communicate effectively orally.
8. Knowing how to find needed information sometimes called “information literacy”.
9. The ability to work effectively in teams.
10. A heart for lost people.
11. Strong leadership skills.
12. The development of an appreciation of good music.
13. Acquisition of a thorough Biblical knowledge.
14. The development of a Wesleyan–Armenian theological perspective in all our students.

### **Programs Offered**

#### **Bachelor degrees:**

B.A in Business Administration  
B.A. in Education  
B.A. in Intercultural Studies  
B.A. in Ministerial Studies  
B.A. in Organizational Leadership  
B.A. in Vocational Ministry  
B.A. in Music

#### **Associate degrees:**

A.A. in Business Administration  
A.A. in Education  
A.A. in Christian Studies  
A.A. in Intercultural Studies  
A.A. in Music  
A.A. in Organizational Leadership  
A.A. in Pastoral Ministry

B.A. in Pastoral Ministry

**Certificates:** LEAD, Biblical Formation, &

B.A. in Youth Ministry

Heritage Formation

## **DIVISION OF BIBLE & THEOLOGY**

Eric Black, Chairperson

We recognize the great responsibility that is placed upon a student of the Bible today by our godless society to prove that the Bible and its message are relevant and factual. We also recognize the great assault from society upon the morals and doctrines based upon God's Word. To assist the student in being thoroughly grounded and equipped in the Bible, we make the Bible a core curriculum within our degrees' majors. We understand that we offer more Bible than most Bible Colleges; however, we know that the more Bible students understand, the stronger they will be to face the attacks of our society.

A Bible and Theology Student from UBC should be able to:

1. Demonstrate an overall understanding of the Bible, its doctrines, and its development.
2. Articulate a basic understanding of the first five books of the Bible and the Gospels.
3. Articulate the doctrinal teachings of Romans and Hebrews.
4. Articulate the history of the early church.
5. Assimilate and demonstrate the principles of biblical interpretation.
6. Define the concept of sin.
7. Define the concept of salvation.
8. Define the concept of entire sanctification.
9. Have a grasp of the various theological persuasions within Orthodox Christianity.

Each degree offered by Union Bible College has three set cores. The first two cores consist of Bible and Theology. All degrees must have these cores within the degree; however, the amount of Bible and Theology electives may vary from degree.

|   |           |  |           |
|---|-----------|--|-----------|
| <b>Bible Core for Associate of Arts</b> | <b>15</b> | BI 411 Hebrews                             | 3         |
| BI 101 Old Testament Survey             | 3         | 2 Bible Electives                          | 6         |
| BI 102 New Testament Survey             | 3         | <b>Theology Core for Associate of Arts</b> | <b>9</b>  |
| BI 111 Pentateuch I                     | 3         | TH 102 Christian Belief                    | 3         |
| BI 201 Gospels I                        | 3         | TH 201 Theology of Holiness                | 3         |
| BI 252 Hermeneutics                     | 3         | TH 211 Intercession & Evangelism           | 3         |
| <b>Bible Core for Bachelor of Arts</b>  | <b>30</b> | <b>Theology Core for Bachelor of Arts.</b> | <b>12</b> |
| BI 101 Old Testament Survey             | 3         | TH 102 Christian Belief                    | 3         |
| BI 102 New Testament Survey             | 3         | TH 201 Theology of Holiness                | 3         |
| BI 111 Pentateuch I                     | 3         | TH 202 Great Holiness Classics             | 3         |
| BI 201 Gospels I                        | 3         | TH 211 Intercession & Evangelism           | 3         |
| BI 242 Acts                             | 3         |  |           |
| BI 252 Hermeneutics                     | 3         |  |           |
| BI 341 Romans                           | 3         |  |           |



## DIVISION OF GENERAL STUDIES

The General Studies Division exists in order to help students further develop the basic skills that are needed in any vocation or calling. The courses offered are also intended to help the students have a deeper understanding of people and of how to relate to others. There is an emphasis on critical thinking which will aid students in finding logical solutions to problems.

A student of these general studies should be able to:

1. Communicate effectively using acceptable forms of expression
2. Understand others and cooperate with them
3. Draw lessons from the past in order to avoid mistakes in the present
4. Use logical arguments to refute erroneous teachings and beliefs
5. Do effective research and synthesize findings into good presentations
6. Appreciate various forms of art by recognizing the beauty in them

Each degree has a General Studies Core attached. The Program Coordinator may guide you into taking certain classes for the elective that they deem necessary for your degree.

| <b>General Studies Core for Associate of Arts. 18</b> |   | <b>General Studies Core for Bachelor of Arts. 30</b> |   |
|---|---|--|---|
| EN 101 English Composition I                          | 3 | EN 101 English Composition I                         | 3 |
| EN 112 English Composition II                         | 3 | EN 112 English Composition II                        | 3 |
| General Studies Elective                              | 3 | EN 142 Speech  | 3 |
| History Elective (HI 125/221/222/223)                 | 3 | Foreign Language Elective (FL201/202)                | 3 |
| Fine Arts Elective (FA 111/121/131)                   | 3 | History Elective (HI 125/221/222/223)                | 3 |
| PH 201 Philosophy & Worldview                         | 3 | Fine Arts Elective (FA 111/121/131)                  | 3 |
|   |   | PH 201 Philosophy & Worldview                        | 3 |
|   |   | Science/Mathematics Elective                         | 3 |
|   |   | (BL 211/MA252/264)                                   |   |
|   |   | PS 231 General Psychology                            | 3 |
|   |   | General Studies Elective                             | 3 |

## DIVISION OF PROFESSIONAL STUDIES

John A. Whitaker, Chairperson

The Professional Studies Division consists of five Programs. Each Program areas has their goals and objective defined.

## PROGRAM OF MINISTERIAL STUDIES

John A. Whitaker

Program Coordinator

It has been declared by Solomon that “of making many books there is no end.” While it is impossible to become the master of every one of these books, it is the desire at Union Bible College to prepare each student to become the master of the most important book—the Bible.

This is accomplished through the Department of Ministerial Studies. We recognize the great responsibility society places upon the ministry today with its secularized learning, seductive language, and sensual lifestyle. Such a corrupt society demands from ministers “an answer to every man that asketh them a reason of the hope that is in them.” To give this answer we require each ministerial student to be thoroughly acquainted with the scriptures in principle and practice.

The B.A. in Ministerial Studies helps prepare the student for the ministry as well as offering additional course work for the individual who desires to pursue an Graduate degree following graduation. The distinguishing feature of this degree is that it offers two years of New Testament Greek. The B.A. in Pastoral Ministry offers a degree without the Greek. It combines both a Pastoral Ministry and Youth Ministry aspects to give the student a well-rounded education.

A ministerial student from UBC should be able to:

1. Demonstrate knowledge of pastoral duties through practical application.
2. Articulate the Gospel message through sermons in corporate and individual evangelism.
3. Proclaim a bible message for the purpose of edification.
4. Demonstrate servant leadership in pastoral, community, and cultural settings
5. Assimilate into team setting.

### Bachelor of Arts in Ministerial Studies

|                             |           |  |           |
|-----------------------------|-----------|--|-----------|
| <b>Bible</b>                | <b>39</b> | Bible Electives                        | 15        |
| BI 101 Old Testament Survey | 3         | <b>General Studies</b>                 | <b>30</b> |
| BI 102 New Testament Survey | 3         | EN 101 English Composition I           | 3         |
| BI 111 Pentateuch I         | 3         | EN 112 English Composition II          | 3         |
| BI 201 Gospels I            | 3         | EN 142 Speech                          | 3         |
| BI 242 Acts                 | 3         | Foreign Language Elective (FL 201/202) | 3         |
| BI 252 Hermeneutics         | 3         | History Elective (HI 125/221/222/223)  | 3         |
| BI Romans                   | 3         | Fine Arts Elective (FA 111/121/131)    | 3         |
| BI Hebrews                  | 3         |  |           |

|  |           |  |   |
|--|-----------|--|---|
| PH 201 Philosophy & Worldview                      | 3         | FL 451/452 Greek II                      | 6 |
| Science/Mathematic Elective (ES 212/<br>MA 252/264 | 3         | HI 221/222 Church History I & II         | 6 |
| PS 231 General Psychology                          | 3         | PM 102 Pastoral Ministry                 | 3 |
| General Studies Elective                           | 3         | PM 211 Introduction to Homiletics        | 3 |
| Christian Service<br>sem.                          | 7         | PM 252 Parliamentary Law                 | 2 |
| <b>Theology</b>                                    | <b>12</b> | PM 282 Transformational Preaching        | 3 |
| TH 102 Christian Beliefs                           | 3         | PM 433 Pastoral Ministries Internship I  | 3 |
| TH 201 Theology of Holiness                        | 3         | PM 434 Pastoral Ministries Internship II | 3 |
| TH 202 Great Holiness Classics                     | 3         | PM 442 Church Administration             | 3 |
| TH 211 Intercession & Evangelism                   | 3         | PM 461 Ministerial Leadership            | 3 |
| <b>Professional Studies</b>                        | <b>44</b> | TH 301 Systematic Theology I             | 3 |
| FL 351/352 Greek I                                 | 6         | TH 302 Systematic Theology II            | 3 |

### Total Hours 128

### Bachelor of Arts in Pastoral Ministry

|  |           |   |           |
|--|-----------|---|-----------|
| <b>Bible</b>                                       | <b>36</b> | TH 102 Christian Beliefs                      | 3         |
| BI 101 Old Testament Literature                    | 3         | TH 201 Theology of Holiness                   | 3         |
| BI 102 New Testament Literature                    | 3         | TH 202 Great Holiness Classics                | 3         |
| BI 111 Pentateuch I                                | 3         | TH 211 Intercession & Evangelism              | 3         |
| BI 201 Gospels I                                   | 3         | <b>Pastoral Ministry Professional Studies</b> | <b>50</b> |
| BI 242 Acts  | 3         | PM 102 Pastoral Ministry                      | 3         |
| BI 252 Hermeneutics                                | 3         | PM 131 Intro. to Youth Ministry               | 3         |
| BI 341 Romans                                      | 3         | PM 211 Introductory Homiletics                | 3         |
| BI 411 Hebrews                                     | 3         | PM 233 Discipleship & Bible Study             | 3         |
| Bible Electives                                    | 12        | PS 242 Introduction to Counseling             | 3         |
| <b>General Studies</b>                             | <b>30</b> | PM 252 Parliamentary Law.                     | 2         |
| EN 101 English Composition I                       | 3         | PM 282 Transformational Preaching             | 3         |
| EN 112 English Composition II                      | 3         | PM 433 Pastoral Ministries Internship I       | 3         |
| EN 142 Speech                                      | 3         | PM 434 Pastoral Ministries Internship I       | 3         |
| Foreign Language Elective (FL 201/202)             | 3         | PM 442 Church Administration                  | 3         |
| History Elective (HI 125/221/222/223)              | 3         | PM 461 Ministerial Leadership                 | 3         |
| Fine Arts Elective (FA 111/121/131)                | 3         | TH 212 Apologetics                            | 3         |
| PH 201 Philosophy & Worldview                      | 3         | TH 404 Ethics                                 | 3         |
| Science/Mathematic Elective (ES 212/<br>MA 252/264 | 3         | TH 301 Systematic Theology I                  | 3         |
| PS 231 General Psychology                          | 3         | TH 302 Systematic Theology II                 | 3         |
| General Studies Electives                          | 3         | HI 221 Church History I or                    |           |
| Christian Service                                  | 7 sem.    | HI 222 Church History II                      | 3         |
| <b>Theology</b>                                    | <b>12</b> | PS 262 Marriage & Family                      | 3         |

