



ACADEMIC CATALOG

2025-2026



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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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Orlando, FL 32822
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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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July 2025

UBC CATALOG REVISION PROTOCOL

The UBC Catalog will be reviewed by the Academic Office 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
2026-2027	Comprehensive Revision	2027-2028 Catalog
2027-2028	Comprehensive Revision	2028-2029 Catalog
2028-2029	Comprehensive Revision	2029-2030

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GENERAL

Information



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,



Dr. C. Adam Buckler, President

GENERAL INFORMATION

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 groundwork 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 steward 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 171st 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 central structure is the Smith Memorial Complex which houses the academic office, college classes, gymnasium, the Advancement 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.



PERSONNEL

Information



ADMINISTRATION

President
Dr. C. Adam Buckler

Vice-President of Student Affairs
Joseph Carey II

Vice-President of Institutional Advancement
Phil Hoard

Registrar
Elizabeth Davis

Academy Principal
Nicole Thomas

Director of Finance
Lanae Whitaker

BOARD OF DIRECTORS

Dr. C. Adam Buckler, President, Ex Officio

Jerry Bell

Joseph Carey, Sr.

Marcus Dodrill

Jonathan Edwards

Bryan Line, Chairman

Charles Marshall

Dr. David Matlock

Randy Staley

Andrew Stroud

Jeremy Tooley

Barry Whitaker, Secretary

Tim Wiford

COLLEGE FACULTY

Eric Black
Professor of Bible & Theology
B.A., Penn View Bible Institute
B.A., God's Bible School & College
M.A., Clark Summit University

Dr. Nick Black
Professor of Bible
Professor of Graduate Program
B.A., B.A., Hobe Sound Bible College
M.Ed., Liberty University, Clarks Summit
University, & Wesley Biblical Seminary
D. Min., Liberty University
In progress Doctoral Studies from Liberty
University

Dr. C. Adam Buckler
Program Chair of Graduate Program
Professor of Graduate Program
B.A., God's Bible School & College
M.A., Wesley Biblical Seminary
Ph.D., Columbia International University

Jacob Buckler
Professor of General Studies
Director of Christian Service
B.A., Union Bible College
M.A., American College of Education

Shannon Buckler
Librarian
B.A., Union Bible College
M.L.I.S., Valdosta State University

Joseph Carey II
Professor of General Studies
A.A., Union Bible College
B.A., Union Bible College
M.A., Hobe Sound Bible College

Jamin Edwards

Department Coordinator of Music Program
Professor of Music
B.A., Union Bible College
In progress for Master's in Music from
Wesleyan College

Phil Hoard
Department Chair of Vocational Ministry
Professor of Vocational Ministries
B.A., Union Bible College
M.A., Columbia International University

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

Jeremy Hopkins
Professor of Education and Intercultural
B.A., Union Bible College
M.A., Bob Jones University

Charles Marshall
Professor of Business
A.A., University of Cincinnati
B.S., University of Cincinnati
M.B.A., Indiana Wesleyan University

Dr. Nathan McQuiston
Professor of Graduate Program
B.A., Allegheny Wesleyan College
M.A., Liberty University
M.Div., Liberty University
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Nicole Thomas
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Professor of Education
B.A., Union Bible College
M.A., Bob Jones University

Dr. John A. Whitaker
Academic Dean

Department Chair of Ministerial Studies
Professor of Graduate Program
B.A., Union Bible College
M.A., Indiana Wesleyan University
Ph.D., Columbia International University

Academic Dean: Dr. John A. Whitaker

Registrar: Elizabeth Davis

Academic Secretaries:
Lindsay Dodd
Leticia Schuler

Advancement

Lori Whitaker
Department Chair of Music Program
Professor of Music
B.A., Union Bible College
M.M.E., Bob Jones University

Vice President of Institutional Advancement:
Phil Hoard

Advancement Office Secretary:
Amy Davis

Timothy Wiford
Department Coordinator of Ministerial
Studies
Professor of Ministerial
B.A., Union Bible College
M.A., in progress

PR Director: Clayton Plemmons

Admissions Counselor: Ethan Hoard

Media Coordinator: Bethany Boardman

Housekeeping: Karina Marquez

PROFESSOR ASSISTANTS

Elizabeth Davis
Registrar
Department Coordinator of Vocational
Ministry
A.A., Union Bible College
B.A., Union Bible College
M. A. in Organizational Leadership in progress

Director of Maintenance: Steve Sanders

Assistant Maintenance: Wesley Young

Sound Coordinator: Benjamin Camposeco

Finance Office

Lindsay Dodd
Academic Secretary
A.A., Union Bible College

Director of Finances: Lanae Whitaker

Assistant Finance Director: Stacey Buckler

Leticia Schuler
Academic Secretary
B.A., Union Bible College

Office Assistants/Receptionists:
Lisa Burket
Ashley Wilhelm

STAFF

Academic Office

Union Central Manager: Abigail Sisson

Purchasing: Finance Office

Childcare Coordinator: Airy Rodriguez

Library

Librarian: Shannon Buckler

Library Assistant: Elizabeth Sanders

President's Office

President: Dr. C. Adam Buckler

Administrative Assistant to President:
Lanae Whitaker

Institutional Research: Dr. Kristen Bird
Dean of Women: Janelle Carey

Dean of Men: Benjamin Forsee

Head Cook: Jessica McBride

Assistant Cook: Stormie Logan

Assistant Cook: Praise Anigbo

Director of Financial Aid: Leticia Schuler

Director of IT: Katie Stamper

Student Affairs

Vice-President of Student Affairs:
Joseph Carey II



UNDERGRADUATE

Information





STUDENT LIFE

Information



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 Vice President of Student Affairs 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 Vice President of Student Affairs for more information.

FOOD SERVICE

The dining hall is located in Founders' Hall. Well-balanced meals are provided at a reasonable cost. 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.

MEAL SCHEDULE

Monday-Friday

Breakfast: 7:30 a.m.- 8:30 a.m.

Elementary Lunch: 11:30 a.m.-12:00 p.m.

College and High School Lunch: 12:15 p.m.-1:00 p.m.

(When chapel goes beyond 12:15 p.m., lunch will begin for high school and college immediately following chapel. When necessary, the kitchen closing time will extend from 1:00 p.m. to 1:20 p.m.)

Supper: 4:30 p.m.-5:15 p.m.

Saturday

Breakfast: 10:30 a.m.-11:00 a.m.

Supper: 4:30 p.m.-5:15 p.m.

Sunday

Breakfast: 8:15 a.m.-8:45 a.m.

Lunch: 12:45 p.m.-1:30 p.m.

Supper: 8:15 p.m.-9:00 p.m.

ORIENTATION

All students are required to attend orientation sessions provided prior to registration. During orientation 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



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 Academic Dean 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 for an Associate's degree and twenty-four hours for a Bachelor's degree 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 Academic Dean for evaluation.

COLLEGE DUAL CREDIT & DUAL ENROLLMENT POLICY

Dual credit courses are courses taken by high school students that satisfy the 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 Academic Dean 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 the dual enrolled college application.
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:
 - a. The application must be filled out and returned to Union Bible College with the \$25 non-refundable application fee.
 - b. TOEFL scores must also be submitted.

- c. 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.
 - d. The health certificate must be completed and returned to Union Bible College by a qualified medical professional.
 - e. 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.
 - a. 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.)
 - b. 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.
 - c. 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.
 - d. 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.



FINANCIAL

Information



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 FAFSA® Application | Federal Student Aid. 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 \$7,395 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:
 - a. Christian Worker's Discount
 - b. Honor Scholarship
 - c. Full Payment Discount

For 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 & responsibility, spiritual activity, class rank, Christian service involvement, spiritual maturity, and mission mindedness. 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 25th. 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 unless otherwise stated. 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. (approximately \$500 annually)

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 annually.

