

Atlanta Christian College

*becoming leaders
for Christ*

**In Search
of Christian
Unity**

*A History of the
Restoration
Movement*

Henry E. Webb

2010-11
*Access program
catalog*



ATLANTA
Christian College

Access Program Catalog

2010-2011

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www.acc.edu

The mission of Atlanta Christian College is to educate students for Christ-centered service and leadership throughout the world.

Atlanta Christian College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Atlanta Christian College.

This *ACCESS Program Catalog* presents the non-traditional curriculum and programs of Atlanta Christian College. For general college policies and procedures and specific information regarding the traditional curriculum and programs of ACC, please refer to the *ACC General Catalog*.

ACCREDITATION STATUS INQUIRIES COMMENTS: ACC's primary accreditor is the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The Commission on Colleges states that it may be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone number 404-679-4501 for three purposes: (1) to learn about the accreditation status of ACC; (2) to file a third-party comment at the time of ACC's decennial review; or (3) to file a complaint against the institution for alleged non-compliance with an accreditation-related standard or requirement, and only if there is evidence that appears to support significant non-compliance. All other inquiries, such as for admission or academic information, should be made directly to the appropriate ACC office.

NONDISCRIMINATION POLICIES: Atlanta Christian College does not discriminate on the basis of age, gender, color, race, nationality, national or ethnic origin, or disability in the administration of admission policies, educational policies, financial aid, employment, or any other college program or activity. ACC admits qualified students whose character is compatible with the purpose of the College without regard to age, gender, color, race, nationality, national or ethnic origin, or disability.

ACC does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by federal law and regulations. The designated coordinator for compliance with section 504 of the Rehabilitation Act of 1973 is the President of the college.

HOW TO INTERPRET AND USE THIS CATALOG: The *Atlanta Christian College ACCESS Program Catalog* is an information book and reference guide. Information contained in this catalog is accurate as of the date of publication. The statements set forth are not to be construed as the basis of a contract between the student and the institution. ACC reserves the right to change any policy, procedure, provision, student expense, course, degree program, and/or requirement for graduation through appropriate processes. Every effort will be made to publicize changes. The College further reserves the right to ask a student to withdraw at any time.

Students are expected to know and follow the policies, regulations, and procedures presented in this catalog, the *ACC General Catalog*, and *A Covenant for a Christian Community* (the student handbook). Awareness of the college calendar, critical deadlines, and all college mail received by postal service, by email and/or in a student's college mailbox is also the student's responsibility.

For specific information regarding the traditional curriculum and degree programs of Atlanta Christian College, please refer to the *ACC General Catalog*.

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GENERAL COLLEGE INFORMATION

History

Atlanta Christian College stands in tribute to the vision and tenacity of its founders and of those who have shared their sense of mission and devotion.

The heritage of ACC includes the stories of two short-lived institutions, Lamar College (1913-15) and Southeastern Christian College (1915-25), both of which were supported by people of the Christian churches of Georgia and both of which Judge T.O. Hathcock served as a trustee.

This heritage also includes the earliest efforts to bring ACC into existence. Judge and Mrs. Hathcock provided land (part of the farm inherited by Nora Head Hathcock), a building, and financial resources for the Christian School (1925-27) and, beginning in 1928, Atlanta Christian College. The Great Depression forced the college to close in 1930, but the founders of ACC were determined this would not be the end of the story. Since 1937, when the doors opened once again, ACC has operated continuously.

Accreditation and Recognition

Atlanta Christian College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Atlanta Christian College. All other inquiries, such as for admission or academic information, should be made directly to the appropriate ACC office.

ACC's Department of Education, the College's professional education unit, is accredited by the National Council for Accreditation of Teacher Education (NCATE). This accreditation includes the initial teacher preparation level. The Georgia Professional Standards Commission (PSC) has granted accreditation to the Early Childhood Education preparation program (preschool through fifth grade) and the English to Speakers of Other Languages (ESOL) endorsement program.

The College is recognized by the U.S. Office of Education and is listed in the Education Directory. The Department of Justice, Immigration and Naturalization Service has approved Atlanta Christian College for acceptance of foreign students. Students who are eligible for benefits under programs administered by the Veterans Administration, State of Georgia Rehabilitation, and Social Security are approved to receive benefits while attending the College.

Atlanta Christian College was chartered by the State of Georgia in 1928 as a degree-granting institution and has been certified as a not-for-profit institution by the Internal Revenue Service.

Mission and Goals

Mission: The mission of Atlanta Christian College is to educate students for Christ-centered service and leadership throughout the world.

Goals: Atlanta Christian College believes that the goal of adult education is the continuing development of the total person. The curriculum and the adult learning environment are designed to encourage students to grow spiritually, intellectually socially, physically, and professionally.