## Total Hours 128

### Bachelor of Arts in Youth Ministry

|   |           |  |           |
|---|-----------|--|-----------|
| <b>Bible</b>  | <b>36</b> | TH 102 Christian Beliefs                   | 3         |
| BI 101 Old Testament Survey                         | 3         | TH 201 Theology of Holiness                | 3         |
| BI 102 New Testament Survey                         | 3         | TH 202 Great Holiness Classics             | 3         |
| BI 111 Pentateuch I                                 | 3         | TH 211 Intercession & Evangelism           | 3         |
| BI 201 Gospels I                                    | 3         | <b>Youth Ministry Professional Studies</b> | <b>50</b> |
| BI 242 Acts   | 3         | PM 102 Pastoral Ministry                   | 3         |
| BI 252 Hermeneutics                                 | 3         | PM 131 Intro. to Youth Ministry            | 3         |
| BI 341 Romans                                       | 3         | PM 211 Introductory Homiletics             | 3         |
| BI 411 Hebrews                                      | 3         | PM 233 Discipleship & Bible Study          | 3         |
| Bible Electives                                     | 12        | PS 242 Introduction to Counseling          | 3         |
| <b>General Studies</b>                              | <b>30</b> | PM 252 Parliamentary Law                   | 2         |
| EN 101 English Composition I                        | 3         | PM 282 Transformational Preaching          | 3         |
| EN 112 English Composition II                       | 3         | PM 332 Problems in Counseling              | 3         |
| EN 142 Speech                                       | 3         | PM 433 Pastoral Ministries Internship I    | 3         |
| Foreign Language Elective (FL 201/202)              | 3         | PM 434 Pastoral Ministries Internship I    | 3         |
| History Elective (HI 125/221/222/223)               | 3         | PM 441 Youth Programming                   | 3         |
| Fine Arts Elective (FA 112/121/131)                 | 3         | PM 411 Ministerial Leadership              | 3         |
| PH 201 Philosophy & Worldview                       | 3         | TH 212 Apologetics                         | 3         |
| Science/Mathematic Elective (ES 212/<br>MA 252/264) | 3         | TH 404 Ethics                              | 3         |
| PS 231 General Psychology                           | 3         | TH 301 Systematic Theology I               | 3         |
| General Studies Electives                           | 3         | TH 302 Systematic Theology II              | 3         |
| Christian Service                                   | 7 sem.    | PS 262 Marriage & Family                   | 3         |
| <b>Theology</b>                                     | <b>12</b> |  |           |
|   |           | <b>Total Hours 128</b>                     |           |

### Associate of Arts Degree in Pastoral Ministry

|                              |           |   |           |
|------------------------------|-----------|---|-----------|
| <b>Bible</b>                 | <b>21</b> | PH 201 Philosophy & Worldview                 | 3         |
| BI 101 Old Testament Survey  | 3         | Christian Service                             | 3 Sem     |
| BI 102 New Testament Survey  | 3         | <b>Theology</b>                               | <b>9</b>  |
| BI 111 Pentateuch I          | 3         | TH 102 Christian Beliefs                      | 3         |
| BI 201 Gospels I             | 3         | TH 201 Theology of Holiness                   | 3         |
| BI 252 Hermeneutics          | 3         | TH 211 Intercession & Evangelism              | 3         |
| Bible Electives              | 6         | <b>Pastoral Ministry Professional Studies</b> | <b>18</b> |
| <b>General Studies</b>       | <b>18</b> | PM 102 Pastoral Ministry                      | 3         |
| EN 101 English Composition I | 3         | PM 131 Intro. To Youth Ministry               | 3         |

|                               |   |   |   |
|-------------------------------|---|---|---|
| EN 112 English Composition II | 3 | PM 211 Introductory Homiletics          | 3 |
|                               |   | PM 233 Discipleship & Bible Study       | 3 |
| General Study Elective        | 3 | PS 242 Introduction to Counseling       | 3 |
| History (HI 125/221/222/223)  | 3 | PS 262 Marriage & Family, TH 212        |   |
| Fine Arts (FA 112/121/131)    | 3 | Apologetics, or PM 282 Trans. Preaching | 3 |

**Total Hours 66**

### **Bachelor of Arts in Intercultural Studies**

|   |           |   |           |
|---|-----------|---|-----------|
| <b>Bible</b>                                    | <b>36</b> | TH 102 Christian Beliefs                          | 3         |
| BI 101 Old Testament Literature                 | 3         | TH 201 Theology of Holiness                       | 3         |
| BI 102 New Testament Literature                 | 3         | TH 211 Intercession & Evangelism                  | 3         |
| BI 111 Pentateuch I                             | 3         | TH 202 Great Holiness Classics                    | 3         |
| BI 201 Gospels I                                | 3         | TH 212 Apologetic                                 | 3         |
| BI 242 Acts                                     | 3         | TH 301 Systematic Theology I                      | 3         |
| BI 252 Hermeneutics                             | 3         | TH 302 Systematic Theology II                     | 3         |
| BI 341 Romans                                   | 3         | <b>Intercultural Studies Professional Studies</b> | <b>45</b> |
| BI 411 Hebrews                                  | 3         | ED 211 Child Evangelism                           | 3         |
| Bible Electives                                 | 12        | HI 221 Church History I                           | 3         |
| <b>General Studies</b>                          | <b>30</b> | HI 222 Church History II                          | 3         |
| EN 101 English Composition I                    | 3         | PM 211 Introductory Homiletics                    | 3         |
| EN 112 English Composition II                   | 3         | PM 233 Discipleship & Bible Study                 | 3         |
| EN 142 Speech                                   | 3         | MI 114 Introduction to Missions                   | 3         |
| Foreign Language Elective (FL 201/202)          | 3         | MI 216 History of Missions                        | 3         |
| History Elective (HI 125/221/22/223)            | 3         | MI 222 Cults & World Religions                    | 3         |
| Fine Arts Elective (FA 111/121/131)             | 3         | MI 211 Cultural Anthropology                      | 3         |
| PH 201 Philosophy & Worldview                   | 3         | MI 413 Missional Leadership                       | 3         |
| Science/Mathematic Elective (ES 212/MA 252/264) | 3         | MI 331 Mission Application 1                      | 3         |
| PS 231 General Psychology                       | 3         | MI 431 Mission Application 2                      | 3         |
| General Studies Electives                       | 3         | MI 421 Contemporary Mission Perspective           | 3         |
| Christian Service                               | 7 sem.    | MI 323 World Evangelism                           | 3         |
| <b>Theology</b>                                 | <b>21</b> | MI 441 Bible & Theology for Missions              | 3         |

**Total Hours 132**

### Associate of Arts in Intercultural Studies

|                                 |           |   |           |
|---------------------------------|-----------|---|-----------|
| <b>Bible</b>                    | <b>21</b> | PH 201 Philosophy & Worldview                     | 3         |
| BI 101 Old Testament Literature | 3         | Christian Service                                 | 3 sem.    |
| BI 102 New Testament Literature | 3         | <b>Theology</b>                                   | <b>9</b>  |
| BI 111 Pentateuch I             | 3         | TH 102 Christian Beliefs                          | 3         |
| BI 201 Gospels I                | 3         | TH 201 Theology of Holiness                       | 3         |
| BI 252 Hermeneutics             | 3         | TH 211 Intercession & Evangelism                  | 3         |
| Bible Electives                 | 6         | <b>Intercultural Studies Professional Studies</b> | <b>18</b> |
| <b>General Studies</b>          | <b>18</b> | PM 211 Introductory Homiletics                    | 3         |
| EN 101 English Composition I    | 3         | MI 114 Introduction to Missions                   | 3         |
| EN 112 English Composition II   | 3         | MI 216 History of Missions                        | 3         |
| General Studies Elective        | 3         | MI 222 Cults & World Religions                    | 3         |
| History (HI 125/221/222/223)    | 3         | MI 211 Cultural Anthropology                      | 3         |
| Fine Arts (FA 112/121/131)      | 3         | BS 242 Business Management                        | 3         |

**Total Hours: 66**

## PROGRAM OF EDUCATION

Nicole Thomas

Program Coordinator

The curriculum leading to the **Bachelor of Arts in Education** degree is designed to provide both the theoretical knowledge and the practical application of that knowledge to prepare the graduate for the Christian school classroom. Student teaching is required for one semester during the senior year. The Associate of Arts in Child Evangelism provides the necessary training for a young person to begin a journey into Child Evangelism.

The elementary education student will be able to:

1. Demonstrate commitment to a growing, personal relationship with Jesus Christ as the basis for the professional attitudes needed to serve as an effective team member in a Christian School.
2. Explain the biblical and philosophical rationale for Christian education.
3. Demonstrate expertise knowledge of elementary school content and the ability to integrate biblical truth into each content area.
4. Organize the classroom and learning activities using a variety of methods, media, and assessments in order that all students are able to accomplish the school's instructional goals.
5. Establish and maintain a positive and productive classroom environment.

### Bachelor of Arts in Education

|   |           |  |           |
|---|-----------|--|-----------|
| <b>Bible</b>                                    | <b>30</b> | <b>Christian Service</b>                 | <b>7</b>  |
| BI 101 Old Testament Literature                 | <b>3</b>  | <b>Theology</b>                          | <b>12</b> |
| BI 102 New Testament Literature                 | 3         | TH 102 Christian Beliefs                 | 3         |
| BI 111 Pentateuch I                             | 3         | TH 201 Theology of Holiness              | 3         |
| BI 201 Gospels I                                | 3         | TH 202 Great Holiness Classics           | 3         |
| BI 242 Acts                                     | 3         | TH 211 Intercession & Evangelism         | 3         |
| BI 252 Hermeneutics                             | <b>3</b>  | <b>Education Professional Studies</b>    | <b>57</b> |
| BI 341 Romans                                   | 3         | ED 112 Methods of Teaching               | 3         |
| BI 411 Hebrews                                  | 3         | ED 212 Teaching Social Studies           | 2         |
| Bible Electives                                 | 6         | ED 111 History & Philosophy of Education | 3         |
| <b>General Studies</b>                          | <b>30</b> | ED 223 Children's Literature             | 2         |
| EN 101 English Composition I                    | 3         | ED 252 Teaching Arithmetic               | 2         |
| EN 112 English Composition II                   | 3         | ED 211 Child Evangelism                  | 3         |
| EN 142 Speech                                   | 3         | ED 233 Instructional Media & Methods     | 3         |
| Foreign Language Elective (FL 201/202)          | 3         | ED 244 Classroom Management              | 3         |
| History Elective (HI 125/221/222/223)           | 3         | ED 312 Exceptional Learners              | 3         |
| Fine Arts Elective (FA 111/121/131)             | 3         | ED 332 Teaching Science                  | 2         |
| PH 201 Philosophy & World View                  | 3         | ED 362 Teaching Language Arts            | 2         |
| Science/Mathematic Elective (ES 212/MA 252/264) | 3         | ED 372 Teaching Health & P.E.            | 2         |
| PS 231 General Psychology                       | 3         | ED 414 Assessment of Learning            | 3         |
| General Studies Electives                       | 3         | ED 226 Teaching Bible/Doctrine           | 3         |

|  |   |  |   |
|--|---|--|---|
| ED 431 Teaching Reading Skills         | 2 | ED 413 Children's Writing/Curriculum Development | 3 |
| ED 442 Student Teaching                | 6 | ED 236 Teaching Art.                             | 2 |
| PS 252 Educational Psychology          | 3 | TH Elective                                      | 3 |
| ED 311 Teaching Music in the Classroom | 2 |  |   |

**Total Hours 129**

### **Associate of Arts in Education**

|                                       |           |  |           |
|---------------------------------------|-----------|--|-----------|
| <b>Bible</b>                          | <b>21</b> | PH 201 Philosophy & Worldview                | 3         |
| BI 101 Old Testament Literature       | 3         | Christian Service                            | 3 sem     |
| BI 102 New Testament Literature       | 3         | <b>Theology</b>                              | <b>9</b>  |
| BI 111 Pentateuch I                   | 3         | TH 102 Christian Belief                      | 3         |
| BI 201 Gospels I                      | 3         | TH 201 Theology of Holiness                  | 3         |
| BI 252 Hermeneutics                   | 3         | TH 211 Intercession & Evangelism             | 3         |
| Bible Electives                       | 6         | <b>Professional Studies</b>                  | <b>18</b> |
| <b>General Studies</b>                | <b>18</b> | ED 112 Methods of Teaching                   | 3         |
| EN 101 English Composition I          | 3         | ED 211 Child Evangelism                      | 3         |
| EN 112 English Composition II         | 3         | ED 111 History & Philosophy of Christian Ed. | 3         |
| General Studies Elective              | 3         | ED 233 Instructional Media & Methods.        | 3         |
| History Elective (HI 125/221/222/223) | 3         | ED 225 Teaching Bible                        | 3         |
| Fine Arts Elective (FA 111/121/131)   | 3         | TH 212 Apologetics                           | 3         |

**Total Hours 66**



## PROGRAM OF MUSIC

Lori Whitaker

Program Coordinator

The Music Department is designed to offer a quality education to those who have a genuine interest in ministering for Christ through Christian music. It is our firm belief that music was ordained by God to be a means of worship, edification, and enjoyment. Therefore, it is our strong desire to offer the finest possible music education so that the students will be able to develop their skills and be effective ministers wherever God calls them.