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:

WEEK OF DROP/WITHDRAWAL	TUITION, ROOM & BOARD CREDITED
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:

WEEK OF DROP/WITHDRAWAL	TUITION, ROOM & BOARD CREDITED
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:

1. Federal Pell Grants for which a Return is required
2. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
3. Other state private and institutional aid
4. 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.

UNION BIBLE COLLEGE EXPENSE GUIDE

Required Fees:

Registration	\$50.00
Library	\$100.00
Student Activity (includes yearbook)	\$100.00
Office Operations	\$100.00
Mailbox (per semester)	\$10.00
Technology Fee	\$50.00
Sub Total Required Fees	\$410.00

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	\$50.00
Dorm Room Deposit	\$100.00
Dorm Services	\$200.00
Graduation Fee	\$100.00

Tuition:

Per credit hour	\$245.00
Audit (per hour, traditional)	\$200.00

Room	\$1,200.00
Board	\$1,590.00



LIBRARY

Information



The John E. 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, an Information Literacy class prepares students for their college career and leads them into a broader knowledge of the subject.

The John E. 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



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 serve 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.

PROGRAM REQUIREMENTS

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

TESTING OUT OF A COURSE

A student has the opportunity to test out of a college course by taking a comprehensive evaluation pertaining to the respective subject matter. A student must receive a 77 or C on the final exam or evaluation to receive credit for the course. The grade on the final evaluation will be the grade reflected on the student’s permanent transcript. A student must pay a non-refundable \$200 fee to take the comprehensive exam for each course. If a student doesn’t pass the exam, he will still be required to take the course and pay the full price for that course.

A student can only test out of 12 credit hours for an associate’s degree and 24 credit hours for a bachelor’s degree. This policy doesn’t apply to dual-enrolled students.

LIFE CREDIT

A student may receive life credit for a course if he/she meets these criteria:

- It pertains to their current degree.
- A signed document from the student stating their experience in the course.
- A signed document is submitted from an individual or organization that validates the course requirements and information submitted by the student.

Your grade for the course will be reflected by information provided by the individual or organization.

A student is allowed 12 credit hours in an Associate degree program and 24 credit hours in a Bachelor degree program.

Life credit will be generally applied to these courses:

- Christian Service
- Internships

- Classroom Assistance
- Child Evangelism
- Intercession & Evangelism

This policy doesn't apply to dual-enrolled students. All life credit must be approved by the Academic Dean.

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*

A full-time student is one who carries twelve credit hours or more per semester. If one is admitted as a regular student but carries less than the 12-credit hour requirement, they will be considered part-time. A student may also be classified as non-degree seeking if they do not follow a particular pathway for graduation. Students living in the dorm are required to take a minimum of 12 credit hours unless such are not needed to procure their graduation. Note: Auditing does not count toward the 12 credit hours.

REGISTRATION

All students are required to participate in registration at the beginning of each semester. Registration assists students in the selection of their classes, monitors progress, facilitates learning mechanisms, and promotes overall student success. While registration follows directly under the academic department it does guide the student through all steps necessary to become an official student including financial, financial aid, president, and student life.

All on campus students are required to register in person for classes at the beginning of each semester. All students are required to attend Welcome Week. No student shall be allowed to register more than one week late. Registration will be considered completed when the student has submitted his/her signed routing form to the Academic Office.

All online students are required to register for classes at the beginning of each semester via email, phone, or a virtual meeting. These students are not required but are permitted to attend Welcome Week. Online students will not be allowed to register more than one week late. Registration will be finalized when the student has completed the orientation course via Populi.

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 scheduled changes during the first week of the semester need to be approved by the Academic Dean. After the first week no new course may be entered. All drops also need to be approved by the Academic Dean. Students are permitted to withdraw from courses until midterm. Withdraws will be reflected by a (W) designation. Students are not permitted to withdraw after midterm. 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.

All incoming students are required to take the following entrance exams: a Bible, English, Information Literacy, and Theology Proficiency Test. The purpose of these tests is to measure the student's incoming compacity in the aforementioned areas. A similar series of tests will be conducted in a student's senior year to assist the Institution in tracking their progress. The scores on either the incoming or outgoing tests will not be reflected in the student's GPA or transcript but are merely a means of assessment.

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. The Academic Dean 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 indicates 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 may necessitate the student to return an extra semester or year to complete their degree.

STUDENT LOAD, PROGRESS, & PROBATION

To graduate in the appropriate timeframe a student will need to carry a normal load of 15–18 hours each semester. Any changes in hours or program must be approved by the Academic Dean. Academic progress must be satisfactory if a student wishes to continue in any course of study. Any student who fails to maintain a 2.0 semester GPA will be placed on probation the following semester.

Probation is based off the term or semester GPA instead of cumulative GPA. Students with a term GPA lower than 2.0 will be placed on probation for the following semester. If the student remains below the 2.0 threshold for that semester, 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 will result in dismissal.

CREDIT HOURS

Each course taken by a student is assigned a particular number of credit hours. This number is computed differently depending on the modality of learning (i.e. on-campus or online). For on-

campus courses these credit hours are connected to a weekly amount of time in which the course is taught within a given semester (see chart below).

CREDIT HOURS	TIMES MEETING	PERIOD
2	2	50 minutes
2	1	1 hour 40 minutes
3	2	1 hour 15 minutes
3	1	2 hours 30 minutes

Note: UBC offers a choir course, weighted at one credit-hour, meeting four times each week for 50 minutes.

INDEPENDENT STUDY

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 Academic Dean.

It should be noted that the nature of some classes does not allow for independent study (e.g., conducting techniques).

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.

AUDITING CLASSES

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

1. Students are expected to attend the class that they are auditing.
2. Students may receive CEU's if they have participated in class discussion, homework assignments, and reading and followed the regular attendance policy.
3. A student auditing a class is expected to complete other class requirements that the professor deems necessary for learning.
4. Students are exempt from writing a term or research paper and from all tests and exams.
5. Classes that are audited are recorded without a grade on the transcript.
6. A student withdrawing from an auditing class will follow the normal refund policy.

7. 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.
8. Students who need a class for their degree will not be allowed to take the class for audit.

CLASS & CHAPEL ATTENDANCE

Students are encouraged to be present for all classes to maximize their learning experience. Union Bible College seeks to cultivate student discipline and maturity by encouraging students to attend all classes. Absences due to extenuating circumstances (sickness, death, ministry event, etc.) will be excused upon approval by the Academic Dean. Students must submit an "Excused Absence Form" to the Academic Dean to receive an excused absence. If the request for an excused absence is denied, the student may appeal to the Administration via the "Excused Absence Appeal Form." Excused absences DO NOT reflect negatively on the student.

Students are also allowed 10% of unexcused absences. When a student reaches 50% of the permitted unexcused absences, the professor will notify the student. Any students who receives more than the allotted amount of unexcused absence will automatically FAIL the course. Being tardy three times (for the same course) also constitutes an absence. A student is also counted absent if he misses more than twenty minutes of a class. If a on campus student achieves perfect attendance in a course for the semester, he will receive 2% added to his grade.

Chapel attendance is required for all full-time students. Dorm students must attend all in-person chapels. Full-time commuters and part-time students who have a class immediately preceding or following chapel must attend chapel.

On-campus students (dorm, commuters, and part-time) missing more than 5 required chapel services will result in a \$25.00 fine for each additional absence.

Absences for required dates will result in a \$100 fine per occurrence. Fines must be paid within 2 weeks, or the student may not be permitted to return to class until the fine is received.

When a student is absent on exam day (physically administered exams), he/she must receive permission from the professor to reschedule the exam. The professor will work with the student to schedule an appropriate time. The exam may be given physically or online.

ONLINE STUDENT ATTENDANCE

Online students are required to log in and complete their work each week. If a student goes two weeks without participating in the class, the professor will notify the student and academic office. If a student goes three weeks without participating in a class, he/she will fail the course. If a student goes four consecutive weeks without participating, they will also fail the course.