1. Spiritually – By including Christ in every class, Atlanta Christian College seeks to encourage students to grow in faith in Jesus Christ, develop a Christian worldview, and serve others.
2. Intellectually – Atlanta Christian College seeks to encourage students to think analytically and critically, communicate effectively, and demonstrate competence in biblical and theological studies, human relations, and organizational leadership degree majors.
3. Socially – Atlanta Christian College seeks to encourage students to respect and influence people of various cultures and live harmoniously in community.
4. Physically – Atlanta Christian College seeks to encourage students to develop lifestyles advantageous to good health.
5. Professionally – Atlanta Christian College seeks to encourage students to equip themselves with the knowledge and skills necessary to pursue their chosen vocation.

Vision: Atlanta Christian College will be the college of choice for students seeking a Christian learning community that is academically challenging, spiritually vibrant and globally engaged.

Church Identification

Atlanta Christian College is a private college with support from congregations and individuals of the Christian Churches and Churches of Christ. The educational program of the College is in harmony with the faith and practice of these churches. While a significant number of students also come from this fellowship, the student body includes people from a variety of churches.

Doctrinal Position

We believe in the one God, Creator of heaven and earth, who eternally exists in three persons: Father, Son and Holy Spirit.

We believe that God the Son assumed human nature, was born of a virgin, ministered in word and miracle, died for our sin, was raised bodily from the dead, ascended to God's right hand where he presently reigns.

We believe that the Holy Spirit indwells every Christian and is presently at work in the Christian community, empowering lives of godliness and service.

We believe that the Holy Bible is inspired by God, trustworthy in its teaching, and the final authority for all matters of faith and practice.

We believe that all of humanity, due to sin, is destined for death, corruption, and separation from God apart from the redemptive work of Jesus Christ.

We believe that Jesus Christ established his church to be one holy people, to glorify God, and to carry out his saving mission among all nations.

We believe in God's saving grace that calls for faith, repentance, confession, baptism, and new life and service through the Spirit.

We believe in the blessed hope of the second coming of Jesus Christ, who will raise the dead and judge all with justice and mercy, and in the consummation of the Kingdom of God.

Library Resources

The Library grows each year with carefully selected materials and from the contributions of materials of generous donors. Annual growth adds to the present 65,500 volumes of books and periodicals.

The Library has significant holdings concerning the history of the Restoration Movement and Biblical studies with emphasis on New Testament. Literature and history are also well represented thanks in part to a purchase made in 1981 by the generosity of the alumni of the College.

The library provides access to information in electronic form. A variety of databases, including GALILEO, cover all areas of study represented by the curriculum, and more. Thousands of journals are available full-text and indexing is available for thousands more. The computer lab provides students with software to prepare papers and presentations and with access to the Internet.

The facility which houses the Library is a beautiful and spacious structure completed in 1991. The building provides space for materials, a pleasing environment for study, and various services for students and faculty.

Main Campus and Peachtree City Off-Site Location

The location of Atlanta Christian College since 1937 has been a beautiful, comfortable, and functional campus on 50 acres in East Point, Georgia. A map of the campus is available online. Visit www.acc.edu, and under the "About ACC" drop-down menu, choose "Campus & Community," then "Campus Map."

In 2009, an off-site location was established in Peachtree City, Georgia, at 800 Commerce Drive, where Access degree programs are offered.

ACCESS ACADEMIC CALENDAR

2010

Monday, January 4	Classes Begin
Monday, January 18	MLK Holiday – No Monday Classes
Friday, March 12	Campus/Administrative Offices Closed
Monday – Friday, May 31 – June 4	Memorial Day Spring Break
Monday – Friday, July 5 – July 9	July 4 th Summer Break
Monday – Friday, September 6 – September 10	Labor Day Fall Break
Monday – Friday, November 22 – November 26	Thanksgiving Break
Monday – Friday, December 20 – December 31	Christmas/New Year Break

2011

Monday, January 3	Classes Begin
Monday – Friday, January 17 – January 21	MLK Holiday Winter Break
Monday – Friday, May 30 – June 3	Memorial Day Spring Break
Monday – Friday, July 4 – July 8	July 4 th Summer Break
Monday – Friday, September 5 – September 9	Labor Day Fall Break
Monday – Friday, November 21 – November 25	Thanksgiving Break
Monday – Friday, December 19 – December 31	Christmas/New Year Break

Note: All dates are subject to change through appropriate processes.

ADMISSION INFORMATION

General Requirements

Admission is granted on the basis of satisfactory evidence that a student has the ability to succeed at Atlanta Christian College. In keeping with the mission and vision of ACC, the admission process seeks reliable confirmation of a student's Christian character, academic preparation and social development.

Admission policy and decisions are administered by the Access Admission Committee. A student's admission to ACC does not guarantee successful completion of any particular program of study.

All applicants must have basic computer proficiency including email and internet usage.