The B.A. in Sacred Music degree is designed for the student who wishes to minister through music upon completion of this course of study. The two-year A.A. in Sacred Music degree is designed particularly for those who would like to develop their musical skills for use in Christian ministries, but do not feel called into full-time ministry in music. The A.A. in Music offers a student the opportunity to study music.

The sacred music student will be able to:

1. Demonstrate commitment to growing, personal relationship with Jesus Christ as the basis for the professional attitudes needed to minister through the medium of music.
2. Explain the biblical and philosophical rationale for Christian music ministry.
3. Apply the principles that enable effective music ministry to the glory of God.
4. Demonstrate Online technical proficiency on a primary applied instrument.
5. Demonstrate expertise in musical knowledge including music history, music theory, and the evaluation, methods, and organization of church music.

### Bachelor of Arts in Music

|  |           |   |           |
|--|-----------|---|-----------|
| <b>Bible</b>                           | <b>30</b> | Science/Mathematic Elective (ES 212/MA 252/264) | 3         |
| BI 101 Old Testament Literature        | 3         | PS 231 General Psychology                       | 3         |
| BI 102 New Testament Literature        | 3         | General Studies Electives                       | 3         |
| BI 111 Pentateuch I                    | 3         | Christian Service                               | 7 sem.    |
| BI 201 Gospels I                       | 3         | <b>Theology</b>                                 | <b>12</b> |
| BI 242 Acts                            | 3         | TH 102 Christian Beliefs                        | 3         |
| BI 252 Hermeneutics                    | 3         | TH 201 Theology of Holiness                     | 3         |
| BI 341 Romans                          | 3         | TH 202 Great Holiness Classics                  | 3         |
| BI 411 Hebrews                         | 3         | TH 211 Intercession & Evangelism                | 3         |
| Bible Electives                        | 6         | <b>Music Professional Studies</b>               | <b>54</b> |
| <b>General Studies</b>                 | <b>30</b> | MU1320 Music Theory I                           | 3         |
| EN 101 English Composition I           | 3         | MU 143+ Secondary Applied Instruments           | 4         |
| EN 112 English Composition II          | 3         | MU 153+ Primary Applied Instrument              | 8         |
| EN 142 Speech                          | 3         | MU161+/MU171+ Choir/Band                        | 6         |
| Foreign Language Elective (FL 201/202) | 3         | MU 181+ Recital Attendance – 8 sem.             | 0         |
| History Elective (HI 125/221/222/223)  | 3         | MU 222 Biblical Foundations of Church Music     | 3         |
| Fine Arts Elective (FA 111/121/131)    | 3         | MU2310 Music Theory II                          | 3         |
| PH 201 Philosophy & Worldview          | 3         |   |           |

|                                      |   |  |   |
|--------------------------------------|---|--|---|
| MU 2320 Music Theory III             | 3 | MU 351 Teaching Elementary/<br>Secondary Music | 3 |
| MU 311 Conducting I                  | 2 | MU 391 Junior Recital                          | 0 |
| MU 312 Conducting II                 | 2 | MU 421 Church Music Administration             | 3 |
| MU 3320 Music Theory IV              | 3 | MU 452 Music Applications                      | 3 |
| MU 341 Music History & Literature I  | 3 | MU 492 Senior Recital                          | 0 |
| MU 342 Music History & Literature II | 3 |  |   |
| MU 356 Pedagogy                      | 2 |  |   |

**Total Hours 125**

### **Associate of Arts in Music**

|                                       |           |                                     |           |
|---------------------------------------|-----------|-------------------------------------|-----------|
| <b>Bible</b>                          | <b>15</b> | <b>Theology</b>                     | <b>9</b>  |
| BI 101 Old Testament Literature       | 3         | TH 102 Christian Belief             | 3         |
| BI 102 New Testament Literature       | 3         | TH 201 Theology of Holiness         | 3         |
| BI 111 Pentateuch I                   | 3         | TH 211 Intercession & Evangelism    | 3         |
| BI 201 Gospels I                      | 3         | <b>Professional Studies</b>         | <b>21</b> |
| BI 252 Hermeneutics                   | 3         | FA 121 Hymnology                    | 2         |
| <b>General Studies</b>                | <b>18</b> | MU 132 Music Theory I               | 3         |
| EN 101 English Composition I          | 3         | MU 153+ Applied Instrument          | 4         |
| EN 112 English Composition II         | 3         | MU 161+ Choir/Band                  | 4         |
| General Studies Elective              | 3         | MU 181+ Recital Attendance (4 sem.) | 0         |
| History Elective (HI 125/221/222/223) | 3         | MU 222 Biblical Found. of Ch. Music | 3         |
| Fine Arts Elective (FA 111/121/131)   | 3         | MU 231 Music Theory II              | 3         |
| PH 201 Philosophy & Worldview         | 3         | MU 211 Conducting I                 | 2         |
| Christian Service                     | 3 sem     |                                     |           |
| <b>Total Hours 62</b>                 |           |                                     |           |

## PROGRAM OF VOCATIONAL MINISTRY

John A. Whitaker

Program Coordinator

Contemporary society places increasing challenges before servant-leaders entering ministry. Conventional categories of ministry are giving way to new multi-faceted types, which combine knowledge from several traditional fields. For instance, a missionary might need to teach or be a mechanic. A student may want to take Bible and theology as well as ministry classes to help prepare him for ministry within his local church. To help meet these goals, Union Bible College offers three programs. The B.A. of Arts in Ministry allows for a student to take his general education classes and Bible and theology classes and to focus on a particular area of ministry. Along with the education that he receives from Union Bible College, students can transfer into the college forty hours of a vocational or technical training from another college. The A.A. in Religion gives students the means to receive general education, Bible and theology, and ministry training from Union Bible College. They can further their education at another college in a vocational or technical fashion.

A ministry student from UBC should be able to:

1. Articulate the basic doctrines and Bible knowledge to assist in living a Christian life.
2. Assimilate necessary ministry skills into a total concept of life.
3. Demonstrate a proficiency in a vocational level of work.

### Bachelor of Arts in Vocational Ministry

|  |           |   |           |
|--|-----------|---|-----------|
| <b>Bible</b>                           | <b>30</b> | MA 252/264/BS 252)                      |           |
| BI 101 Old Testament Survey            | 3         | PS 231 General Psychology               | 3         |
| BI 102 New Testament Survey            | 3         | General Studies Electives               | 3         |
| BI 111/112 Pentateuch I or II          | 3         | Christian Service                       | 4 sem.    |
| BI 201/202 Gospels I or II             | 3         | <b>Theology</b>                         | <b>12</b> |
| BI 242 Acts                            | 3         | TH 102 Christian Beliefs                | 3         |
| BI 252 Hermeneutics                    | 3         | TH 201 Theology of Holiness             | 3         |
| BI 341 Romans                          | 3         | TH 202 Great Holiness Classics          | 3         |
| BI 411 Hebrews                         | 3         | TH 211 Intercession & Evangelism        | 3         |
| Bible Elective                         | 6         | <b>Professional Studies</b>             | <b>52</b> |
| <b>General Studies</b>                 | <b>30</b> | <b>Transferred Professional Studies</b> | <b>40</b> |
| EN 101 English Composition I           | 3         | <b>Major</b>                            |           |
| EN 112 English Composition II          | 3         | <b>Professional Study Emphasis</b>      | <b>12</b> |
| EN 142 Speech                          | 3         | <b>Pastoral Ministries Emphasis</b>     |           |
| Foreign Language Elective (FL 201/202) | 3         | PM 102 Pastoral Ministries              | 3         |
| History Elective (HI 125/221/222/223)  | 3         | PM 211 Intro. to Homiletics             | 3         |
| Fine Arts Elective (FA 111/121/131)    | 3         | PM 282 Transformational Preaching       | 3         |
| PH 201 Philosophy & Worldview          | 3         | PM 442 Church Administration            | 3         |
| Science/Mathematic Elective (ES 212/   | 3         | <b>Intercultural Studies Emphasis</b>   |           |
|  |           | MI 114 Introduction to Missions         | 3         |

|   |   |  |   |
|---|---|--|---|
| MI 216 History of Missions                | 3 | ORL 231 Organizational Team Building         | 3 |
| MI 211 Cultural Anthropology              | 3 | <b>Education Emphasis</b>                    |   |
| MI 222 Cults and World Religions          | 3 | ED 111 History & Philosophy of Christian Ed. | 3 |
| <b>Education Emphasis</b>                 |   | ED 112 Methods of Teaching                   | 3 |
| ED 211 Child Evangelism                   | 3 | ED 331 Instructional Media & Methods         | 3 |
| ED 225 Teaching Bible                     | 3 | ED 344 Classroom Management                  | 3 |
| ED 233 Instructional Media & Methods      | 3 | <b>Youth Ministry Emphasis</b>               |   |
| TH 212 Apologetics                        | 3 | PM 102 Pastoral Ministry                     | 3 |
| <b>Laity Emphasis</b>                     |   | PM 131 Intro. to Youth Ministry              | 3 |
| TH 212 Apologetics                        | 3 | PM 211 Introductory Homiletics               | 3 |
| PM 233 Discipleship & Bible Study         | 3 | PS 242 Introduction to Counseling            | 3 |
| PM 131 Intro. to Youth Ministry           | 3 | <b>Business Emphasis</b>                     |   |
| ED 211 Child Evangelism                   | 3 | BA 102 Introduction to Business              | 3 |
| <b>Organizational Leadership Emphasis</b> |   | BA 211 Business Ethics                       | 3 |
| ORL 112 Organizational Leadership         | 3 | BA 232 Management Principles                 | 3 |
| ORL 121 Organizational Behavior           | 3 | ORL 121 Organizational Behavior              | 3 |
| ORL 214 Conflict Management               | 3 |  |   |

### Total Hours 126

### Associate of Arts in Christian Studies

|                                       |           |  |           |
|---------------------------------------|-----------|--|-----------|
| <b>Bible</b>                          | <b>21</b> | TH 211 Intercession & Evangelism                   | 3         |
| BI 101 Old Testament Survey           | 3         | <b>Professional Studies</b>                        | <b>18</b> |
| BI 102 New Testament Survey           | 3         | <b>18 hours from the following list of classes</b> |           |
| BI 111 Pentateuch I                   | 3         | PM 102 Pastoral Ministry                           | 3         |
| BI 201 Gospels I                      | 3         | PM 131 Introduction to Youth Ministry              | 3         |
| BI 252 Hermeneutics                   | 3         | PM 211 Introductory Homiletic                      | 3         |
| Bible Electives                       | 6         | PM 233 Discipleship & Bible Study                  | 3         |
| <b>General Studies</b>                | <b>18</b> | PM 252 Parliamentary Law                           | 2         |
| EN 101 English Composition I          | 3         | PM 282 Transformational Preaching                  | 3         |
| EN 112 English Composition II         | 3         | ED 112 Methods of Teaching                         | 3         |
| General Studies Elective              | 3         | ED 211 Child Evangelism                            | 3         |
| History Elective (HI 125/221/222/223) | 3         | ED 111 History & Philosophy of Education           | 3         |
| Fine Arts Elective (FA 111/121/131)   | 3         | ED 226 Teaching Bible/Doctrine                     | 3         |
| PH 201 Philosophy & Worldview         | 3         | ED 233 Instructional Media & Methods               | 3         |
| Christian Service                     | 3 sem     | ED 244 Classroom Management                        | 3         |
| <b>Theology</b>                       | <b>9</b>  | PS 252 Educational Psychology                      | 3         |
| TH 102 Christian Belief               | 3         | PS 262 Marriage and Family                         | 3         |
| TH 201 Theology of Holiness           | 3         |  |           |

|   |   |                    |   |
|---|---|--------------------|---|
| Fine Arts Elective (FA 111/121/131)         | 3 | TH 212 Apologetics | 3 |
| MU 222 Biblical Foundations of Church Music | 3 |                    |   |