FACILITATING CHAPEL & SPECIAL EVENTS FOR ONLINE STUDENTS

Union Bible College is committed to supporting online students' academic experiences and spiritual growth and keeping their experiences consistent with our traditional students. These guidelines are to govern these events:

Chapel:

- Online students must watch at least six chapel services per semester.
- If a student fails to complete these requirements for the semester, he/she will be charged a \$100 fee.

Special Events:

- Online students must watch at least two services for each of the following special events and submit a brief synopsis (Spiritual Emphasis and Winter Revival).
- Professors will give additional assignments as part of World Changers Week.
- Any student choosing to attend these events in person is excluded from these requirements.
- If a student fails to submit their report to the Academic Office within two weeks of the event, a \$50 fee will be charged.

CHRISTIAN SERVICE

UBC supports its commitment to train "in ministry" by requiring all degree seeking students to participate in Christian Service. This is facilitated as a class (each semester) and consists of a myriad of ministry opportunities. These activities are a vital part of our educational program and correlate with our classroom learning.

Christian service credits required for graduation:

DEGREE	CREDIT S
A.A.	3
B.A.	7
2 nd Degree	2

An internship will count for one credit of Christian service requirements.

CHANGE IN PROGRAM

If a student wishes to request a change of program, they may do so by contacting the academic office. While UBCA constructs its core classes to minimize negative ramifications of a change in program, professional courses typically are not able to be transferred from one program to another.

WITHDRAWAL AND REFUNDS

Students may withdraw from a course up until the add/drop date. A full refund will be issued for these courses. If a student withdraws from a course after the add/drop date, they will receive a proration as stated in the Financial Information on page 35 of the catalog.

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:

GRAD E	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
W	Withdraw	
I	Incomplete	

An incomplete will be issued only in the event of prolonged illness or some emergency that makes it impossible for the student to complete their work by the end of the grading period. An "I" designation will automatically transition to a failing grade (F) if not removed within six weeks of the end of the grading period in which the incomplete incurred.

Students are permitted to withdraw from courses until midterm. Withdraws will be reflected by a (W) designation. This will be reflected on their permanent transcript but will have no bearing on their GPA. Students are not permitted to withdraw after midterm.

Students may repeat a previous course. In such cases, the former course will be marked as repeated (R). The most recent course grade will be calculated into the students GPA and both courses will be reflected on their permanent transcript.

READING & WRITING REQUIREMENTS

Reading and writing requirements for courses are established by the institution for each class level. The following chart depicts the expectations for reading (including the textbook) and writing requirements. Students are required to use APA formatting for all writing.

CLASS LEVEL	PAGES	
Reading Requirements	3 credit hours	2 credit hours
Freshman courses	200-450	250
Sophomore courses	200-450	250
Junior/Seniors courses	400-600	300
Writing Requirements		
Freshman courses	6	Excludes title & reference page
Sophomore courses	8	Excludes title & reference page
Junior courses	10	Excludes title & reference page
Senior courses	12	Excludes title & reference page

ACADEMIC DISTINCTIONS

Students may receive the following academic distinctions.

HONOR ROLL

A student may be placed on Honor Roll if the following criteria is met:

- A term GPA of 3.0 – 3.49
- Enrolled in a minimum of six credit hours

DEAN'S LIST

A student may be placed on the Dean's List if the following criteria is met:

- A term GPA of at least 3.5 – 3.89
- Enrolled in a minimum of twelve credit hours

PRESIDENT'S LIST

A student may be placed on the President's List if the following criteria is met:

- A term GPA of at least 3.9
- Enrolled with a minimum of twelve semester hours

Seniors whose graduation requirement is less than the minimum credit hours listed above, will remain eligible for such distinctions.

CLASS DECORUM POLICY

Union Bible College wished to promote Christ-like behavior among its students. Additionally, the institution expects the student to operate with a sense of professionalism appropriate to a college classroom. This includes appropriate decorum and etiquette concerning both student to professor and student to student interaction.

ACADEMIC HONESTY STATEMENT

Students are expected to display honesty and integrity in all assignments. Submitting work that does not originate with them is considered cheating. One area in which students often fall below expectation unintentionally is plagiarism. To ensure a student does not submit some else's work as their own, proper citations and references are required (APA formatting). Furthermore, generally, assignments should not include more than 25% of appropriately sourced and cited material as well.

Property Use of Artificial Intelligence

Artificial Intelligence (AI) is defined as any text, ideas, images, videos, and audio that is digitally created without human direction or interaction. Students are permitted to use AI for assistance in areas such as brainstorming and formatting. However, the student is responsible for creating original work and cannot rely on AI for the completion of their assignments. Lastly, using AI as a source, it is considered secondary information and therefore falls under the same rules as Wikipedia, encyclopedias, and other non-primary sources.

COPYRIGHT STATEMENT

Union Bible College adheres to the copyright laws of the United States (Title 17, U.S. Code). 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. Violators 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.

GRADUATION REQUIREMENTS

To qualify for graduation, the student must meet all of the following requirements:

- Completion of all the required courses while maintaining at least a 2.0 (C) accumulative GPA
- Demonstration of a maturing Christian character and an acceptance or appreciation of the doctrinal position of the school
- Financial responsibilities paid in full
- Completion of at least 25% of course work directly through UBCA
- Completion of an application for graduation filed with the registrar during the first semester of the senior year
- Approval by the College Core Faculty, Administrative, and the Board of Directors
- Students who have fulfilled the requirements above but are lacking an internship may request permission to graduate on a probationary status by contacting the Academic Dean. If granted, the diploma will not be issued until all requirements are fully met.
- Students desiring to obtain a second degree, at an undergraduate level they have already achieved, are only responsible for the professional studies associated with the second degree.

GRADUATION HONORS

Students graduating with an associate or bachelor's degree are eligible for the following academic distinctions:

HONOR	GPA
Associate's honors	3.5 or above
Cum Laude (with honor)	3.5
Magna Cum Laude (with great honor)	3.7
Summa Cum Laude (with the highest honor)	3.9

Students graduating with a bachelor's degree are eligible to be considered for salutatorian and valedictorian. The minimum threshold for either of these distinctions is a 3.5 cumulative GPA.

TRANSCRIPTS

Students may request transcripts by filling out the transcript request form found on the UBCA website. There is a \$5 processing fee for each transcript. Students should allow up to two weeks

during the school year and one month during the summer to receive transcripts. 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 can be found at Family Educational Rights and Privacy Act. (imbed website if possible)

DUAL-ENROLLED STUDENTS

Union Bible Academy partners with Union Bible College for dual enrollment for all 11th and 12th grade students. These students will receive a total of 30 college credits at no additional cost or time. Billing will be through UBA and at the standard academy rate. All dual enrolled students must go through the college admissions process.

DEGREE-SEEKING DUAL-ENROLLED STUDENTS

Students wishing to pursue an associate's degree while completing their high school requirements may do so in alignment with the following criteria:

- Request must be made to the academic office via the DE Parental Consent Form
- Students must have a GPA of 3.0 or higher
- Students must have a written recommendation from the UBA principal
- Only 100-200 level classes are applicable
- Additional classes will be charged to the students at a 50% rate and students are responsible for any textbooks corresponding to these courses

UBCA is committed to providing adequate support to ensure dual enrolled students make appropriate progress in their dual credit activity. The following explains the institution's commitment and the student's responsibility.

- Student grades will be monitored monthly by the academic office
- Students who are failing a course or falling below the cumulative 2.0 GPA requirement will be brought to the retention committee
- Students who fail a course or finish a semester with less than a cumulative 2.0 GPA will not be permitted to take extra college courses for the following semester
- The academic office reserves the right to immediately remove a student from a course if it is determined that a passing grade is impossible.

SUMMER COURSES FOR DUAL-ENROLLED STUDENTS

Dual-enrolled high school students will only be allowed to take summer courses if they meet these requirements:

- The student has a cumulative GPA of 3.0 or above in their college courses.
- The student wasn't on financial or academic probation in the fall or spring semesters.
- The student is degree-seeking.
- If a student has failed a course during the previous summer or during the school year, they will not be allowed to take summer courses.