Application Procedures

GENERAL PROCEDURES: To apply for admission as a student in the Access Program:

1. Students must be at least 21 years old.
2. Complete an Application for Admission.
3. Send official transcripts to the Access Admission Office from all colleges or universities previously attended. Students must have a 2.0 cumulative grade point average for acceptance.
Note: If college transcript shows fewer than 12 semester hours or 19 quarter hours of transferable credit, student must also submit an official high school transcript showing the date of graduation.
4. Students having earned a General Education Diploma (GED) may be considered for admission by submitting an official copy of the GED.
5. Students must have one year of relevant work and/or volunteer experience.
6. Supply one character reference.
7. Pay the \$25.00 application fee upon submission of the application.

When the items necessary to establish admission are received, the student's application is evaluated and the student is notified of his or her admission status. Applicants are encouraged to begin and complete the admission process as soon as possible. Adequate time must be given for other institutions to send transcripts and documentation to the Access Admission Office.

An application is valid for one academic year. Updated application forms are required if one year has elapsed since the application was submitted.

RE-ADMISSION POLICY: Students who have not been in attendance at Atlanta Christian College for ten consecutive weeks may be eligible for re-admission. Students who have been previously enrolled in any Atlanta Christian College program may be eligible to apply for re-admission. The Re-admit Application must be completed and filed with the Access Admissions office and all requested documents submitted for consideration. It is important to include the names of any academic institutions attended since enrollment at Atlanta Christian College. The request for readmission must be submitted thirty (30) days prior to the intended cohort start date.

Students will be considered for re-admission who:

1. Receive approval and clearance to affirm all previous business and academic matters have been resolved (clearance will be obtained from the ACC Business, Financial Aid, Registrar and Student Services offices);
2. Have a minimum 2.0 GPA from Atlanta Christian College; and
3. Have not been in attendance at any Atlanta Christian College program for more than ten weeks.

International Student Procedures

International students submit required U.S. Homeland Security and Immigration documents. The Access Admissions Office will provide details regarding SEVIS processing. International students should apply at least six months prior to their anticipated start date.

An **International applicant** to ACC is defined as: A non-immigrant seeking an F-1(student) visa to enter the United States to study at Atlanta Christian College OR a non-immigrant currently studying in the United States on an F-1(student) visa, seeking to transfer to Atlanta Christian College.

Students seeking admission must complete the following steps:

1. Complete application and submit the \$25.00 application processing fee.
2. Proof of English Proficiency:
 - If English is not the student's first language, he or she must show proof of English proficiency by: Submitting a TOEFL score of at least 80 on the iBT (with a minimum score of 20 in each section) OR score 550 on the paper-based exam, OR score 213 on the computer-based exam. All score reports must be official. TOEFL scores must be *less than two years old* if the student has not been studying at a U.S. institution since taking the exam.
 - If English is the first language, the student must provide proof of English proficiency by: Submitting an official SAT-I verbal score OR by submitting an official transcript showing that the equivalent of ENG 101 and 102 (Critical Reading and Writing or first-year composition class) have been passed with a grade of C or higher at an accredited institution in the United States
3. Official Transcripts: Student must submit final official transcripts from all high schools and/or colleges attended.

If high school and/or college education has been completed outside of the United States, the student is required to submit a course-by-course credential evaluation listing all subjects with their corresponding value expressed in semester credits and grade equivalents used within the United States. The student must use World Education Services (WES) at www.wes.org to obtain this evaluation.

4. Certificate of Finances: This document must be returned with original signatures. Copies or scans will not be accepted, but it is suggested that the student keep copies for his or her personal files. The Certificate of Finance form may be obtained at www.acc.edu.

5. Sponsor's Affidavit of Financial Support: If a student has a sponsor or sponsors, other than a parent, this form must be completed and returned with the International Application package.
6. Students entering the Access program at Atlanta Christian College must submit the Character Reference Form.
7. Medical History and Immunizations Record: This form must be submitted as a part of the International Application package.

For specific information regarding the traditional curriculum and degree programs of Atlanta Christian College, please refer to the *ACC General Catalog*.

FINANCIAL INFORMATION

The specific costs of tuition and fees for Access students are published for each academic year on the College's web site and in a supplement which is available from the Admission Office.

Application for Financial Aid

The Financial Aid Office coordinates the campus-wide administration of all financial aid programs. Many Access students are able to meet the costs of a college education with various types of financial assistance. New and continuing students may apply for financial aid throughout the year. In order to ensure consideration for all types of aid and the availability of funds at the time of registration, the following steps should be completed:

1. Apply for Federal Student Financial Aid each year by filing the Free Application for Federal Student Aid (FAFSA) on the Internet at www.fafsa.ed.gov.
2. Georgia residents should complete the application for state aid on the Internet at www.GACollege411.com.

IMPORTANT: Be sure to list Atlanta Christian College as one of the colleges to receive the results of your evaluation. Our federal school code number is: **001547**.

The financial aid programs are administered in accordance with the policies and procedures defining good standing and satisfactory progress toward a degree.

All charges for the entire semester are to be paid prior to the first class meeting of the semester.