**Total Hours: 66**

### **Bachelor of Arts in Business Administration**

|   |           |  |           |
|---|-----------|--|-----------|
| <b>Bible</b>                                    | <b>30</b> | Christian Service                                | 7 sem.    |
| BI 101 Old Testament Literature                 | 3         | <b>Theology</b>                                  | <b>12</b> |
| BI 102 New Testament Literature                 | 3         | TH 102 Christian Beliefs                         | 3         |
| BI 111 Pentateuch I                             | 3         | TH 201 Theology of Holiness                      | 3         |
| BI 201 Gospels I                                | 3         | TH 202 Great Holiness Classics                   | 3         |
| BI 242 Acts                                     | 3         | TH 211 Intercession & Evangelism                 | 3         |
| BI 252 Hermeneutics                             | 3         | <b>Business Professional Studies</b>             | <b>42</b> |
| BI 341 Romans                                   | 3         | ACCT 101 Accounting                              | 3         |
| BI 411 Hebrews                                  | 3         | BA 102 Introduction to Business                  | 3         |
| Bible Electives                                 | 6         | ORL 121 Organizational Behavior                  | 3         |
| <b>General Studies</b>                          | <b>30</b> | ECON 202 Economics                               | 3         |
| EN 101 English Composition I                    | 3         | BA 211 Business Ethics                           | 3         |
| EN 112 English Composition II                   | 3         | ORL 212 Strategic Planning                       | 3         |
| EN 142 Speech                                   | 3         | ORL 214 Conflict Management                      | 3         |
| Foreign Language Elective (FL 201/202)          | 3         | BA 232 Management Principles                     | 3         |
| History Elective (HI 125/221/222/223)           | 3         | BA 252 Principles of Finance                     | 3         |
| Fine Arts Elective (FA 111/121/131)             | 3         | MKT 315 Marketing                                | 3         |
| PH 201 Philosophy & Worldview                   | 3         | BA 322 Business in the Mission of God            | 3         |
| Science/Mathematic Elective (ES 212/MA 252/264) | 3         | BA 334 Human Resource Management                 | 3         |
| PS 231 General Psychology                       | 3         | BA 424 Business Information Systems & Technology | 3         |
| General Studies Electives                       | 3         | BA 421 Business Administration Internship        | 3         |

**Total Hours 120**

### **Associate of Arts in Business Administration**

|                             |           |   |           |
|-----------------------------|-----------|---|-----------|
| <b>Bible</b>                | <b>21</b> | PH 201 Philosophy & Worldview               | 3         |
| BI 101 Old Testament Survey | 3         | Christian Service                           | 3 Sem     |
| BI 102 New Testament Survey | 3         | <b>Theology</b>                             | <b>9</b>  |
| BI 111 Pentateuch I         | 3         | TH 102 Christian Beliefs                    | 3         |
| BI 201 Gospels I            | 3         | TH 201 Theology of Holiness                 | 3         |
| BI 252 Hermeneutics         | 3         | TH 211 Intercession & Evangelism            | 3         |
| Bible Electives             | 6         | <b>Business Admin. Professional Studies</b> | <b>18</b> |
| <b>General Studies</b>      | <b>18</b> | BA 102 Introduction to Business             | 3         |

|                               |   |                                 |   |
|-------------------------------|---|---------------------------------|---|
| EN 101 English Composition I  | 3 | BA 211 Business Ethics          | 3 |
| EN 112 English Composition II | 3 | BA 252 Principles of Finance    | 3 |
| General Studies Elective      | 3 | BA 232 Management Principles    | 3 |
| History                       | 3 | ORL 121 Organizational Behavior | 3 |
| Fine Arts (FA 112/121/131)    | 3 | ORL 214 Conflict Management     | 3 |

**Total Hours 66**

### **Bachelor of Arts in Organizational Leadership**

|   |           |   |        |           |
|---|-----------|---|--------|-----------|
| <b>Bible</b>                                    | <b>36</b> | Christian Service                         | 7 sem. |           |
| BI 101 Old Testament Survey                     | 3         | <b>Theology</b>                           |        | <b>12</b> |
| BI 102 New Testament Survey                     | 3         | TH 102 Christian Beliefs                  |        | 3         |
| BI 111 Pentateuch I                             | 3         | TH 201 Theology of Holiness               |        | 3         |
| BI 201 Gospels I                                | 3         | TH 202 Great Holiness Classics            |        | 3         |
| BI 242 Acts                                     | 3         | TH 211 Intercession & Evangelism          |        | 3         |
| BI 252 Hermeneutics                             | 3         | <b>ORL Professional Studies</b>           |        | <b>45</b> |
| BI 341 Romans                                   | 3         | ORL 112 Organizational Leadership         |        | 3         |
| BI 411 Hebrews                                  | 3         | ORL 121 Organizational Behavior           |        | 3         |
| Bible Electives                                 | 12        | BA 221 Business Ethics                    |        | 3         |
| <b>General Studies</b>                          | <b>30</b> | BA 232 Management Principles              |        | 3         |
| EN 101 English Composition I                    | 3         | ENTR 231 Entrepreneurship                 |        | 3         |
| EN 112 English Composition II                   | 3         | ORL 212 Strategic Planning                |        | 3         |
| EN 142 Speech                                   | 3         | ORL 214 Conflict Management               |        | 3         |
| Foreign Language Elective (FL 201/202)          | 3         | ORL 231 Organizational Team Building      |        | 3         |
| History Elective (HI 125/221/222/223)           | 3         | BA 322 Business in the Mission of God     |        | 3         |
| Fine Arts Elective (FA 112/121/131)             | 3         | ORL 312 Biblical Theology of Leadership   |        | 3         |
| PH 201 Philosophy & Worldview                   | 3         | ORL 321 Developing Others as Leaders      |        | 3         |
| Science/Mathematic Elective (ES 212/MA 252/264) | 3         | ORL 330 Leading in Future with Innovation |        | 3         |
| PS 231 General Psychology                       | 3         | ORL 410 Issues in Christian Leadership    |        | 3         |
| General Studies Electives                       | 3         | ORL 431 Communication as Leaders          |        | 3         |
|   |           | ORL Organizational Leadership Internship  |        | 3         |

**Total Hours 123**

### **Associate of Arts in Organizational Leadership**

|                             |           |                               |       |          |
|-----------------------------|-----------|-------------------------------|-------|----------|
| <b>Bible</b>                | <b>21</b> | PH 201 Philosophy & Worldview |       | 3        |
| BI 101 Old Testament Survey | 3         | Christian Service             | 3 Sem |          |
| BI 102 New Testament Survey | 3         | <b>Theology</b>               |       | <b>9</b> |
| BI 111 Pentateuch I         | 3         | TH 102 Christian Beliefs      |       | 3        |
| BI 201 Gospels I            | 3         | TH 201 Theology of Holiness   |       | 3        |

|                               |           |   |           |
|-------------------------------|-----------|---|-----------|
| BI 252 Hermeneutics           | 3         | TH 211 Intercession & Evangelism            | 3         |
| Bible Electives               | 6         | <b>Org. Leadership Professional Studies</b> | <b>18</b> |
| <b>General Studies</b>        | <b>18</b> | ORL 112 Introduction to Leadership          | 3         |
| EN 101 English Composition I  | 3         | ORL 121 Organizational Behavior             | 3         |
| EN 112 English Composition II | 3         | ORL 231 Organizational Team Building        | 3         |
| General Studies Elective      | 3         | ORL 212 Strategic Planning                  | 3         |
| History                       | 3         | ORL 234 Non-Profit Leadership               | 3         |
| Fine Arts (FA 112/121/131     | 3         | ORL 214 Conflict Management                 | 3         |

**Total Hours 66**

### Certificate Programs

In an effort to reach the college-age students who have yet to settle on a degree or calling and to reach out to the adult learners who are unable to attend traditional college, Union Bible College has begun certificate programs to assist in learning enhancement. Union Bible College offers four certificate programs for consideration. Each program is designed to meet a particular need of adult learners and college students.

A certificate student from UBC should be able to:

1. Articulate basic doctrines and Bible knowledge to assist in living a Christian life.
2. Assimilate necessary ministry skills into a total concept of life.

### The LEAD Program

The Laity Enrichment And Development (LEAD) Program is a program offered by Union Bible College in conjunction with a local church for the purpose of enriching and developing competent lay leaders. The program consists of five college level courses.

| These courses will be:          | Hours     |
|---------------------------------|-----------|
| Old Testament Survey            | 3         |
| New Testament Survey            | 3         |
| Christian Beliefs               | 3         |
| Theology of Holiness            | 3         |
| Discipleship & Bible Study/     |           |
| Intercession & Evangelism       | 3         |
| <b>LEAD Program Certificate</b> | <b>15</b> |

Each course is designed to instruct a lay leader in an overview of the Bible, basic doctrines, and outreach and discipleship. The options of taking the course in a one week intensive or in an 8-week intensive will be given to the host church. The date and time of the course will be determined by the host church and the Academic Affairs Office. Upon completion of all five courses the student will receive a **LEAD Certificate** and would have the option of marching in cap and gown in a graduation exercise at Union Bible College.

Each course in the LEAD program will be taught by a member of Union Bible College's faculty. The cost will be the \$300.00 per course including textbooks for LEAD Students unless the student is taking these courses for credit and the price would be the regular price of \$567.00 plus any fees that apply. As with any of our other college programs there will be a one-time \$25 registration fee. If college credit is to be given for the course, the student must hold a high school diploma or GED.

This is a practical study of biblical principles and methods for helping new Christians mature in the faith. Basic principles and methods of small group Bible Studies will also be covered. The student will develop skills in these areas through actual field practice.

### Biblical Formation Program

The Biblical Formation Program is offered by Union Bible College for developing competent leaders in Bible knowledge. The courses may be taken through on- campus classes, Online, 8-week intensives or one-week intensives. The program will consist of eight college level courses.



**These courses will be:**

|       |                      |                 |
|-------|----------------------|-----------------|
| BI101 | Old Testament Survey | 3 hours         |
| BI102 | New Testament Survey | 3 hours         |
| BI111 | Pentateuch I or II   | 3 hours         |
| BI201 | Gospels I or II      | 3 hours         |
| BI242 | Acts                 | 3 hours         |
| BI252 | Hermeneutics         | 3 hours         |
|       | Bible Electives      | 6 hours         |
|       | <b>Total</b>         | <b>24 Hours</b> |

**Electives can be selected from this list:**

|       |                            |
|-------|----------------------------|
| BI112 | Pentateuch II              |
| BI132 | Historical Books           |
| BI202 | Gospels II                 |
| BI211 | Wisdom Literature          |
| BI251 | Prison & Pastoral Epistles |

Each course is designed to instruct a leader in an overview of the Bible. The options of taking the course on campus, through the Online Program, in an 8-week intensive, or a one week intensive gives these courses great flexibility. The date and time of the course will be determined by the Academic Affairs Office. Upon completion of all eight courses the student will receive a **Bible Formation Certificate** and would have the option of marching in cap and gown in a graduation exercise at Union Bible College.

Each course in the Biblical Formation program will be taught by a member of Union Bible College's faculty. The cost will be the \$567.00 per course plus textbooks. As with any of our other college programs there will be a one-time \$25 registration fee. If college credit is to be given for the course, the student must hold a high school diploma or GED. Special pricing is available for non-credit classes taken at a local church setting.