DEGREE & PROGRAMS

Information



Union Bible College is committed to propagating scriptural holiness and preparing servant leaders to be effective world changers. We do so in part by offering degrees in the following program areas: education, ministry, music, and vocational ministry.

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.

OVERVIEW OF PROGRAMS AND ASSOCIATED DEGREES

EDUCATION DEGREES:

A.A. in Education
B.A. in Education

MINISTERIAL DEGREES:

A.A. in Intercultural Studies
B.A. in Intercultural Studies
A.A. in Pastoral Ministry
B.A. in Ministerial Studies
B.A. in Pastoral Ministry
B.A. in Youth Ministry

MUSIC DEGREES:

A.A. in Music
B.A. in Music

VOCATIONAL DEGREES:

A.A. in Christians Studies
A.A. in Business Administration
B.A in Business Administration
A.A. in Organizational Leadership
B.A. in Organizational Leadership
B.A. in Vocational Ministry

CERTIFICATES:

LEAD
Biblical Formation
Heritage Formation

EDUCATION PROGRAM

Nicole Thomas
Department Chair

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.

ASSOCIATE OF ARTS IN EDUCATION

<u>Bible</u>	<u>21</u>	
BI 101 Old Testament Literature	3	
BI 102 New Testament Literature	3	
BI 213 Pentateuch	3	
BI 205 Gospels	3	
BI 252 Hermeneutics	3	
Bible Electives	6	
<u>General Studies</u>	<u>18</u>	
EN 101 English Composition I	3	
EN 112 English Composition II	3	
EN 142 Speech	3	
HI 223 American History	3	
FA 112 Music Appreciation	3	
PH 201 Philosophy & Worldview	3	
Christian Service	3 Sem.	
<u>Theology</u>	<u>9</u>	
TH 102 Christian Belief	3	
TH 201 Theology of Holiness	3	
TH 211 Intercession & Evangelism	3	
<u>Professional Studies</u>	<u>18</u>	
ED 112 Methods of Teaching	3	
ED 211 Child Evangelism	3	
ED 111 History & Philosophy of Christian Education	3	
ED 233 Instructional Media & Methods.	3	
ED 225 Teaching Bible/Doctrine	3	
ED 244 Classroom Management	3	
Total Hours	66	

BACHELOR OF ARTS IN EDUCATION

Bible 30

BI 101 Old Testament Literature	3
BI 102 New Testament Literature	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	3
Bible Electives	6
<u>General Studies</u>	<u>30</u>
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
FL 202 Introductory Spanish	3
HI 223 American History	3
FA 112 Music Appreciation	3
PH 201 Philosophy & World View	3
MA 252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	3
Christian Service	7
PS 252 Educational Psychology	3
ED 413 Children's Writing/Curriculum Development	3

Theology 12

TH 102 Christian Beliefs	3
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	3
TH 211 Intercession & Evangelism	3
<u>Education Professional Studies</u>	<u>57</u>
ED 112 Methods of Teaching	3
ED 212 Teaching Social Studies	2
ED 111 History & Philosophy of Education	3
BA 252 Principles of Finance	3
ED 223 Children's Literature	2
ED 252 Teaching Arithmetic	2
ED 211 Child Evangelism	3
ED 233 Instructional Media & Methods	3
ED 244 Classroom Management	3
LDR 214 Conflict Management	3
ED312 Exceptional Learners	3
ED 332 Teaching Science	2
ED 362 Teaching Language Arts	2
ED 372 Teaching Health & P.E.	2
ED 414 Assessment of Learning	3
ED 226 Teaching Bible/Doctrine	3
ED 431 Teaching Reading Skills	2
ED 442 Student Teaching	3
Total Hours	123

MINISTERIAL PROGRAM

Dr. John A. Whitaker
Department Chair

Rev. Timothy Wiford
Department Coordinator

The ministerial program is designed to equip students with a comprehensive understanding of biblical studies, theology, and practical ministry skills. The program prepares the student for effective service in a variety of ministerial contexts. Courses foster a knowledge of scripture, a strong Wesleyan/Armenian commitment, and a deep desire for outreach. This holistic approach is intended to develop dynamic Christian leaders for the church and para church organizations.

A ministerial student from UBC should be able to:

1. Demonstrate knowledge of pastoral duties through practical application.
2. Articulate the biblical message both publicly and privately for the edification of the church and the evangelism of the world
3. Proclaim a bible message for edification
4. Demonstrate servant leadership in pastoral, community, and cultural settings
5. Lead and participate in effective team work

ASSOCIATE OF ARTS IN INTERCULTURAL STUDIES

Bible	21
BI 101 Old Testament Literature	
3	
BI 102 New Testament Literature	
3	
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 252 Hermeneutics	3
Bible Electives	
6	
<u>General Studies</u>	
18	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	
3	
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
Christian Service	3 sem.
<u>Theology</u>	9
TH 102 Christian Beliefs	
3	
TH 201 Theology of Holiness	3
TH 211 Intercession & Evangelism	3
<u>Intercultural Studies Professional Studies</u>	
18	
MIN 211 Introductory Homiletics	
3	
MI 114 Introduction to Missions	
3	
MI 216 History of Missions	3
MI 222 Cults & World Religions	
3	
MI 211 Cultural Anthropology	3
BA 252 Principles of Finance	3
Total Hours	66

BACHELOR OF ARTS IN INTERCULTURAL STUDIES

Bible	36
BI 101 Old Testament Literature	
3	
BI 102 New Testament Literature	
3	
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	
3	
Bible Electives	
12	
<u>General Studies</u>	
30	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	
3	
FL 201 Introduction to Biblical Languages	
3	
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
MA 252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	
3	
Christian Service	
7 sem.	
<u>Theology</u>	12
TH 102 Christian Beliefs	
3	
TH 201 Theology of Holiness	3
TH 211 Intercession & Evangelism	3
TH 202 Great Holiness Classics	
3	

Intercultural Studies Professional Studies

<u>42</u>	
BA 252 Principles of Finance	3
HI 221/222 Church History I or II	
3	
MIN 211 Introductory Homiletics	
3	
MIN 233 Discipleship & Bible Study	3
MI 114 Introduction to Missions	
3	
MI 216 History of Missions	3
MI 222 Cults & World Religions	
3	
MI 211 Cultural Anthropology	3
TH 212 Apologetics	3
MI 331 Mission Application	3
TH 301 Systematic Theology I	3
TH 302 Systematic Theology II	3
MI421 Contemporary Mission Perspective	
3	
MIN 411 Ministerial Leadership	
3	
Total Hours	120

ASSOCIATE OF ARTS IN PASTORAL MINISTRY

<u>Bible</u>	<u>21</u>
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 252 Hermeneutics	3
Bible Electives	6
<u>General Studies</u>	
<u>18</u>	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	
3	
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
Christian Service	
3 Sem	
<u>Theology</u>	<u>9</u>
TH 102 Christian Beliefs	
3	
TH 201 Theology of Holiness	3
TH 211 Intercession & Evangelism	3
<u>Pastoral Ministry Professional Studies</u>	<u>18</u>
MIN 102 Pastoral Ministry	3
MIN 131 Intro. To Youth Ministry	
3	
MIN 211 Introductory Homiletics	
3	
MIN 233 Discipleship & Bible Study	3
PS 242 Introduction to Counseling	3
PS 262 Marriage & Family, TH 212	
Apologetics, or MIN 282 Trans. Preaching	
3	
Total Hours	66

BACHELOR OF ARTS IN MINISTERIAL STUDIES

<u>Bible</u>	<u>39</u>
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	
3	
Bible Electives	15
<u>General Studies</u>	
<u>30</u>	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	
3	
FL 201 Introduction to Biblical Languages	
3	
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
MA 252 College Mathematics	
3	
PS 231 General Psychology	3
EN 173 World Literature	
3	
Christian Service	
7 sem.	
<u>Theology</u>	<u>12</u>
TH 102 Christian Beliefs	
3	
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	
3	
TH 211 Intercession & Evangelism	3
<u>Professional Studies</u>	<u>44</u>
FL 351/352 Greek I	6
FL 451/452 Greek II	6