FEDERAL GRANTS: All qualified students, based on the completed FAFSA, can be considered for the Federal Pell Grant. This program is funded by the federal government and are based on financial need.

FEDERAL STUDENT LOAN PROGRAM: Under the Federal Direct Loan Program, the federal government makes low-interest loans directly to students through the College. A subsidized student loan is awarded on the basis of financial need, based on the completed FAFSA, and the federal government pays the interest on the loan until the student graduates and/or during authorized periods of deferment. An unsubsidized student loan is not based on need and the student is charged interest from the time the loan is disbursed until it is paid in full. The Federal Direct PLUS Loan enables a parent with a good credit history to borrow funds in order to pay the educational expenses of a dependent student.

Georgia Aid Programs

HOPE GRANTS: A student who has been a Georgia resident for at least two years and enrolled for at least 12 semester hours per semester may be eligible for the HOPE Scholarship. Other requirements apply, depending on year of graduation. To receive this grant, the student must submit a completed state aid application to the Financial Aid Office via the Georgia Student Finance Commission's web site at www.gacollege411.org.

Other Financial Aid Programs

Veterans' Benefits: Certain armed service veterans and dependents qualify under federal laws administered by the veterans' administration are eligible to receive educational benefits. Information about these programs may be obtained by writing the state veterans administration office.

Vocational Rehabilitation Benefits: Individuals with physical disabilities classified as vocational handicaps may receive financial aid from state departments of vocational rehabilitation. Detailed information is available through the department of vocational rehabilitation in the student's home state.

Institutional Refund Policy for the Access Program

Students who officially withdraw from the College are entitled to refunds according to the following policies.

- All refunds for charges to the student's account will be granted on the basis of the date on which written notification of the student's intention was received by the Access Office.
- The application fee and registration fee are nonrefundable.
- Only upon proper withdrawal procedures and return of undamaged books will tuition for the full session be refunded.
- A tuition refund will be issued upon written notification of total withdrawal on or before the second class meeting.
- No refunds will be made for withdrawal after the second class meeting.
- A student who is dismissed for disciplinary reasons forfeits the right to a refund of any charges.

The refund to the Title IV programs must be returned in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant

A student who receives federal or state financial aid must: be a U.S. citizen or permanent resident alien; meet Selective Service registration requirements; not be in default on a student loan; not owe a refund on federal or state financial aid; and maintain satisfactory academic progress.

Standard of Academic Progress Policy

The Higher Education Act of 1965, as amended by Congress, mandated institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving financial aid. The College makes these standards applicable to all Federal and State funds to include Federal Pell Grant, Federal Work-Study, HOPE Scholarships, Federal Stafford Student Loans, GTEG and Federal Parent Loans (PLUS) to Undergraduate Students, for the purpose of maintaining a consistent policy for all students receiving assistance. Satisfactory progress is determined in both a qualitative and a quantitative measurement.

The Purpose of the Standard of Academic Progress

To assist each student with accomplishing his/her educational goals by:

- Alerting the student and the college of academic difficulties or deficiencies.
- Providing the opportunity for the college to be of greater assistance to the student in setting and achieving academic goals.
- Assisting the student in utilizing the facilities and personnel of the college.
- Creating an atmosphere in which the student may become successful in his/her pursuit of an education.

Qualitative component (failing grades):

All students must pass all required courses. Failing grades include "F" grades and Incomplete Grades (IF), failing grades and Incomplete grades after the add/drop period are considered as not earned credit hours in calculating the number of credit hours completed.

Quantitative component (maximum time frame and completion ratio):

Students must complete their education program within a maximum time frame (measured by attempted credit hours) and must earn (receive a passing grade) a minimum percentage of all attempted credit hours at Atlanta Christian College. The time frame for undergraduate students cannot exceed 150% of the published length of the academic program. The published length of the academic program is the minimum number of credit hours required to earn a degree. The minimum required percentage of earned hours for your program of study is of 66.7%.

NOTE: When a student has reached the maximum time frame (the student has attempted the allowed maximum credit hours), financial aid eligibility will be cancelled.

Warning Status:

The first time that a student does not meet the required completion of a required course and receives a failing grade, the student will be placed on financial aid Warning and will be notified in writing. The student **will** retain financial aid eligibility as long as the student is permitted to continue enrollment at Atlanta Christian College.

Probation Status:

After the initial Warning status, if the student fails another required course, the student will be

placed on financial aid Probation and will be notified in writing. The student **will** retain financial aid eligibility as long as the student is permitted to continue enrollment at Atlanta Christian College.

Suspension:

After the Probation status, if the student receives a third failing grade at the next progress point, the student **will not** be eligible to receive any federal or institutional financial aid, even if the student is permitted to continue enrollment at Atlanta Christian College.

Regaining Eligibility After Financial Aid Suspension

Students who have become ineligible to receive financial aid may appeal the suspension status if there is an extenuating circumstance which prevented the student from maintaining the standards of academic progress. Appeals must be received within 30 days of the suspension notification letter.