### **Heritage Formation Program**

The Heritage Formation Program is to help those students who come to Union Bible College just for Bible, theology, and practical classes. A good number of students come with a desire to know more about the Bible, doctrine, and practical ministry within their local churches. Some want a solid basis in preparation for their studies in a secular college with professors who are not friends of our beliefs or the Bible. The Heritage Formation Program is a program for those students. Upon completion of this program of study, the student will receive a **Heritage Formation Certificate** and may attend the graduation ceremony. The Heritage Formation Program shall consist of these core classes with three electives of the students choosing:

| Bible Classes |                      | 9 hours |
|---------------|----------------------|---------|
| BI101         | Old Testament Survey | 3 hours |
| BI102         | New Testament Survey | 3 hours |
| BI252         | Hermeneutics         | 3 hours |

|                            |                |
|----------------------------|----------------|
| <b>Theology Classes</b>    | <b>6 hours</b> |
| TH102 Christian Beliefs    | 3 hours        |
| TH201 Theology of Holiness | 3 hours        |

|                                 |                |
|---------------------------------|----------------|
| <b>Practical Classes</b>        | <b>6 hours</b> |
| TH311 Intercession & Evangelism | 3 hours        |
| PH201 Philosophy & Worldview    | 3 hours        |

**Bible, Theology, or Professional Study**

|                         |                 |
|-------------------------|-----------------|
| <b>Elective Classes</b> | <b>9 hours</b>  |
| <b>Total Hours</b>      | <b>30 hours</b> |

Each course in the Biblical Formation program will be taught by a member of Union Bible College's faculty. The cost will be the \$567.00 per course plus textbooks. As with any of our other college programs there will be a one-time \$25 registration fee. If college credit is to be given for the course, the student must hold a high school diploma or GED.

## **Program of Online Studies**

Tim Cole

Program Coordinator

Union Bible College is developing an Online Program. This is an exciting endeavor for the college, and one in which will benefit the students. Our goal is to offer an educational alternative to those who feel a call into Christian service, but for one reason or another are unable to attend a traditional college setting. It is expected that all who enter this program have a personal relationship with Christ and that they live a life that bears witness to this experience.

### **Admission**

Online courses shall be available only to students in states for which UBC has proper authorization to offer online courses. Anyone desiring to apply for admission to the Union Bible College Online program should follow the instructions listed below. Provided he/she meets the requirements for admissions, a person of any gender, color, ethnic origin, or disability may be admitted to this program. However, each prospective student must give evidence of being a genuine Christian whose life is in harmony with the Scriptures and the UBC doctrinal statements. Any student failing to maintain a consistent Christian life, including the expression of proper Christian attitudes, may be asked to discontinue the program.

The primary educational requirement for admission to the Union Bible College Online program is graduation from high school. This requirement may be met alternatively by achieving satisfactory scores on the General Education Development (GED) Test. For admission requirements, please see the Admission Section of this catalog. All students entering the Online Program will need to follow the same admission requirements as a traditional student in addition to self-declaration of the ability to appropriately operate computers and programs to complete the work assigned.

### **Financial Information**

For financial responsibilities see the Finances and Financial Aid Information section.

Each course in the program offers three hours of college credit per course. (The cost is listed in the expense guide of this catalog. It will be your responsibility to provide the required textbook. (Arrangements can be made with Union Bible College's bookstore to acquire the textbook if you so desire.)

### **Visiting Campus**

If you have not yet visited Union Bible College, we would like to cordially invite you to do so. As our honored guest, visiting campus will provide you with the opportunity to attend classes, visit chapel, receive a campus tour, and meet some of our faculty and staff.

Call today and arrange your visit to UBC!

### **Program**

After you have been accepted, you will be assigned a professor who will grade your work and be available to assist you with any questions. If you are required to take a final exam in a course, it may be necessary to have a proctor. It is recommended that you seek the aid of your pastor (or in the case that you are a pastor, a fellow pastor). Someone else may be used upon approval of your professor. Staff at public

libraries will often provide this service. No credit will be given for a partially completed course. The time limit for completion of the assigned work is one semester.

The programs offered online are the B.A. in Pastoral Ministry, B.A. in Vocational Ministry, A.A. in Pastoral Ministry, A.A. in Business Administration, A.A. in Organizational Leadership, and our certificate programs.

### **Attendance**

To maintain the academic integrity of Union Bible College and to assure that the Online Program is meeting the highest standards, the Academic Office will monitor the attendance for Online Students. If a student fails to log into their Online classes for two weeks in a row, they automatically fail the course. If a student fails to log into their Online classes for three weeks within a semester, they automatically fail the course. If a student is auditing an online class and does not comply to the above attendance criteria, they will not receive audit recognition on their transcript.

### **Online Student Goals**

An Online student from UBC should be able to:

1. Articulate basic doctrines and Bible knowledge to assist in living a Christian life.
2. Assimilate necessary ministry skills into a total concept of life.
3. Demonstrate the ability to do college level work.
4. Demonstrate the ability to grasp key instruction and concepts through correspondence classes.

### **Questions**

If you have any questions concerning the admissions process or the ONLINE program, please call one of the following persons:

1. Phil Hoard, Vice President of Institutional Advancement, at 1-317-896-9324, ext. 155
2. John A. Whitaker, Vice President of Academic Affairs, 1-317-896-9324, ext. 112
3. Visit our website at [www.ubca.org](http://www.ubca.org)

# COURSE DESCRIPTIONS

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## Numbering of Courses

Each course in the curriculum is assigned a course number. The letters designate the academic area and the numbers indicate the course level.

|                         |                               |
|-------------------------|-------------------------------|
| ACCT – Accounting       | MA - Mathematics              |
| BA – Business           | MKT —Marketing                |
| BI—Bible                | MI—Missions                   |
| ES—Earth/Life Science   | MU—Music                      |
| BS—Business Science     | ORL – Organizational Behavior |
| CS—Christian Service    | PH—Philosophy                 |
| ECON- Economics         | PM—Pastoral Ministry          |
| ED—Education            | PS—Psychology                 |
| EN—English              | TH—Theology                   |
| ENTR - Entrepreneurship | 0-199—Freshman level          |
| FA—Fine Arts            | 200-299—Sophomore level       |
| FL—Foreign Language     | 300-399—Junior level          |
| GE—General Education    | 400-499—Senior level          |
| HI—History              |                               |

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## **BIBLE**

### **BI 101      Old Testament Survey      3 hours**

A study of the Old Testament as a whole. Emphasis is placed upon an understanding of the themes, divisions, chronology, primary facts, and principal teachings of each book.

### **BI 102      New Testament Survey      3 hours**

A study of the New Testament as a whole. Emphasis is placed upon an understanding of the New Testament world, canonicity, archaeological insights, and relevant themes.

### **BI 111      Pentateuch I (Genesis)      3 hours**

A thorough study of the first book of the Old Testament, with special emphasis on such themes as: the creation; the fall and subsequent history of the race, including the flood; the call of Abraham; and the Patriarchal Period of Israel's history.

### **BI 112 Pentateuch II (Exodus to Deuteronomy) 3 hours**

This is a sequel to Pentateuch I, covering the last four of the five books. The importance of the account of the Exodus is emphasized. The significance of the sacrificial system is studied. The moral and spiritual lessons of the book of Numbers and the theology of Deuteronomy are covered.

### **BI 132      Historical Books      3 hours**

A study of Old Testament history from Joshua to Esther. The conquest of Canaan, the period of the judges, the development of the kingdom: the division, captivity, and restoration are all thoroughly covered.

**BI 201/202                      Gospels I & II                      3 hours/semester**

A comparative and integrated study of Matthew, Mark, Luke, and John as they unfold the life and ministry of Christ, including an emphasis of John concerning the life, deity, doctrine, and passion of Christ. This is to be taught with a practical and devotional emphasis. (At least 1/2 of the material in the four Gospels is to be covered each semester.)

**BI 211                      Wisdom Literature                      3 hours**

A study that includes the historical setting, the literature form, the purpose, and the use of Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon with particular emphasis on their application to present-day Christian living. Prerequisite: BI101.

**BI 242                      Acts                      3 hours**

A study that focuses on the origin, growth, administration, leaders, ministry, and methods of the New Testament church. Special attention is given to the work of the Holy Spirit in the growing church.

**BI 251                      Prison & Pastoral Epistles                      3 hours**

A careful exegesis of Paul's epistles to the Ephesians, Philippians, Colossians, Thessalonians, and to Philemon and an in-depth study of Paul's pastoral advice to Timothy and Titus. Special attention will be given to the structure of the New Testament church.

**BI 252                      Hermeneutics                      3 hours**

A study of the methods and principles used in properly interpreting the Bible. Special focus is placed on the history of, and processes involved in, interpreting doctrinal, parabolic, typical, prophetic, narrative, apocalyptic, and devotional passages. Emphasis is given to a model of interpretation, which will assist in sermon preparation, Bible teaching and personal witnessing.

**BI 311                      Major Prophets                      3 hours**

A study of the historical setting, the structure, and the message of the prophets Isaiah and Jeremiah who witnessed the degeneracy, defeat, and deportation of the Israelites. Also, a study of the captivity as seen through the eyes of the prophet Ezekiel. Prerequisite: BI 101.

**BI 312                      Minor Prophets                      3 hours**

A study of the twelve minor prophets; the social context in which they ministered, their distinctive message, and the relevance of that message to conditions today. Prerequisite: BI 101.

**BI 322                      I & II Corinthians/Galatians                      3 hours**

A doctrinal and devotional study of Paul's epistles to the Corinthians and Galatians. Attention is given to the problems of the Corinthian church as well as the solutions to the problems. The guidelines concerning Christian service for minister and lay person are examined. The relationship of grace and law as depicted in Galatians is explained. Prerequisite: BI 102

**BI 341                      Romans                      3 hours**

An exegetical study emphasizing the content and doctrines of the epistle. Doctrines related to justification, sanctification, and eschatology are covered. Attention is given to practical theology. Prerequisite: BI 101 & 102.

**BI 411                      Hebrews                      3 hours**

A study that entails a comparative analysis with Leviticus and reveals the superiority of the Gospel over the Law, of the New Covenant over that of Moses. Prerequisites: BI 101 & 102.

**BI 412                      General Epistles                      3 hours**

The epistles of James, Peter, John, and Jude studied from a doctrinal and devotional standpoint with emphasis given to the practical admonitions for holy living. Prerequisite: BI 102

**BI 421                      Daniel & Revelation                      3 hours**

A comprehensive study of Bible prophecy from a pre-millennial viewpoint. Emphasis is placed on current events that coincide with and confirm the prophecies of these books and on the application to Christian experience and responsibility. Prerequisites: BI 101 & 102.

**BUSINESS**

**ACCT 101                      Accounting                      3 hours**

Accounting Principles: Basic principles of financial accounting for the business enterprise with emphasis on the valuation of business assets, measurement of net income, and double-entry techniques for recording transactions.

**BA 102                      Introduction to Business                      3 hours**

In this survey course you will be introduced to the basic functions and environments for business in for-profit and not-for-profit organizations, including those operating in intercultural and international settings. You will focus on the primary disciplines of business enterprise and entrepreneurship, including planning, organizing, staffing and management of organizations.

**BA 211                      Business Ethics                      3 hours**

This course introduces students to ethical reasoning as it applies to the complex world of business in a globalized world. The course will develop frameworks for parsing ethical questions both internal to and external to business organizations as they arise in a plural and diverse society. Business ethics applies to both employee and employer conduct, conduct on behalf of a business and conduct within a business. This course explores the moral dilemmas and problems that arise in business and considers the defensible ways to apply ethical principles and standards to business.

**BA 221                      Business Ethics                      3 hours**

This course explores the foundations and application of business ethics. The coursework, tools, and discussion in business ethics provide a biblical foundation integral to all business careers.

**BS 252                      Principles of Finance                      3 hours**

This course helps students develop their own personal and institutional value system in relation to finances, with special emphasis on applying biblical principles.

**BA 232                      Management Principles                      3 hours**

The course examines the theory, techniques, and applications of management systems. Planning, organizing, leading, and controlling are issues addressed. This course is an intensive and comprehensive introductory study and analysis of the management process from a general manager's perspective, with particular attention paid to the area of strategic human resources management. The emphasis of the course is on the skills and knowledge needed to successfully manage an organization, especially implications for those newly promoted to supervisory and managerial positions within private, public, or federal sector organizations.