HI 221/222 Church History I & II	
6	
MIN 102 Pastoral Ministry	3
MIN 211 Introduction to Homiletics	3
MIN 252 Parliamentary Law	2
MIN 282 Transformational Preaching	3
MIN 433 Pastoral Ministries Internship	
3	
MIN 442 Church Administration	
3	
MIN 461 Ministerial Leadership	
3	
TH 301 Systematic Theology I	3
TH 302 Systematic Theology II	3
Total Hours	125

BACHELOR OF ARTS IN PASTORAL MINISTRY

<u>Bible</u>	<u>36</u>
BI 101 Old Testament Literature	
3	
BI 102 New Testament Literature	
3	
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	
3	
Bible Electives	
12	
<u>General Studies</u>	<u></u>
30	
EN 101 English Composition I	3
EN 112 English Composition II	3

EN 142 Speech	
3	
FL 201 Introduction to Biblical Languages	3
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
MA 252 College Mathematics	
3	
PS 231 General Psychology	3
EN 173 World Literature	
3	
Christian Service	7 sem.
<u>Theology</u>	<u>12</u>
TH 102 Christian Beliefs	
3	
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	
3	
TH 211 Intercession & Evangelism	3
<u>Pastoral Ministry Professional Studies</u>	<u>47</u>
MIN 102 Pastoral Ministry	3
MIN 131 Intro. to Youth Ministry	
3	
MIN 211 Introductory Homiletics	
3	
MIN 233 Discipleship & Bible Study	3
MIN 242 Introduction to Counseling	3
MIN 252 Parliamentary Law	2
MIN 282 Transformational Preaching	3
MIN 433 Pastoral Ministries Internship	
3	
MIN 442 Church Administration	
3	
MIN 461 Ministerial Leadership	
3	
TH 212 Apologetics	3
TH 404 Ethics	3
TH 301 Systematic Theology I	3
TH 302 Systematic Theology II	3
HI 221 Church History I or	
HI 222 Church History II	3
PS 262 Marriage & Family	3

Total Hours 125
BACHELOR OF ARTS IN YOUTH MINISTRY

<u>Bible</u>	<u>36</u>
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	
3	
Bible Electives	
12	
<u>General Studies</u>	
<u>30</u>	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	
3	
FL 201 Introduction to Biblical Languages	
3	
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
MA 252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	
3	

Christian Service	
7 sem.	
<u>Theology</u>	<u>12</u>
TH 102 Christian Beliefs	
3	
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	
3	
TH 211 Intercession & Evangelism	3
<u>Youth Ministry Professional Studies</u>	<u>47</u>
MIN 102 Pastoral Ministry	3
MIN 131 Intro. to Youth Ministry	
3	
MIN 211 Introductory Homiletics	
3	
MIN 233 Discipleship & Bible Study	3
PS 242 Introduction to Counseling	3
MIN 252 Parliamentary Law	2
MIN 282 Transformational Preaching	3
MIN 332 Problems in Counseling	
3	
MIN 433 Pastoral Ministries Internship	
3	
MIN 441 Youth Programming	3
MIN 411 Ministerial Leadership	
3	
TH 212 Apologetics	3
TH 404 Ethics	3
TH 301 Systematic Theology I	3
TH 302 Systematic Theology II	3
PS 262 Marriage & Family	3
Total Hours	125

MUSIC PROGRAM

Lori Whitaker
 Department Chair

Jamin Edwards
 Department 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.

ASSOCIATE OF ARTS IN MUSIC

Bible	15
BI 101 Old Testament Literature	
3	
BI 102 New Testament Literature	
3	
BI 213 Pentateuch	3
BI 205 Gospels	
3	
BI 252 Hermeneutics	3
<u>General Studies</u>	
18	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	
3	
HI 223 American History	
3	
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	
3	
Christian Service	3 Sem.
<u>Theology</u>	9
TH 102 Christian Belief	3
TH 201 Theology of Holiness	3
TH 211 Intercession & Evangelism	3
<u>Professional Studies</u>	21
FA 121 Hymnology	2
MU 132 Music Theory I	
3	
MU 153+ Applied Instrument	4
MU 161+ Choir/Band	4
MU 181+ Recital Attendance (4 sem.)	0
MU 222 Biblical Found. of Ch. Music	3
MU 231 Music Theory II	
3	
MU 211 Conducting I	2
Total Hours	63

BACHELOR OF ARTS IN MUSIC

<u>Bible</u>	<u>30</u>
BI 101 Old Testament Literature	3
BI 102 New Testament Literature	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	3
Bible Electives	6
<u>General Studies</u>	<u>30</u>
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
FL 202 Introductory Spanish	3
HI 223 American History	3
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	3
MA 252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	3
Christian Service	7 Sem.
<u>Theology</u>	<u>12</u>
TH 102 Christian Beliefs	3
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	3
TH 211 Intercession & Evangelism	3

<u>Music Professional Studies</u>	<u>54</u>
MU1320 Music Theory I	3
MU 143+ Secondary Applied Instruments	4
MU 153+ Primary Applied Instrument	8
MU161+/MU171+ Choir/Band	6
MU 181+ Recital Attendance – 8 sem.	0
MU 222 Biblical Foundations of Church Music	3
MU2310 Music Theory II	3
MU 2320 Music Theory III	3
MU 311 Conducting I	2
MU 312 Conducting II	2
MU 3320 Music Theory IV	3
MU 341 Music History & Literature I	3
MU 342 Music History & Literature II	3
MU 356 Pedagogy	2
MU 351 Teaching Elementary/Secondary Music	3
MU 391 Junior Recital	0
MU 421 Church Music Administration	3
MU 452 Music Applications	3
MU 492 Senior Recital	0
Total Hours	125

VOCATIONAL MINISTRY PROGRAM

Phil Hoard
Department Chair

Elizabeth Davis
Department Coordinator

Contemporary society places increasing challenges before servant-leaders enter the 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 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 proficiency in a vocational level of work.

ASSOCIATE OF ARTS IN CHRISTIAN STUDIES

<u>Bible</u>	<u>21</u>
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 252 Hermeneutics	3
Bible Electives	6
<u>General Studies</u>	
	<u>18</u>
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
HI 223 American History	3
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	3
Christian Service	3 sem.
<u>Theology</u>	<u>9</u>
TH 102 Christian Belief	3
TH 201 Theology of Holiness	3
TH 211 Intercession & Evangelism	3
<u>Professional Studies</u>	<u>18</u>

18 hours from the following list of classes(or additional courses approved by the Academic Dean)

PM 102 Pastoral Ministry	3
PM 131 Introduction to Youth Ministry	3
PM 211 Introductory Homiletic	3
PM 233 Discipleship & Bible Study	3
PM 252 Parliamentary Law	2
PM 282 Transformational Preaching	3
ED 112 Methods of Teaching	3
ED 211 Child Evangelism	3
ED 111 History & Philosophy of Education	3
ED 226 Teaching Bible/Doctrine	3

ED 233 Instructional Media & Methods	3
ED 244 Classroom Management	3
PS 252 Educational Psychology	3
PS 262 Marriage and Family	3
Fine Arts Elective (FA 111/121/131)	3
MU 222 Biblical Foundations of Church Music	3
TH 212 Apologetics	3
Total Hours	66

ASSOCIATE OF ARTS IN BUSINESS ADMINISTRATION

Bible	21
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 252 Hermeneutics	3
Bible Electives	6
<u>General Studies</u>	
18	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
HI 223 American History	3
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	3
Christian Service	3 Sem.
<u>Theology</u>	9
TH 102 Christian Beliefs	3
TH 201 Theology of Holiness	3
TH 211 Intercession & Evangelism	3
<u>Business Admin. Professional Studies</u>	18
BA 101 Accounting Principles	3
BA 102 Introduction to Business	3
BA 202 Economics	3
BA 211 Business Ethics	3
BA 252 Principles of Finance	3
BA 232 Management Principles	3
Total Hours	66