Appeal Process

A student who had an extenuating circumstance that effected Satisfactory Academic progress may appeal the Financial Aid Suspension. The student may obtain a “Suspension Appeal” form from the financial aid office. The appeal must include an explanation and documentation of his or her circumstance that prevented meeting Satisfactory Academic Progress requirements. This appeal should be submitted to the Financial Aid Office upon receipt of this notice.

Appeal Decisions

The Financial Aid Committee will render one of the following decisions:

Appeal Approved - The student is expected to fulfill the expectations outlined on the Suspension Appeal form and is returned to Probation status for one term. If the student does not fulfill the expectations, they can be suspended from one term to one year.

Appeal Denied - Student is suspended for one term and must complete a plan with an advisor before they will be allowed to enroll the following term.

Reinstatement of Financial Aid

A student who is not eligible to receive federal financial aid due to lack of Satisfactory Academic Progress is eligible to apply for financial aid after:

- Enrolling in one full-time semester at the student’s own expense
- Meeting the satisfactory academic progress policies

SPECIAL NOTE: A veteran student who is not meeting the Standard of Academic Progress as outlined by Atlanta Christian College will be reported to the Department of Veterans Affairs as not meeting the standards of progress.

Student Accounts Policies

Any account balance due for any preceding session must be paid before a student will be enrolled for the succeeding session. The Registrar is not permitted to release transcripts until all indebtedness to the College is paid.

A student will be allowed to graduate only after he or she has settled all of his or her indebtedness to the College with the Business Office

All charges for the entire session are to be paid prior to the first class meeting. Students who are admitted to the College accept the contractual terms and regulations set forth in this catalog and are liable for the payment of all charges and fees incurred during their college stay. A consent agreement is signed by each student that makes each student liable for the payment of all charges and fees incurred by the student while enrolled.

A student who has not made satisfactory arrangements with the Business Office regarding his or her account may be administratively withdrawn from the College.

For specific information regarding the traditional curriculum and degree programs of Atlanta Christian College, please refer to the *ACC General Catalog*.

ACADEMIC INFORMATION

Academic Policies and Procedures

ACADEMIC ADVISING: The Access Office of Student Services will acquaint students with options in developing a plan for degree completion at the time of orientation. Each student should meet with an advisor throughout his or her time at ACC to ensure that all coursework is completed in order for all graduation requirements to be met.

REGISTRATION PROCEDURES: An Access student can attend a course only when he or she has been registered and paid for the course. New students participate in orientation on campus before being registered for their programs.

In the first semester, students receive their schedules and the Registrar will register them once the Access Office of Student Services supplies the approved course of study. Courses during the following years are automatically registered by the Registrar unless students contact the Access Office of Student Services to make changes. All changes are considered official when received and approved by the Registrar's office. It is important for students to contact the Access Office of Student Services as soon as they determine to make changes.

SEMESTERS AND CREDIT HOURS: The ACC Academic Calendar is based on a 12 credit hour semester. Courses are offered on a semester-hour basis. Three semester hours (or three credit hours) signifies that a course meets for one four-hour period per week for five weeks, with additional outside assignments completed with their peers in a project team.

COURSE LOAD: The average course load per semester for a student is 12 hours. A student taking up to 11 hours in one semester is considered a part-time student. A student taking 12 hours or more in one semester is classified as a full-time student.

In order to enroll in more than 12 hours, a student must have a 2.50 cumulative GPA and permission from his or her assigned advisor.

STUDENT CHANGES IN ENROLLMENT: Once registered through normal procedures, a student may enroll in ("add") or withdraw from ("drop") a course by completing the appropriate form in the Access Student Services office.

Any change in academic enrollment or schedule (drop or add) must be initiated in the Access Office of Student Services. To add or withdraw from a course, the student obtains a form from his or her academic advisor. A student should consult the Access Office of Student Services before deciding on a change. Students receiving financial aid must check with the Financial Aid Office regarding possible consequences before adding or dropping a course. Students may only add or substitute a course to a semester during the first five weeks of a semester. Students may only add or substitute a course **prior** to the start date of an individual course. A student may drop a course at any time during a semester as long as the withdrawal is made prior to the second week of an individual course start date.

A student's academic transcript records the courses in which the student is enrolled at the conclusion of the drop period. Courses dropped during the drop period do not appear on the transcript for that semester. A refund of tuition is possible during this period. *Note for financial aid purposes:* The student's enrollment at the end of the drop period is counted as that semester's "attempted hours" in financial aid considerations, especially the HOPE Scholarship, even if a course is later dropped with a "W" or "WP."