**BA 322                      Business in the Mission of God                      3 hours**

In this course, students will learn the biblical foundations and standards for each of the major disciplines of business in order to help them and their companies spread the awareness of God's glory, Jesus Christ, in the marketplace.

**BA 334                      Human Resource Management                      3 hours**

The course will provide an overview of human resource management, with emphasis in human resource planning and strategy, personnel selection, equal employment opportunity, training, performance appraisal, compensation, and contemporary issues in organizational behavior.

**BA 421                      Business Administration Internship                      3 hours**

This course provides hands-on experience and supervised training in an approved business or organization to strengthen the students' knowledge and skills in a working business model.

**BA 424                      Business Information Systems & Technologies                      3 hours**

The curriculum is designed to prepare effective leaders in the design, development, and management of information systems- the lifeblood of successful businesses. The course utilizes both individual and team projects.

**ECON 202                      Economics                      3 hours**

An introduction to the basic tools of micro- and macroeconomic analysis in a math intensive way. Microeconomics deals with consumers, firms, markets and income distribution. Macroeconomics deals with national income, employment, inflation and money.

**MKT 315                      Marketing                      3 hours**

A study of why consumers buy and how consumer behavior affects marketing strategy formulation. Topics include the individual (perceptions, needs, motives, personality, learning, and attitudes), group interactions, and applications to selected areas of the marketing mix (product, price, and advertising).

**CHRISTIAN SERVICE**

**CS 101                      Christian Service                      0 hour**

An overview of Christian service acquainting students with guidelines and ministry opportunities; inspiring them to become actively involved in ministry; developing a Biblical philosophy of ministry; and training them in basic evangelism and discipleship skills.

**CS 102+                      Christian Service                      0 hour/semester**

Christian service is designed to develop integrity and a strong relationship with God through small group accountability and to develop the gift God has given each student within the context of a local body of believers, thereby enabling them to live out the philosophy that ministry is life and we are all ministers. Active involvement in various Christian service ministries is an important part of this class.

**GENERAL EDUCATION**

**ES 212                      Earth/Life Science                      3 hours**

A general survey of the sciences that deal with living organisms, including a brief introduction to anatomy,

physiology, molecular biology, botany, zoology, and ecology. This study is founded on the premise that God is the fact basic to all true science.

**EN 101                      English Composition I                      3 hours**

A course that emphasizes effective communication in writing through studying and practicing various types of creative writing. It also includes some grammar review as well as some study of proper diction. Prerequisite EN 099 or tested out of EN 099

**EN 112                      English Composition II                      3 hours**

This course is a study of practical writing with the main emphasis of research and the writing of a college-level APA research paper. The skill of summarizing is also emphasized. Other practical writing includes the annotated bibliography, the analytical book review, and the memo. Prerequisite EN 101

**EN 142                      Speech                      3 hours**

This is a course in the fundamentals of public speaking. The course utilizes recordings, textual analysis, and practice speeches.

**EN 173                      World Literature                      3 hours**

A survey of some masterpieces of ancient and more recent literature from various countries of the world, but primarily from England and the United States and those countries which influenced our literature most. There are practical applications drawn and applied to everyday life. Attention will be given to literary analysis and criticism.

**EN 245                      Great Christian Literature                      3 hours**

This is an introductory literature course that focuses on outstanding Christian literature and the authors who produced these works. Several different genres of literature are included, such as sermons, essays, poetry, and works of fiction. There are practical applications drawn and applied to everyday life. Attention will be given to literary analysis and criticism.

**FA 112                      Music Appreciation                      3 hours**

This course is designed to acquaint the student with the various components and aspects of that which comprises the best and the most enduring music of all time, including a representative sampling of such music from antiquity through the Middle Ages, Renaissance, Baroque, Classical, Romantic, and Twentieth Century. The primary emphasis is upon developing the listening skills required to understand and appreciate such music.

**FA 121                      Hymnology                      3 hours**

The historical development of the hymn: Greek, Latin, and German hymns; hymnody of the Reformation; analytical study of the history of hymns and hymn writers from the time of Christ to the present.

**FA 131                      Basic Conducting                      3 hours**

A course for the non-music major who is interested in learning conducting for use in their ministry and local churches. Notation and rhythm will be learned, and basic patterns and principles of conducting will be studied.

**FL 201                      Introduction to Biblical Language                      3 hours**

A course designed to familiarize the student with the Hebrew and Greek language. This course is to introduce the student to the Biblical languages and give him a basic understanding as to how to read and use *Strong's Exhaustive Concordance of the Bible* and other language skills.

**FL 202      Foreign Language (Spanish)      3 hours**

An introduction to the Spanish language, with emphasis on pronunciation, conversation, and basic grammar, designed to give the student a foundation which will contribute to further learning of Spanish. The student will also develop minimal reading and writing skills.

**HI 125      History of Civilization      3 hours**

A course designed to be a descriptive survey of the development of Western Civilization from the earliest times to the present. The focus is on the personalities and events that have influenced and impacted the development of western culture.

**HI 223      History of American History I      3 hours**

A course designed to be a survey of the American history from the colonial period to the present time with particular emphasis on the spiritual forces that influenced the development of the nation.

**MA 252      College Mathematics      3 hours**

An introduction to various mathematical concepts, covering topics such as sets, logic, functions, and mathematical systems.

**MA 264      Introductory Algebra      3 hours**

This course is an introductory course to college algebra. It begins with a review of prealgebra including integers and rational numbers with their respective functions. It continues with variable expressions, solving equations, polynomials, factoring, rational numbers, equations and inequalities, exponents, radicals, functions and graphing, systems of equations and quadratic equations. Prerequisite: MA252 or a score of 77 or above on a placement test.

**PH 201      Philosophy and Worldview      3 hours**

The purpose of this course is to instill in the student a comprehensive understanding of reality based on the teachings of the Christian scriptures. Such an understanding, of necessity, includes certain presuppositions and beliefs about such issues as the existence of God, the origin of the human race, our purpose in life, ethical behavior, and life after death.

**PS 231      General Psychology      3 hours**

A study of the fundamental conditions and facts of behavior, including the emotions, heredity, habit, environment, personality, and other factors that form the physiological and psychological basis for our actions. This includes a study of early, influential psychologists.

**PS 232      Human Growth & Development      3 hours**

An integrated study of the development processes—genetics and reproduction, functional, emotional, and behavioral growth from infancy through adulthood—endeavoring to relate scientific theory to Biblical teaching.

**EDUCATION**

**ED 111      Philosophy of Christian Education      3 hours**

A foundational course designed to familiarize the prospective teacher with the history and philosophy of Christian education in the United States. Strategies and methods of instruction will be covered.

**ED 112      Methods of Teaching      3 hours**

A course designed to acquaint students with various instructional methods. The student will be required to demonstrate these methods in class.

**ED 211                      Child Evangelism                      3 hours**

A study and practice of the methods and materials involved in evangelism of preschool children to early teenagers.

**ED 212                      Teaching Social Studies                      2 hours**

Designed to present subject matter, materials, and methods of teaching social studies in the elementary school. Attention shall be given to the undergirding philosophies of various social theories and the Christian viewpoint. Prerequisite ED 112

**ED 223                      Children's Literature                      3 hours**

This course is an interpretative and critical study of literature suitable for children and methods of motivating the child's interest in worthwhile literature.

**ED 226                      Teaching Bible/Doctrine                      3 hours**

Principles of Bible study and interpretation with suggested procedure for teaching the Bible in the classroom, or children's church. The principles and methods of teaching Bible will be applied, including observation, developing a series of Bible lessons, and teaching those lessons under the supervision of an experienced teacher, while utilizing a number of different teaching techniques. Prerequisite: ED 112 for Education Majors

**ED 236                      Teaching Arts                      2 hours**

A course designed to help the student develop an art program in a school, and learn the proper ways to teach art. The state standards will be discussed along with a proper appreciation of art from a Biblical standpoint. Both elementary and secondary methods will be discussed.

**ED 233      Instructional Media & Methods                      3 hours**

The student will become acquainted with the various materials of the teaching profession both digital and non-digital. The course includes textbook evaluation, familiarization with educational hardware and software, and various other "tools of the trade."

**ED 244                      Classroom Management                      3 hours**

This class is specifically designed to help the beginning teacher to learn how to maintain an educational environment in the classroom. Several models of classroom discipline will be explored.

**ED 252                      Teaching Arithmetic                      2 hours**

A study of the general practices and materials in teaching arithmetic on the elementary level. Prerequisite ED 112

**ED 312                      Educating Exceptional Learners                      3 hours**

The focus of this course will be the individual exceptional child and his or her development, including how the teacher can adapt to meet the student's needs in the classroom by varying the learning environment, the content, or the teaching approach.

**ED 332                      Teaching Science                      2 hours**

Presents a survey of materials and methods involved in the teaching of science in the elementary classroom. Prerequisite: ED 112

**ED 362                      Teaching Language Arts                      2 hours**

A course designed to acquaint students with the various means of instruction in the area of language arts. This includes speaking, listening, reading, and writing. Prerequisite: ED 112

**ED 372      Teaching Health and P. E.      3 hours**

A course designed to assist the student in learning to plan, implement, and integrate, both health and physical education into the elementary school. Emphasis is placed on the development of a healthy and active lifestyle within the boundaries of God's Word. Prerequisite ED 112

**ED 382      Teaching Music in the Classroom      3 hours**

A course in objectives, methods, and materials for use in teaching music in an elementary classroom. State standards will be discussed along with teaching music from a Biblical perspective. (This class will be focused on an elementary classroom, secondary would have a designated music teacher, it is not integrated into the daily classes). Prerequisite: MU 111.

**ED 414      Assessment of Learning      3 hours**

A study of the methods and means for measuring student achievement both traditional and non-traditional. The construction and use of various instruments of formative and summative assessment will be covered along with the grading and interpretation of various test scores.

**ED 431      Teaching Reading Skills      3 hours**

Students are introduced to the basic concept of the reading process by studying and using various approaches to reading instruction, including intensive phonics, and other means of individualizing instruction. Prerequisite: ED 112

**ED 442      Student Teaching      6 hours**

Working under the supervision of a faculty advisor and cooperating teacher, the student translates theory into practice by serving as a classroom teacher for one semester. Prerequisite: ED 217, 233, 244, & 441

**ED 413      Children's Writing/Curriculum Development      2 hours**

Principles and techniques of writing and illustrating children's literature. Attention is given to age categories, philosophy, plot, theme, and characters. Curriculum Development and writing curriculum will be discussed as well, with attention to standards and how to write with a particular objective in mind.

**PS 252      Educational Psychology      3 hours**

This course is designed to investigate and become aware of the different theories pertaining to the learning process in human beings; to discover likenesses and differences in individual learners, to analyze and evaluate the factors and procedures designed to increase learning.

**INTERCULTURAL STUDIES**

**MI 114      Introduction to Missions      3 hours**

A survey course to acquaint students with many aspects of missionary life, including the call, candidacy, and actual field assignments. Other subjects addressed will include interpersonal relationships, the Biblical foundation of missions, and organizational principles for mission boards.

**MI 216      History of Missions      3 hours**

A study of the history of missions from the time of the book of Acts to the present day. This study notes the effects of missions upon society and society's effects upon attitudes toward missions in different ages.

**MI 222                      Cults & World Religions                      3 hours**

A survey of the origin, beliefs, growth, and impact of Islam, Buddhism, Hinduism, and other world religions. Contemporary revivals of these religions are evaluated in reference to Christian missions. The origin and teachings of various popular cults, particularly North American, are examined in contrast to orthodox Christianity.

**MI 211                      Cultural Anthropology                      3 hours**

An introduction into the Biblical background of human cultures, Scriptural examples, and perspectives on cultural sensitivity, understanding a foreign culture, respecting foreign cultures, and dependence on the Holy Spirit and the outworking of the love of Christ for effective cross-cultural ministry.