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

Bible	30
BI 101 Old Testament Literature	3
BI 102 New Testament Literature	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	3
Bible Electives	6
<u>General Studies</u>	
30	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
FL 202 Introductory Spanish	3
HI 223 American History	3
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	3
MA252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	3
Christian Service	7 sem.
<u>Theology</u>	12
TH 102 Christian Beliefs	3
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	3
TH 211 Intercession & Evangelism	3
<u>Business Professional Studies</u>	
42	
BA 101 Accounting	3

BA 102 Introduction to Business	3	
BA 202 Economics	3	
BA 211 Business Ethics	3	
BA 232 Management Principles	3	
BA 252 Principles of Finance	3	
BA 315 Marketing	3	
BA 322 Missional Business	3	
BA 334 Human Resource Management	3	
LDR 314 Conflict Management	3	
BA 424 Information Systems & Technology	3	
LDR 412 Strategic Planning	3	
LDR 421 Organizational Behavior	3	
BA421 Business Administration Internship	3	
Total Hours	120	

HI 223 American History	3	
FA 112 Music Appreciation	3	
PH 201 Philosophy & Worldview	3	
Christian Service	3 Sem.	
<u>Org. Leadership Professional Studies</u>	<u>18</u>	
LDR 112 Organizational Leadership	3	
LDR 131 Entrepreneurship	3	
BA 221 Business Ethics	3	
BA 232 Management Principles	3	
LDR 221 Leadership Development	3	
LDR 230 Innovation Leadership	3	
Total Hours	66	

ASSOCIATE OF ARTS IN ORGANIZATIONAL LEADERSHIP

<u>Bible</u>	<u>21</u>	
BI 101 Old Testament Survey	3	
BI 102 New Testament Survey	3	
BI 212 Pentateuch	3	
BI 205 Gospels	3	
BI 252 Hermeneutics	3	
Bible Electives	6	
<u>Theology</u>	<u>9</u>	
TH 102 Christian Beliefs	3	
TH 201 Theology of Holiness	3	
TH 211 Intercession & Evangelism	3	
<u>General Studies</u>	<u>18</u>	
EN 101 English Composition I	3	
EN 112 English Composition II	3	
EN 142 Speech	3	

BACHELOR OF ARTS IN ORGANIZATIONAL LEADERSHIP

<u>Bible</u>	<u>36</u>
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	3
Bible Electives	12
<u>General Studies</u>	<u>30</u>
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
FL 202 Introductory Spanish	3
HI 223 American History	3
FA 112 Music Appreciation	3
PH 201 Philosophy & Worldview	3
MA 252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	3
Christian Service	7 sem.
<u>Theology</u>	<u>12</u>
TH 102 Christian Beliefs	3
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	3
TH 211 Intercession & Evangelism	3
<u>ORL Professional Studies</u>	<u>45</u>
LDR 112 Organizational Leadership	3
LDR 131 Entrepreneurship	3
BA 221 Business Ethics	3

BA 232 Management Principles	3
LDR 221 Leadership Development	3
LDR 230 Innovation Leadership	3
BA 322 Missional Business	3
LDR 314 Conflict Management	3
LDR 331 Organizational Team Building	3
LDR 410 Issues in Christian Leadership	3
LDR 412 Strategic Planning	3
LDR 416 Biblical Theology of Leadership	3
LDR 421 Organizational Behavior	3
LDR 431 Leadership Communication	3
LDR 442 Org. Leadership Internship	3
Total Hours	123

BACHELOR OF ARTS IN VOCATIONAL MINISTRY

<u>Bible</u>	<u>36</u>
BI 101 Old Testament Survey	3
BI 102 New Testament Survey	3
BI 213 Pentateuch	3
BI 205 Gospels	3
BI 242 Acts	3
BI 252 Hermeneutics	3
BI 341 Romans	3
BI 411 Hebrews	3
3	
Bible Elective	12
<u>General Studies</u>	
<u>30</u>	
EN 101 English Composition I	3
EN 112 English Composition II	3
EN 142 Speech	3
3	
FL 202 Introductory Spanish	3
HI 223 American History	3
3	
FA 112 Music Appreciation	3

PH 201 Philosophy & Worldview	3
MA 252 College Mathematics	3
PS 231 General Psychology	3
EN 173 World Literature	3
Christian Service	4 sem.
<u>Theology</u>	<u>12</u>
TH 102 Christian Beliefs	3
TH 201 Theology of Holiness	3
TH 202 Great Holiness Classics	3
TH 211 Intercession & Evangelism	3
<u>Professional Studies</u>	<u>43</u>
<u>Transferred Professional Studies Major</u>	<u>43</u>

Total Hours **121**

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 three 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 for the purpose of enriching and developing competent lay leaders. The program consists of six 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	3
Intercession & Evangelism	3
LEAD Program Certificate Total Hours	18

Each course is designed to instruct a lay leader in an overview of the Bible, basic doctrines, and outreach and discipleship. 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. Upon completion, the student will receive a LEAD Certificate and will have the option of participating in our commencement.

BIBLICAL FORMATION PROGRAM

The Biblical Formation Program is offered by Union Bible College to develop competent leaders in Bible knowledge. The program will consist of eight college-level courses.

These courses will be:	Hours
BI101 Old Testament Survey	3
BI102 New Testament Survey	3
BI213 Pentateuch	3
BI205 Gospels	3
BI242 Acts	3
BI252 Hermeneutics	3
Bible Electives	6
Total	24

Electives can be selected from this list:

- BI132 Historical Books
- BI211 Wisdom Literature
- BI251 Prison & Pastoral Epistles

Each course is designed to instruct a leader in an overview of the Bible. Upon completion, the student will receive a Bible Formation Certificate and would have the option of participating in commencement.

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. 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 participate in our commencement. The Heritage Formation Program shall consist of these core classes with three electives of the students' choosing:

<u>Bible Classes</u>	<u>9 hours</u>
BI101 Old Testament Survey	3 hours
BI102 New Testament Survey	3 hours
BI252 Hermeneutics	3 hours
 <u>Theology Classes</u>	 <u>6 hours</u>
TH102 Christian Beliefs	3 hours
TH201 Theology of Holiness	3 hours
 <u>Practical Classes</u>	 <u>6 hours</u>
TH211 Intercession & Evangelism	3 hours
PH201 Philosophy & Worldview	3 hours
Bible, Theology, or Professional Study	
Elective Classes	9 hours
Total Hours	30 hours

INTERNATIONAL PARTNERSHIPS

Union Bible College is committed to spreading scriptural holiness around the world. Union Bible College is partnering with international organizations to offer certificates to these students. Each certificate is tailored for each organization. Upon completion of this program of study, the student will receive a certificate and may attend the commencement ceremony.



COURSE DESCRIPTION

Information



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.

BA – Business
BI—Bible
CS—Christian Service
ED—Education
EN—English & Literature
FA—Fine Arts
FL—Foreign Language
HI—History
LDR- Organizational Leadership
MA – Mathematics

MI—Missions
MU—Music
PH—Philosophy
MIN—Pastoral Ministry
PS—Psychology
TH—Theology
0-199—Freshman level
200-299—Sophomore level
300-399—Junior level
400-499—Senior level

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 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 205 Gospels 3 hours
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 213 Pentateuch
 3 hours
A thorough study of the first five books 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 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 were 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

BA 101 Accounting Principles 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 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.

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 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 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 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).

BA 322 Missional Business 3 hours
In this course, students will learn the biblical foundations and standards for each of the major disciplines of business to help them and their companies spread 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 student's knowledge and skills in a working business model.

BA 424 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.

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

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.

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.

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 Introduction to 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 223 History of American History 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.

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 History & Philosophy of 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 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 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 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

MUSIC

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 was chosen by audition to represent the college in sacred songs through public appearances at school functions and in churches across North America.

MU 171+ Symphonic Band ½ 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, are in their final semester of study, and performance-based 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

LDR 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.