The day prior to the second class meeting is the last day to drop classes without financial or academic penalty. Withdrawal on or after the day of the second class will result in a withdrawal failing (WF) or withdrawal passing (WP), as appropriate. No refund will be given and all classes will appear on the ACC transcript and considered in the calculation of a student's grade point average (GPA). If the student is eligible for the Georgia HOPE Scholarship, the course(s) will count as attempted hours. Drop forms are available in the Access Student Services office. If a student needs to withdraw from the entire program **before** the second class meeting, the student must fill out a program withdrawal form available in the Access Office of Student Services office and billing charges will be adjusted. If a student needs to withdraw from the entire program **on or after** the second class meeting, the student must complete a program withdrawal form available in the Access Office of Student Services office and billing charges will be adjusted.

INVOLUNTARY WITHDRAWAL: A student may be involuntarily withdrawn from a course for reasons including, but not limited to the violation of College policies governing academics – such as the "Class Attendance, Absences, and Lateness" policy or academic dishonesty – or the violation of regulations or policies stated in a course syllabus. The student will be notified of the involuntary withdrawal by the Registrar's office. If the student is withdrawn after the drop-add period, the professor designates a grade of "WP" or "WF," as appropriate, with a "WF" treated as an "F" for GPA calculation. Unlike a voluntary withdrawal by the student, an involuntary withdrawal may occur at any time during the semester.

A student that is not enrolled in a class for more than 10 weeks will be automatically withdrawn from school.

A student who believes an error has been made in an involuntary withdrawal may appeal to the Registrar. The appeal must be made in writing within 48 hours of the notification of the involuntary withdrawal, giving evidence for the believed error. The student may and should continue in class attendance as long as an official appeal is pending. The Registrar will respond with the decision in a timely manner, either to reverse or uphold the involuntary withdrawal. If a student contends that the Registrar's response to the appeal is not correct, that decision may be appealed by the student to the Academic Committee. The appeal must be made in writing, addressed to the Vice President for Adult and Professional Studies, and submitted within 24 hours of the Registrar's notification. The decision of the Academic Committee will be final.

In cases involving an involuntary withdrawal from one or more courses for non-academic reasons – such as the violation of College student development policies, the health or safety of the student or others, and/or the nonpayment of fees – the student may appeal the decision to an appropriate College official according to the procedures governing that area as set forth in other College publications. For example, the appeal of a Student Development Office decision would follow the procedures presented in the *Covenant for a Christian Community*.

READMIT POLICY: Students who have not been in attendance at Atlanta Christian College for ten consecutive weeks may be eligible for re-admission. Students who have been previously enrolled in any Atlanta Christian College program may be eligible to apply for re-admission. The Re-admit Application must be completed and filed with the Access Admissions office and all requested documents submitted for consideration. It is important to include the names of any academic institutions attended since enrollment at Atlanta Christian College. The request for readmission must be submitted thirty (30) days prior to the intended cohort start date.

Students will be considered for re-admission who:

1. Receive approval and clearance to affirm all previous business and academic matters have been resolved (clearance will be obtained from the ACC Business, Financial Aid, Registrar and Student Services offices);
2. Have a minimum 2.0 GPA from Atlanta Christian College; and
3. Have not been in attendance at any Atlanta Christian College program for more than ten weeks.

CLASS ATTENDANCE, ABSENCES, AND LATENESS: Class attendance is mandatory. The nature of the adult studies program requires that students be present for each class and participate in the project team meetings. While attendance is crucial for success, we recognize that an extreme circumstance may occur that will prevent a student attending a class. The following policy has been developed to ensure that all materials are received by the student and that students can be successful in extreme circumstances:

- Class attendance records are maintained by the professor and collected by the Registrar's Office each night of class.
- Students who arrive to class late after the evening's roll has been collected may receive a tardy form from the professor. The student and professor must sign the form and the student must hand-carry the late form to the Registrar's Office before the start of the next class session in order to have the absence removed from the roll. Two tardies in one 5 week course count as an absence.
- Final grade rosters are turned into the Registrar's Office within seven days of the last class meeting.
- A student who appears on the class roll but does not attend the first two class sessions will be automatically withdrawn from the class by the Registrar's Office.
- A student who attends the first class and misses more than 20% (or one class) of a course will be automatically withdrawn by the Registrar's Office and receive a WP or WF.
- The exception to the 20% rule may be made with the application of an Attendance Waiver, prior to the course starting. The form is submitted to the Access Office of Student Services for final approval and forwarded to the Registrar's Office.
- Special circumstances may be referred to the Vice President of Adult and Professional Studies.

Grading Policies

GRADING SYSTEM: The system of grades and point values followed by the College is as follows:

Grade	Meaning	Grade Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
P	Passing	-not calculated in GPA
I-“grade”	Incomplete	-determined by “grade”
AU	Audit	-not calculated in GPA
W	Withdrawal	-not calculated in GPA
WP	Withdrawal Passing	-not calculated in GPA
WF	Withdrawal Failing	-calculated in GPA as F
NG	No Grade	-not calculated in GPA
R	Repeat	-averaged for HOPE, replaces original grade for Access GPA

The number of grade points earned in any course is determined by multiplying the number of semester hours by the number of points given for the grade received for the course. A student's grade point average (GPA) is determined by dividing the total number of points earned by the number of hours taken. Grades of “P,” “AU,” “W,” and “WP” are not considered in calculating a student's institutional GPA. The minimum cumulative GPA for all work taken at ACC specified in “Student Classifications” must be maintained to remain in good academic standing (see the section on “Academic Probation and Suspension”).