**MI 331                      Missions Application I                      3 hours**

Students will spend time in the United States in a cross-cultural setting such as an inner-city ministry, American Indian work, or a church ministering to those of another language. The duration of this internship will be a minimum of four weeks. Students will be introduced to raising support, communicating cross-culturally, etc.. This assignment must be coordinated with a valid mission agency or church and will be under approved supervision.

**MI 323                      World Evangelism                      3 hours**

The student will gain a world perspective in applying Biblical, historical, cultural, and strategic principles of missions. His understanding will be developed through the study of the writings of the foremost mission leaders and statesmen of our generation and of history. Prerequisites: TH211.

**MI 413                      Missional Leadership                      3 hours**

A course designed to develop leadership potential in students, helping them to become familiar with administrative responsibilities necessary for the mission field, including organization, delegation, record keeping, reporting, time-management, accountability to supporters, the ministry organization, and government. Prerequisite MI 114 & 216

**MI 421                      Contemporary Mission Perspectives                      3 hours**

A study of trends and changes in missionary thought and strategy in the 21st century, including the rise of nationalism and ecumenicism as factors in modern missions. Special attention is given to some unique dynamics in the missionary endeavor such as making and crossing cultural bridges without theological compromise. Prerequisites: MI114

**MI 431                      Missions Application II                      3 hours**

Students will spend time on a foreign mission field for a minimum of four weeks. They will be introduced to raising support, communicating cross-culturally, seeing firsthand the operation of a mission, etc. This assignment must be coordinated with a valid mission agency and will be under approved supervision. Prerequisite MI 331

**MI 441                      Biblical and Theological Basis for Missions                      3 hours**

A study that helps the student to understand that the God of the Bible is a missionary God, that missions is central in Scripture, that the Church has a duty to missions, and to understand the Scriptural dynamics of missions.

## **MUSIC**

### **MU 099 Introduction to Music Theory 0 hours**

This course is a study of music fundamentals as a preparation for later study of harmony and composition. The course incorporates music-writing skills, rhythmic sight-reading skills, ear training and keyboard skills and covers pitch notation, scales, key signature, triads, intervals, meters and rhythmic notation.

### **MU 1320 Music Theory I 3 hours**

Beginning with a comprehensive review of the basic principles of theory, the course covers studies in melodic and rhythmic dictation, sight singing, and the principles of basic chord construction.

### **MU 143+ Secondary Applied Instrument 1 hour/semester**

Piano, organ, wind instrument, string instrument, or voice.

### **MU 153+ Primary Applied Instrument 1 hour/semester**

Piano, organ, wind instrument, string instrument, or voice.

### **MU 161+ College Choir 1 hour/semester**

A mixed group of select voices chosen by audition to represent the college in sacred song through public appearance at school functions and in churches across North America.

### **MU 171+ Symphonic Band 1/2 hour/semester**

A select instrumental group formed for public appearances at special school functions and occasional representative travel.

### **MU 181+ Recital Attendance 0 hour/semester**

Students seeking a major or minor in music are expected to attend all on-campus recitals. All music majors and music education majors are required to attend two approved off-campus concerts per semester. This will be graded on a pass/fail basis each semester. A ticket stub or program will need to be presented as proof of attendance.

### **MU 222 Biblical Foundations of Church Music 3 hours**

An in-depth study of the references to music in the Bible. A study of Biblical philosophy and musical practices will be conducted in addition to applying those principles to our present-day evangelical churches and their music programs.

### **MU 2310 Music Theory II 3 hours**

An introduction to musical analysis, the application of keyboard to harmony, basic studies in part writing, sight singing, and ear training. Prerequisite: MU 1320.

### **MU 2320 Music Theory III 3 hours**

Studies in melodic writing, counterpoint, keyboard harmonies, diatonic harmonies, and 7th chords. Continued studies in sight singing and ear training. Prerequisite: MU 2310.

### **MU 211 Conducting I 2 hours**

A course intended to give Bible students, music students, and youth workers a basic level of technical skill in directing congregational singing as well as choral and instrumental groups. Basic patterns and principles of conducting will be studied.

### **MU 212 Conducting II 2 hours**

A study of problems involved in conducting various types of choral and instrumental ensembles, including score study and analysis, score reading, and an introduction to the challenges of symphonic and oratorio-type conducting. Includes practical laboratory experience. Prerequisite: MU 232 & 311.

**MU 3320                      Music Theory IV                      3 hours**

Further development of melodic & part writing skills. Studies in chromatic harmonies & altered chords; score analysis, sight singing, & ear training. Prerequisite: MU 2320.

**MU 341    Music History & Literature I    3 hours**

Analytical studies in music development from early man through the Baroque period.

**MU 342    Music History & Literature II    3 hours**

Analytical studies in music development from the classical period through the twentieth century.

**MU 351    Teaching Elementary/Secondary Music    3 hours**

A course in objectives, methods, and materials for use in the elementary music class. Emphasis will be placed upon the development of a Biblical philosophy of music education.

**MU 356                      Pedagogy                      2 hours**

A study of various methods, materials and approaches of teaching music.

**MU 391                      Junior Recital                      0 hours**

Students seeking a major in music, regardless of their school of study, and who are in their Junior year, will perform a public solo recital of at least 25 minutes duration.

**MU 421    Church Music Administration    3 hours**

A study in the actual administration of the complete music program of a local church. This includes study of a graduated choral program, instrumental program, working with soloists, small groups, etc., and the expansion of congregational music participation.

**MU 452                      Music Applications                      2 hours**

This can be student teaching or a supervised musical ministry such as "Minister of Music." A scheduled program of at least ten weeks duration, or a semester, will be required. The application chosen must be approved by the Music Department Chairman.

**MU492                      Senior Recital                      0 hours**

Students seeking a major in music, regardless of their school of study, and who are in their final semester of study, will perform a public solo recital of at least 55 minutes duration. The selections will be taken from both religious and classical genres.

**ORGANIZATIONAL LEADERSHIP**

**ENTR 231                      Entrepreneurship                      3 hours**

This course explores all aspects of the creation of a new venture from idea through startup, growth, and beyond. Students will learn how to evaluate opportunities, develop strategies, create a business plan and acquire financing for a new venture.

**ORL 112                      Organizational Leadership                      3 hours**



A study that is designed to give the student an understanding of what it means to be a steward leader within the confines of an organization. This course will explore steward leadership, leadership models, and how to be a leader in an organization or a business administration.

**ORL 121            Organizational Behavior            3 hours**

This course begins by exploring the various theories that inform effective leadership: 1) motivation, 2) decision-making, 3) organizational change, and 4) organizational systems. Additionally, this course examines the relational dynamics which occur in organizations between leaders and followers.

**ORL 212            Strategic Planning            3 hours**

This course examines the introduction to models and strategies of strategic planning within organizations guided by biblical principles. The class will survey a specific model, tools for leading specific steps in the strategic planning process will be explored, and leaders will be equipped to understand and execute the changes necessary for the achievement of the organization's vision

**ORL 214            Conflict Management            3 hours**

The course explores the basic theories and concepts of conflict resolution: its philosophical and historical development, paradigms, structure and function, and issues and trends in the field. It will examine ways to implement conflict management into organizational management.

**ORL 231            Organizational Team Building            3 hours**

This course examines an introduction to the practical principles guiding effective organizational team building. A survey of the principles for building a leadership team, evaluating team performance, avoiding common problems many teams experience, and managing group dynamics, including promoting necessary conflict are discussed.

**ORL 312            Biblical Theology of Leadership            3 hours**

This course is a study of the biblical and theological foundations of leadership as evidenced within Scripture. Learners examine theological themes and biblical assumptions that directly impact one's philosophy and practice of leadership.

**ORL 321            Developing Others as Leaders            3 hours**

This course will help you learn how to invest your time into developing other people in your organization. It will focus on helping them fix existing issues while refining existing competencies and skills.

**ORL 330            Leading in the Future with Innovation            3 hours**

This course will train students in how to initiate strategic innovation within various organizations.

**ORL 410            Issues in Christian Leadership            3 hours**

This course will focus on internal and external problems Christian leaders will face in today's world. It will explore Biblical principles for the student to utilize when facing these problems.

**ORL 431            Communication as Leaders            3 hours**

Leadership communication is a difficult and complex art form to master. This course will give you the tools you need in order to successfully navigate communication at all different levels from interpersonal to groups, as well as help frame difficult conversations.

**ORL 442            Organizational Leadership Innovation            3 hours**

This course focuses on an individualized learning experience directly related to the knowledge and skills learned in this program.

### **PASTORAL MINISTRIES**

#### **HI 221/222 Church History I & II 3 hours/semester**

A course that provides a historical perspective on the development of the church from apostolic times to the present, focusing on doctrinal, liturgical, missiological, ecclesiastical, and ethical factors. Special attention will be given to the early church and to the reformation.

#### **FL 351/352 Greek I 3 hours/semester**

Present-day criticism of the Scriptures calls for some orthodox polemics. Greek I, consisting of the basics in vocabulary, declensions, conjugations, and idioms of Koine Greek is calculated to make a real contribution to the business of rightly dividing the Word. Prerequisite: FL 201

#### **FL451/452 Greek II 3 hours/semester**

This course intensifies, enlarges, and practices the basics of Greek I. The Gospel of John is usually cited for translation. Prerequisite: FL 351 & 352

#### **PM 102 Pastoral Ministry 3 hours**

A study of the principles and problems that comprise the pastoral experience. It involves a comprehensive survey of the various aspects of the pastor's work, including his call, qualifications, preaching, pastoral tasks, personal life, and his relation to society.

#### **PM 131 Introduction to Youth Ministry 3 hours**

This is a survey of the principles and methods in the ministry of the local church to its teenagers and young adults.

#### **PM 211 Introductory Homiletics 3 hours**

A study of the science and art of preaching. Areas covered include outlining, writing sermons, and delivery. Use is made of written and recorded sermons and practice before an audience.

#### **PM 233 Discipleship & Bible Study 3 hours**

A practical study of Biblical principles and methods for helping new Christians mature in the faith. Basic principles and methods of small group Bible Studies will also be covered. The student will develop skills in these areas through actual field practice.

#### **PM 252 Parliamentary Law 2 hours**

A study of *Robert's Rules of Order* to prepare the student for effective conducting of church business meetings according to the rules of parliamentary law.

#### **PM 282 Transformational Preaching 3 hours**

A more advanced study of the preparation and delivery of sermons with particular emphasis on and practice in the techniques and varieties of approach for expository preaching. Prerequisite: PM 211

#### **PM 433 Pastoral Ministries Internship I 3 hours**

Carefully supervised “on-the-job” work in some phase of ministry such as assistant pastor, youth director, etc. It includes preaching, teaching, conducting a calling program, and other church related ministries.

**PM 434 Pastoral Ministries Internship II 3 hours**

Carefully supervised “on-the-job” work in some phase of ministry such as assistant pastor, youth director, etc. It includes preaching, teaching, conducting a calling program, and other church related ministries. Prerequisite PM 433

**PM 441 Youth Programming 3 hours**

An overview of programming for youth in the local church. Included will be a special emphasis on Sunday school, Bible studies, and the overall youth ministry. Prerequisite: PM 131

**PM 442 Church Administration 3 hours**

A study designed to give the student an understanding of the local church and its various ministries. Planning, motivating, evaluating, and problem areas are covered. A study of the officers and duties of the local church is included. Prerequisite: PM 102

**PM 461 Ministerial Leadership 3 hours**

A study designed to give the student an understanding of what it means to be a servant leader within the confines of ministry. This course will explore servant leadership, leadership models, and how to be a leaders in various church ministry venues. Prerequisite: PM 102

**PS 242 Introduction to Counseling 3 hours**

An introduction to the basic principles and practices of pastoral counseling. A brief look is taken at some of the various theories in Christian counseling. Attention is given to those counseling principles that deal with the psychological, physiological, sociological, and spiritual needs of individuals and families. The class also emphasizes the practical side of counseling by giving the student actual in-class practice of the component skills of the counseling process (active listening skills, empathy, goal setting, strategies, etc.) Prerequisite: PS231.

**PS 262 Marriage and Family 3 hours**

The course will examine courtship, marriage, and child rearing. It will explore relevant issues, encourage the development of personal standards, and teach practical life principles involved in each area. The course will also include human development through these stages of life.