LDR 131 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.

LDR 221. Leadership Development
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

LDR 230 Innovational Leadership
3 hours
This course will train students in how to initiate strategic innovation within various organizations.

LDR 314 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.

LDR 331 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.

LDR 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.

LDR 412 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

LDR 416 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.

LDR 421 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.

LDR 431 Leadership Communications 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.

LDR 442 Organizational Leadership Internship 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

MIN 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.

MIN 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.

MIN 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.

MIN 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.

MIN 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.

MIN 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: MIN 211

MIN 433 Pastoral Ministries Internship 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.

MIN 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: MIN 131

MIN 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: MIN 102

MIN 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: MIN 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.



GRADUATE

Information





STUDENT LIFE

Information

COUNSELING SERVICES

Union Bible College offers the same counseling opportunities for graduate students as those in undergraduate programs. See pg ?? Counseling Services.

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

Since the graduate learning modality is fully online, students are not responsible for all standards expected of on campus undergraduate students. However, it is the desire of the institution that all students uphold an appropriate standard of Christian conduct. This standard should be reflected in both their attitude and actions.

SCHOOL EVENTS

Union Bible College offers many school events and functions intended to enhance a student's spiritual formation. These include weekly chapel services and annual events such as Celebration Week, Fall Festival, World Changers Week, etc. Graduate students are responsible for viewing at least two chapel services per term and participation for other events is highly recommended. Any student who chooses to come on campus for any of these events may request an exemption for chapel viewing requirements through the academic office.



ADMISSIONS

Information

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.

GRADUATE ENTRANCE REQUIREMENTS

Students must have an accredited Bachelor's degree with an accumulative GPA of 3.0 or higher. Students possessing an unaccredited degree and/or an accumulative GPA of 2.5 – 2.99 may be considered on a probationary status.

Undergraduate students participating in UBC's dual credit program also receive probationary status.

Application Procedures

Graduate students are responsible for submitting the following:

1. Application
2. Written testimony as described in the Application for Admission
3. Transcripts from all colleges attended
4. Three Character References including one from your pastor or conference leader. The person selected should send the form directly to the UBCA Advancement Department.

Any student re-entering the master's program who has been out of school for a year or less does not need to re-apply prior to being enrolled.

Applications are valid for one year.

Qualified UBCA employees are only responsible to submit transcripts from all colleges attended.

ACCEPTANCE PROCEDURE

Accepted students will receive an official acceptance letter validating their admittance to the Graduate Program.

DEFINITIONS OF ADMITTANCE

Conditional Admission: The admissions standing for students accepted with a GPA of 2.5 – 2.99 or with an unaccredited degree.

Dual-Enrollment Admission: The admission standing of undergraduate students who are permitted to simultaneously enroll in graduate courses.

Non-Degree Seeking Admission: The admission standing for a student who chooses not to seek a degree but wishes to take master level courses for audit or credit.



FINANCIAL

Information

Union Bible College is committed to ensuring an excellent Christian education that is accredited, affordable, and accelerated. The institution strives to keep the cost of attendance to a minimum, so that students can graduate debt free. In response to this commitment UBC expects the students to diligently adhere to the expectations listed below.

EXPENSES

MASTER'S EXPENSE GUIDE

Tuition:

Per credit hour	\$435.00
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Fees:

Audit	\$400.00
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Graduation	\$300.00
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PAYMENT OF ACCOUNTS

All student accounts are due by registration, or a suitable payment plan (spanning the current term) 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. Any student who becomes delinquent in their payment will be placed on financial probation.

INSTITUTIONAL AID

Students will receive a 10% discount for full payment made prior to the beginning of each course. Students may also opt to pay for the entire program in advance. These students will receive a 20% discount.

FINANCIAL COUNSELING

The financial office is available to all students, both initially and throughout the duration of their time at UBC. Staff will assist students with plans and payments upon request.

FINANCIAL PROBATION

Students are only permitted to be on financial probation for one term. Any student failing to meet their financial responsibility by the close of that term will be dismissed. Such students may be reinstated only upon the clearing of all accounts. Students meeting all financial responsibilities by the end of the aforementioned term will be removed from probationary status.

BOOKS

Students are required to personally purchase all textbooks prior to the beginning of each course.

GRADUATION REQUIREMENTS

To be a candidate for graduation, students must ensure their account balance has been paid in full. A student's transcript will not be released if these requirements are not met.

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 Finance Office. If this form is not completed at the time of withdrawal, the student will not be eligible for refund and will receive an "F" for the course.

REFUNDS

If a student withdraws from a course, refunds will be granted as follows:

WEEK OF WITHDRAWAL	TUITION CREDITED
First Week	60% refund
Second Week	40% refund
Third Week	No refund

If a student withdraws from the program (after full payment has been received), refunds will be granted as follows:

COURSE OF WITHDRAWAL	TUITION CREDITED
First Course	60% refund
Second Course	40% refund
Third Course	No refund



LIBRARY

Information

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

LIBRARY TIMES

The physical location is open from 9:00 a.m. to 9:00 p.m. with scheduled off hours in between.

DESTINY PROGRAM

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

ONLINE DATABASE

In addition to physical manuscripts, the library is enhanced by several 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.



ACADEMIC

Information

UBC's Graduate Program is designed to equip Christian leaders with the practical skills and theological foundation necessary for effective ministry. Curriculum integrates biblical principles into all aspects of education, fostering a holistic approach to ministry. The objective is to create steward leaders who "change the world with the unchanging Word".

PROGRAM REQUIREMENTS

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

REGISTRATION

Students who have been formally admitted to UBC's Graduate Program will be allowed to register for courses. The academic office or registrar will guide new students in registration and course selection. Students must be enrolled a minimum of two weeks before the start date of the course to ensure materials are available at the start of class. Students will be given an advisor to guide them through their degree program.

STUDENT PROGRESS AND PROBATION

To graduate in the appropriate timeframe a student must carry a minimum of one course per term. This will permit the student to graduate in two years. Students wishing to expedite this experience must begin in the first summer term and carry two courses per term.

Any student who fails to maintain a 3.0 term GPA will be placed on probation the following term. If the student remains below the 3.0 threshold for that term, the student will be suspended for one term. After one term, the student may apply for readmission.

AUDITING CLASSES

Students may choose to audit a course for personal enrichment. Such students are only required to participate in class requirements the professor deems necessary for learning. Students may request to receive CEU credits if certain requirements are met.

CLASS AND CHAPEL ATTENDANCE

UBC is committed to making both class and chapel a vital part of the learning experience. Students are responsible for participating in weekly class assignments and view (or attend) two chapel services per term. Students will receive a written warning from the professor if they fail to log in within the first week. If a student does not log in for two consecutive weeks, they will automatically fail the course. Failure to log in for three weeks total within a given term will also result in failure.

WITHDRAWAL PROCESS

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 Finance Office. If this form is not completed at the time of withdrawal, the student will not be eligible for refund and will receive an “F” for the course.

GRADING SYSTEMS AND QUALITY POINTS

To be a candidate for graduation a student must achieve a minimum cumulative grade point average (GPA) of 3.0 (B). 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
W	Withdraw	
I	Incomplete	

Students are permitted to withdraw from courses within the first two weeks of a term. Withdraws will be reflected by a (W) designation. This will be reflected on their permanent transcript but will have no bearing on their GPA. Students are not permitted to withdraw after the second week.

An incomplete will be issued only in the event of prolonged illness or some emergency that makes it impossible for the student to complete their work by the end of the grading period. An “I” designation will automatically transition to a failing grade (F) if not removed within two weeks of the end of the grading period in which the incomplete incurred.

READING AND WRITING REQUIREMENTS

Reading and writing requirements for courses are established by the institution. The following chart depicts the expectations for reading (including the textbook) and writing requirements. Students are required to use APA formatting for all writing.