PASS/FAIL GRADING: Some courses are designated as having pass/fail grading. The credit hours for a pass/fail course carry full academic credit (e.g., toward the required 120 hours for graduation, the satisfaction of degree requirements, and the calculation of the student's academic load, as appropriate otherwise). In a pass/fail course, the student's grade is registered as “P” for Pass or “F” for Fail. A grade of “P” for a pass/fail course is given in lieu of “A” through “D” grades, appears as a “P” on the student's transcript, and does not affect the student's GPA. A grade of “F” for a pass/fail course is calculated in the student's GPA on the same basis as any other failing grade. Adding or withdrawing from a pass/fail course is conducted on the same basis as other courses.

INCOMPLETE WORK: If a student is unable to complete work in a course because of personal illness or sickness or death in the family, the student must contact the professor and may receive a grade of Incomplete (“I”). Incompletes will be granted by the professor only if the extenuating circumstances are sufficient in his or her estimation to have made it impossible for the work to have been done before the end of the course. Any conditions for receiving an Incomplete and completing the course, such as a shortened time limit, are set by the professor.

The professor and student must fill out a form stating why the student cannot complete the course, date to be completed, and grade at the time of the agreement be established. This work must be completed within 30 days of the course ending.

To give a student an Incomplete in a course, the professor submits a grade of “I-B,” “I-C,” “I-D,” or “I-F.” The second letter indicates the grade the student would have received if all incomplete work had been given a score of zero in the normal grading system for that course. For the purpose of calculating a student's GPA, an Incomplete grade will be given the grade point value of the letter after the “I.” When the student has completed the work, the professor then submits a final grade. At the end of the 30 days, any Incomplete not replaced by a submitted final grade will automatically and permanently convert to the letter grade after the “I” which was initially submitted by the professor. The professor and the Registrar are not responsible for notifying or reminding the student regarding an Incomplete.

RETAKE: A student may retake a course for which he or she has received a grade at ACC.

- If the course is retaken at ACC, the lower grade and credit hours previously received are not calculated and the higher grade and credit hours are used in recalculating the ACC GPA. All courses taken at ACC apply in the calculation of the HOPE GPA.
- If the student takes the course at another institution, receives a higher grade, and transfers that course to ACC subject to the normal transfer of credit practices the lower grade and credit hours previously received at ACC are not calculated in the ACC GPA. The transfer credits and grades are not used in calculating the ACC GPA.

A student who fails a required course should retake the course the next time it is offered.

CHANGE OF GRADE: The change of an academic letter grade may be made after a final grade has been submitted only when the case involves a professor's error.

APPEAL OF GRADES: A student who believes an error has been made in the calculating or recording of a grade may appeal to the Registrar. The appeal must be made in writing and received within 14 calendar days after grades were mailed, giving evidence for the believed error. A duplicate copy of the appeal letter should be submitted to the course instructor. The Registrar will respond to the appeal with a decision in a timely manner. If a student contends that the Registrar's response to the appeal is not correct, a second appeal may be made by the student to the Academic Committee. The appeal must be in writing, addressed to the Vice President for Adult and Professional Studies, and submitted within seven days of the notification of the Registrar's decision. The decision of the Academic Committee will be final.

ACADEMIC CONDUCT

Students are expected to exercise Christian virtues in every area of their lives. Truth and honesty, integrity, and diligence are encouraged and should characterize the academic conduct of every student at ACC. Each student is encouraged to engage in honest intellectual effort and ethical behavior in order to achieve the full development of the student's potential. Therefore, misbehavior in academic matters is considered a serious problem and an affront to the entire college community.

Whenever a faculty member, student, or staff member becomes aware of academic misconduct, that person should report the misbehavior to the course instructor or another appropriate college

official. Examples of academic misconduct include but are not limited to:

- Plagiarizing - essays, term papers, projects, tests, homework, and other course requirements must be the work of the student submitting them; when an idea or quotation of another is used, it must be appropriately acknowledged with proper citation.
- Cheating on a test or other assignment.
- Unauthorized collaborating - a student shall not receive assistance not authorized by the instructor in the preparation of any assignment; a student shall not knowingly give unauthorized assistance to another person in such preparation.
- Selling, loaning, or sharing a copy of an examination (or information about an examination), whether past or current.
- Providing false or inaccurate information to an instructor or other academic personnel, such as marking an attendance sheet for an absent student.
- Altering an academic transcript, grade report, or other College document.
- Disrupting classroom, field trip, advising, or other academic activities, either on or off campus.
- Being rude or disrespectful toward an instructor or fellow-student.
- Misusing advanced technology in class (e.g., a laptop computer for non-class-related purposes).
- Using a cell phone, sleeping, inattentiveness, doing non-class-related work or activity, or other such inappropriate classroom behavior.
- Children in the classroom during evening class hours or unescorted children in Atlanta Christian College buildings at any time.