**PS 332 Problems in Counseling 3 hours**

An examination of about thirty potential problems (for example; anxiety, grief, finances, etc.) that pastors and other Christian workers might encounter. Particular attention is given to what the Bible says about the problem, the causes and effects, and appropriate counseling strategies. Prerequisite: PS 242.

**THEOLOGY**

**TH 102 Christian Beliefs 3 hours**

A study of the principles of the Christian faith. Fundamental doctrines such as the inspiration of Scripture, sin, redemption, sanctification, eschatology, and ethics are covered.

**TH 201 Theology of Holiness 3 hours**

The principles and practice of holiness, based on key biblical passages and concisely set forth by such notables as George Fox, John Wesley, and others, are given careful attention.

**TH 202      Great Holiness Classics      3 hours**

This course is designed to study some of the great holiness classics and to introduce the student to these authors. Through their writings, the student will see the practical side of the doctrine of holiness and how it is applied to everyday life.

**TH 211      Intercession & Evangelism      3 hours**

A course which seeks to encourage students to practice intercessory prayer and to employ various methods of soul-winning. Personal and public evangelism, including the successful use of media, are examined.

**TH 212      Apologetics      3 hours**

A thorough study of methods of defending the great fundamental truths of the Holy Scriptures from both the overt and covert attacks of modernistic thinkers. Particular effort will be made to demonstrate the superiority of the Christian world view. Prerequisite: TH 102

**TH 301/302      Systematic Theology I–II      3 hours/semester**

These courses involve a systematic and careful consideration of the basic and fundamental doctrines of the Bible as they have been cited and categorized by expositors of the Wesleyan-Arminian persuasion. The inter-relation of the whole system of doctrine with its scriptural foundations is given. Prerequisites: BI 101, 102, & TH 102 & 201

**TH 404      Ethics      3 hours**

A study giving approach to everyday life from the Christian's point of view. The student will be given realistic social and spiritual problems in hope that he will be able to ethically solve them in a Christ-like manner as taught in the scriptures. Prerequisites: BI101, 102, & 6 more hours of Bible.

# COLLEGE PERSONNEL

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## **ADMINISTRATION**

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### **President**

Dr. C. Adam Buckler

### **Vice-President of Academic Affairs**

Dr. John A. Whitaker

### **Director of Operations**

Scott Williams

### **Dean of Student Life**

Joe Carey

### **Vice- President of Institutional Advancement**

Phil Hoard

### **Director of Finance**

Lanae Whitaker

### **Chancellor**

John E. Whitaker

## **BOARD OF DIRECTORS**

---

**Dr. C. Adam Buckler**

President, Ex Officio

**Jerry Bell**

**Marcus Dodrill**

**Jonathan Edwards**

**Bryan Line**

Chairman

**Charles Marshall**

**Dr. David Matlock**

**Randy Staley**

**Ron Stevens**

**Andrew Stroud**

**Jeremy Tooley**

**Barry Whitaker**

Secretary

**Tim Wiford**

## **COLLEGE FACULTY**

### **Full Time Faculty**

**Eric Black**

Chairman of Bible & Theology Department

B.A., Penn View Bible Institute

B.A., God's Bible School & College

M.A., Clark Summit University

**Jamin Edwards**

Professor of Music

B.A., Union Bible College

In progress for Master's in Music Education from Bob Jones

**Nicole Thomas**

Interim Coordinator of Education Program

B.A., Union Bible College

M.A., Bob Jones University

**Dr. John A. Whitaker**

Coordinator of Ministerial Studies Program

B.A., Union Bible College

M.A., Indiana Wesleyan University

Ph.D., Columbia International University

**Lori Whitaker**

Coordinator of Music Studies Program

B.A., Union Bible College

M.M.E., Bob Jones University

## **ADJUNCT FACULTY**

### **Dr. Kristen Bird**

Professor of Education  
B.A., Chatham College  
M.A., University of Pittsburgh  
Ph.D., Northcentral University

### **Nick Black**

Professor of Bible  
B.A., B.A., Hobe Sound Bible College  
M.Ed., Liberty University, Clarks Summit University, & Wesley Biblical Seminary  
Doctoral Candidate, Grand Canyon University  
In progress Doctoral Studies from Liberty University

### **Dr. Tim Boyd**

Professor of Theology  
B.A., Union Bible College  
M.A., Wesley Biblical Seminary  
DMIS, Columbia International University

### **Dr. C. Adam Buckler**

Professor of  
Preaching and Vocational Ministry  
B.A., God's Bible School & College  
M.A., Wesley Biblical Seminary  
Ph.D., Columbia International University

### **Jacob Buckler**

Professor of English  
B.A., Union Bible College

### **Shannon Buckler**

Professor of Information Literacy  
Director of Christian Service  
B.A., Union Bible College  
In progress for Master of Library Services from Valdosta State University

### **Rene George**

Professor of English & History  
B.S., University of South Carolina  
M.L.A., Converse College

### **Esther Hopkins**

Professor of Education  
B.A., God's Bible School & College  
M.A., Trevecca Nazarene University

### **Jeremy Hopkins**

Professor of Education  
B.A., Union Bible College  
M.A., Bob Jones University



**Amanda McQuiston**

Professor of History

B.A., Alleghany Wesleyan College

M.A., Liberty University

M.Ed., Liberty University

**Nathan McQuiston**

Professor of Pastoral Ministry, Theology, & Psychology

B.A., Alleghany Wesleyan College

M.A., Liberty University

M.Div., Liberty University

Ph.D., Liberty University

**Naaman Thrasher**

B.A., Hobe Sound Bible College

M.A., Columbia International University

## STAFF

### *Academic Office*

#### **Vice President of Academic Affairs**

Dr. John A. Whitaker

#### **Registrar**

Elizabeth Davis

#### **Academic Secretary**

Heidi Edwards

### *Finance Office*

#### **Director of Finances**

Lanae Whitaker

#### **Finance Clerk**

Stacey Buckler

#### **Office Assistant/Receptionist**

Lisa Burkett

Ashley Wilhelm

#### **Purchasing**

Finance Office

### *Library*

#### **Library Consultant**

Carol Reid

#### **Library Director**

Shannon Buckler

### *Operations*

#### **Director of Operations**

Scott Williams

#### **Director of IT**

Khyler Holderbaum

#### **Head Cook**

Kathy Higinbotham

#### **Assistant Cooks**

Jessica McBride

Dalphine Sanders

#### **Housekeeping**

Karina Marquez

#### **Director of Maintenance**

Steve Sanders

#### **Assistant Maintenance**

Wesley Young

### *President's Office*

#### **President**

Dr. C. Adam Buckler

#### **Administrative Assistant to President**

Lanae Whitaker

#### **Director of Institutional Research**

Dr. Kristen Bird

### *Advancement*

#### **Vice President of Institutional Advancement**

Phil Hoard

#### **Advancement Office**

Julie Thompson

#### **Student Representative**

Clayton Plemmons

#### **Media Director**

Bethany Boardman

### *Student Life*

#### **Dean of Student Life**

Joe Carey

#### **Dean of Men**

Ben Forsee

#### **Dean of Women**

Janelle Carey

#### **Director of Financial Aid**

Julie Thompson

#### **Assistant Director of Financial Aid**

Jordan Whitaker

### *Union Central*

#### **Manager**

Abigail Sisson

# EXTRA INFORMATION

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## Union Bible College Calendar

| <b>First Semester</b>                        | <b>2023-2024</b>     | <b>2024-2025</b>     | <b>2025-2026</b>     |
|--|----------------------|----------------------|----------------------|
| <i>Dorm Opens to Work Students</i>           | 8/1                  | 8/5                  | 8/4                  |
| <i>Work Students Start</i>                   | 8/2                  | 8/6                  | 8/5                  |
| <i>College Prep Week</i>                     | 8/7-11               | 8/12-16              | 8/11-15              |
| <i>Dorm Opens to All Students</i>            | 8/9                  | 8/14                 | 8/13                 |
| <i>New Student Orientation</i>               | 8/10-12              | 8/15-18              | 8/14-17              |
| <i>New Student Registration</i>              | 8/14                 | 8/19                 | 8/18                 |
| <i>College Registration</i>                  | 8/15                 | 8/20                 | 8/19                 |
| <i>College Classes Convene</i>               | 8/16                 | 8/21                 | 8/20                 |
| <i>Last Day to Register/Add/Drop a class</i> | 8/21                 | 8/28                 | 8/26                 |
| <i>All School Picnic</i>                     | 9/1                  | 8/30                 | 9/5                  |
| <i>Fall Festival</i>                         | 10/7                 | 10/5                 | 10/4                 |
| <i>Mid-Term</i>                              | 10/11                | 10/9                 | 10/8                 |
| <i>World Changers Week</i>                   | 10/16-20             | 10/14-18             | 10/13-17             |
| <i>Fall Choir Tour</i>                       | 11/9-12              | 11/14-17             | 11/13-16             |
| <i>Thanksgiving Break</i>                    | 11/22-24             | 11/27-29             | 11/26-28             |
| <i>Pre-Registration</i>                      | 11/2-12/5            | 11/27-29             | 12/3-8               |
| <i>Christmas Program</i>                     | 12/7-8               | 12/6-7               | 12/5-6               |
| <i>Exam Week</i>                             | 12/11-14             | 12/9-13              | 12/15-18             |
| <i>Christmas Break</i>                       | 12/15-1/             | 12/16-1/10           | 12/19-1/11           |
| <br><b>Second Semester</b>                   | <br><b>2023-2024</b> | <br><b>2024-2025</b> | <br><b>2025-2026</b> |
| <i>Work Students Start</i>                   | 1/8                  | 1/6                  | 1/5                  |
| <i>College Registration</i>                  | 1/15                 | 1/13                 | 1/12                 |
| <i>College Classes Convene</i>               | 1/15                 | 1/14                 | 1/13                 |
| <i>Last Day to Register/Add/Drop a class</i> | 1/23                 | 1/21                 | 1/20                 |
| <i>Mid-Term</i>                              | 3/6                  | 3/12                 | 3/11                 |
| <i>Spring Break</i>                          | 3/18-22              | 3/17-21              | 3/16-20              |
| <i>IHC Break</i>                             | 4/8-12               | 4/7-11               | 4/14-16              |
| <i>All School Picnic</i>                     | 5/3                  | 5/2                  | 5/1                  |
| <i>Preview Days</i>                          | 4/25-27              | 4/24-26              | 4/23-25              |
| <i>Exam Week</i>                             | 5/13-17              | 5/12-16              | 5/18-22              |
| <i>Camp Meeting</i>                          | 5/19-24              | 5/18-23              | 5/24-29              |
| <i>Commencement</i>                          | 5/24                 | 5/23                 | 5/29                 |

# Union Bible College

## Expense Guide

2023 – 2024

Per semester

### Required Fees:

|   |               |
|---|---------------|
| Registration .....                        | 25.00         |
| Library .....                             | 40.00         |
| Student Activity (includes yearbook)..... | 90.00         |
| Office Operations .....                   | 25.00         |
| Mailbox (per semester).....               | 5.00          |
| Technology Fee.....                       | 50.00         |
| <b>Sub Total Required Fees:.....</b>      | <b>235.00</b> |

**Note** – Students enrolled for six hours or less will only be charged the registration fee, office operations fee, and half of the library fee.

### Special Fees, if applicable:

|                             |        |
|-----------------------------|--------|
| Choir/Band Fee .....        | 25.00  |
| Dorm Room Deposit .....     | 100.00 |
| Dorm Services .....         | 175.00 |
| Graduation Fee .....        | 35.00  |
| Yearbook (Additional) ..... | 40.00  |
| Independent Study Fee.....  | 50.00  |
| Payment Plan Fee.....       | 25.00  |

### Tuition:

|                                     |        |
|-------------------------------------|--------|
| Per credit hour .....               | 240.00 |
| Audit (per hour, traditional) ..... | 120.00 |
| Audit (online).....                 | 100.00 |

**Room** 925.00

**Board** 1,520.00

**Revised 04/28/2023**