CLASS LEVEL	PAGES	
Reading Requirements		
500-600 level courses	600-800	
Writing Requirements		No more than 15% of total content can be direct quotes
500-600 level courses	15-25 pages	Excludes title & reference page

TRANSCRIPTS

Students may request transcripts by filling out the transcript request form found on the UBCA website. There is a \$5 processing fee for each transcript. Students should allow up to two weeks during the school year and one month during the summer to receive transcripts. No transcript will be issued for a student whose financial account with the school is not cleared.

ACADEMIC HONESTY STATEMENT

Students are expected to display honesty and integrity in all assignments. Submitting work that does not originate with them is considered cheating. One area in which students often fall below expectation unintentionally is plagiarism. To ensure a student does not submit some else’s work as their own, proper citations and references are required (APA formatting). Furthermore, generally, assignments should not include more than 15% of appropriately sourced and cited material as well.

PROPERTY USE OF ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) is defined as any text, ideas, images, videos, and audio that is digitally created without human direction or interaction. Students are permitted to use AI for assistance in areas such as brainstorming and formatting. However, the student is responsible for creating original work and cannot rely on AI for the completion of their assignments. Lastly, using AI as a source, it is considered secondary

information and therefore falls under the same rules as Wikipedia, encyclopedias, and other non-primary sources.

COPYRIGHT STATEMENT

Union Bible College adheres to the copyright laws of the United States (Title 17, U.S. Code).

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.

4. Violators 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.)
5. 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.
6. 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.

GRADUATION REQUIREMENTS

To qualify for graduation, a student must complete all required courses while maintaining a minimum cumulative GPA of 3.0. Additionally, they must demonstrate a maturing Christian character and be in essential agreement with the doctrinal position of the school. A student must also be approved by the Core Faculty, Administration, and Board of Directors.

Students will not be permitted to graduate until all financial obligations are met. They also must complete a minimum of 18 hours through UBC's program. Qualifying students must apply for graduation to the Academic Office. The deadline to submit the application is December 1st prior to the spring in which the student intends to graduate. A graduation fee of \$300 will be assessed at the time of submission and must be paid before the student graduates.

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 can be found at Family Educational Rights and Privacy Act. (imbed website if possible)

DUAL CREDIT STUDENTS

Undergraduate juniors and seniors are permitted to request to take dual credit graduate courses through the Academic Office. Students must have a GPA of 3.0. Only courses that apply to the undergraduate program

will be allowed for dual enrolled. Graduate courses will be charged to the student at the graduate rate. Students will be responsible for any textbooks corresponding to these courses.

DUAL CREDIT PROBATION AND SUSPENSION

Dual enrolled students grades will be monitored monthly by the Academic Office. Students who fail a course or finish the term with less than a 3.0 GPA will not be permitted to take graduate courses the following term. The Academic Office reserves the right to immediately remove a student from a course if it determines a passing grade is not possible. Students reapplying for additional graduate courses must have a 3.0 cumulative GPA for readmission.



PROGRAM & DEGREES

Information

LEADERSHIP PROGRAM

Dr. C. Adam Buckler

Program Chair

M.A. MINISTERIAL/ORGANIZATIONAL LEADERSHIP LEARNING OUTCOMES

1. Articulate a thorough understanding of steward leadership theory and its correlation with organizational effectiveness.
2. Demonstrate the ability to think and plan strategically in alignment with both organizational and Kingdom missions.
3. Incorporate managerial practices to minimize conflict and maximize creativity for organizational advancement.

MASTER OF ARTS IN ORGANIZATIONAL LEADERSHIP

LDR 510 -Strategic Planning	
3	
MIN 511 - Biblical Leadership	
3	
LDR 512 - Team Building	3
LDR 513 - Conflict Management	3
LDR 514 - Organizational Behavior	3
LDR 611 - Personal Leadership	
Development	3
LDR 612 – Followership	3
LDR 613 - Organizational Finance	3
MIN 614 - Stewardship and Holiness	
3	
LDR 615 -Organizational Leadership	
Project	3

Total Hours 30

MASTER OF ARTS IN MINISTERIAL LEADERSHIP

LDR 510 - Strategic Planning	
3	
MIN 511 - Biblical Leadership	
3	
LDR 512 - Team Building	3
LDR 513 -Conflict Management	3
LDR 514 - Organizational Behavior	3
MIN 611 - Pastoral Leadership	3
LDR 612 - Followership	3
TH 613 - Advanced Systematic	
Theology	3
MIN 614 -Stewardship and Holiness	
3	
MIN 615 -Ministerial Leadership	
Project	3

Total Hours 30



COURSE DESCRIPTION

Information

UNION BIBLE COLLEGE GRADUATE COURSE DESCRIPTIONS

ORGANIZATIONAL LEADERSHIP

All 3 credit hour courses

- **LDR 510 – Strategic Planning:** This course provides a comprehensive understanding of the processes involved in developing and executing strategic plans for organizations, covering aspects like analyzing internal and external environments, defining mission and vision statements, setting goals and objectives, allocating resources, managing change, and evaluating strategic effectiveness. This will prepare students to lead strategic decision-making in various organizational contexts.
- **LDR 512 – Team Building:** This course provides a comprehensive understanding of how to build and manage high-performing teams, equipping students with the skills to foster effective communication, trust, collaboration, and diverse perspectives within a group. Students will be able to optimize team dynamics and achieve organizational goals through strategic team-building strategies and practical application techniques
- **LDR 513 – Conflict Management:** Students will develop skills related to the principles, processes, and techniques of conflict management and negotiation. They will develop effective conflict resolution strategies from a Biblical approach.
- **LDR 514 – Organizational Behavior:** This course integrates a study of individual and group behavior in organizations with management principles and techniques for efficient and effective planning, organizing, leading, and controlling. The goal is to apply this knowledge to improve organizational
- **LDR 611 - Personal Leadership Development:** This course focuses on equipping students with a deep understanding of biblical principles and applying them to their personal leadership practices. It will emphasize character development, servant leadership, and spiritual growth to lead effectively.
- **LDR 612 – Followership:** This course explores the essential role of following in leading effectively, emphasizing the necessity that leaders must first learn to follow well, especially in their relationship with Jesus Christ. Grounded in biblical principles, this course examines Christian virtues which will help the student to better understand the role of stewardship and lay the foundation for Godly leadership.
- **LDR 613 – Organizational Finance:** This course outlines a curriculum focused on the financial decision-making processes within a company. It will cover budgeting, investment analysis, financial modeling, corporate valuation, risk management, capital structure optimization, and financial planning. It will equip students with the skills to make informed financial decisions to maximize a company's value and achieve strategic goals.
- **LDR 615 – Organizational Leadership Project:** This course will have students apply Biblical leadership theories and practices to a real-world organization. Students will analyze a specific organization, develop a strategic plan to address issues, and present actionable solutions to improve team dynamics, and organizational performance.

MINISTERIAL LEADERSHIP

- **MIN 511 – Biblical Leadership:** This course will look at the different aspects of Biblical leadership. It will focus on being a servant leader who prioritizes advancing God’s Kingdom. The students will learn how to apply these principles to their leadership roles.
- **MIN 611 – Pastoral Leadership:** This course will focus on equipping students with the theological, practical, and personal skills necessary to effectively lead a congregation in a pastoral role. It will include areas of preaching, pastoral care, church leadership, and spiritual formation. Students will learn to apply Christian principles to real-world ministry situations.
- **MIN 613 - Advanced Systematic Theology:** This course involves 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 students will participate in critical analysis, scholarly debate, and applying theological concepts to complex issues facing the
- **MIN 614 – Stewardship & Holiness:** This course explores the intersection of the Wesleyan understanding of holiness and steward leadership theory, emphasizing leadership as a sacred responsibility. This course will equip the student to better understand personal holiness and its impact on servant-minded leadership in cultivating responsibility, accountability, and flourishing organizations.
- **MIN 615 - Ministerial Leadership Project:** The student will utilize knowledge gained in their leadership studies to address a real-world issue within a church or ministry setting. It will involve research, planning, implementation, and evaluation of a specific ministry initiative. Students will demonstrate their ability to lead effectively in a ministerial context.