Academic misconduct is addressed by the instructor of the course in which it occurs. A professor has the prerogative to take a variety of actions, as appropriate, including but not limited to: count a student absent; require work to be redone, in whole or part; require additional work; give a lower or failing grade for an assignment or test; require the student to leave a class session; withdraw the student from the course; and/or give an immediate failing grade for the course.

In all cases of academic misconduct, the faculty member informs the Vice President for Adult and Professional Studies of the case and its resolution in writing. The Vice President for Adult and Professional Studies keeps information documenting instances of academic dishonesty. If a student's academic dishonesty appears to be egregious or repeated, the Vice President for Adult and Professional Studies has the prerogative to pursue disciplinary action beyond that of the instructor(s) in order to deal with the infraction(s), including the adjudication of the case before the Judiciary Board and/or the possibility of suspension of enrollment.

A student who believes an error has been made by an instructor in a case of academic misconduct (e.g., who denies the academic misconduct, disputes the facts of the case, believes the sanction is inappropriate) may appeal the decision and corrective action of an instructor to the Vice President for Adult and Professional Studies. The appeal must be made in writing and received within one week of the instructor's decision, stating evidence for the believed error. A duplicate copy of the appeal letter should be submitted to the course instructor. The Vice President for Adult and Professional Studies will investigate and respond to the appeal with a decision in a timely manner. The Vice President for Adult and Professional Studies is the final level of appeal for all issues in the Access program. The student may and should continue in class attendance and participation as long as an official appeal is pending. A student may appeal a suspension or expulsion due to academic misconduct to the President of the College, whose decision will be final.

Credits from Other Sources

TRANSFER OF CREDITS: ACC accepts credits for equivalent courses bearing “C-” or higher grades to ACC from institutions accredited as degree-granting by a regional accrediting body for higher education at the time the coursework was completed. Credits from colleges that are accredited by other accrediting bodies, as recognized by the U.S. Department of Education, are considered on a case-by-case basis. Credits from non-accredited colleges are not transferred.

Comparable nature, content and level of credit are considered in determining the appropriateness of the transfer. Only those courses which satisfy degree requirements are transferred. A tentative evaluation of credits for transfer may be made as part of the admission process. The Registrar will officially transfer credits after the student has been accepted and has declared a degree program.

Only credits taken at ACC contribute to the student’s cumulative ACC GPA; transfer credits and grades are not used in calculating the ACC GPA. The credits and grades for transfer courses used to satisfy degree requirements are considered only in determining graduation honors.

CREDIT BY EXAMINATION: ACC recognizes the earning of credit by examination from sources with known validities and reliabilities. Credit by examination scores should be submitted to the Registrar, who determines the applicability of particular external examinations to the requirements for a degree from ACC. The Educational Resource Center administers the computer-based College Level Examination Program (CLEP) on campus.

Academic credit toward graduation requirements for a degree will be awarded for the results of credit by examination under the following conditions and limitations:

1. The testing program/examination is recommended as the basis for awarding college academic credit by the American Council on Education (ACE), e.g., College-Level Examination Program (CLEP), Advanced Placement (AP), ACT Proficiency Examination Program (ACT PEP), DANTES Subject Standardized Tests, military courses, and other such tests.
2. The number of semester hours awarded is normally determined according to the ACE recommendation and ACC requirements for the specific course.
3. A credit-by-examination score may be used to earn 3 semester hours of credit for ENG 101, Critical Reading & Writing I. If the AP “English Language and Composition” exam or “English Literature and Composition” exam is taken, a score of 3 or above is necessary. If the CLEP “English Composition” or “Freshman College Composition” examination is taken, a score of 50 or above is necessary.
4. Credit earned by external testing will be designated on the transcript by a grade of “P” (pass).
5. Credits earned by external examination are placed on the student’s transcript and treated as transfer credits.
6. A maximum of 25% of the semester hours required for a degree may be satisfied by external examinations.

CREDIT BY PORTFOLIO ASSESSMENT: ACC recognizes the earning of credit by portfolio assessment for documented learning in Adult & Professional Studies degree programs, based on the guidelines and assessment techniques established by the Council for Adult and Experiential Learning (CAEL). A portfolio for documented learning is submitted by the student to the Vice President for

Adult & Professional Studies. This type of credit is not necessarily transferred into or out of ACC. Credit by portfolio assessment will be awarded under the following conditions:

1. Students must be completing a BS degree. Portfolio credit cannot be applied to an AA degree.
2. Students interested in earning credit by portfolio for documented learning must attend a *Portfolio Preparation Seminar*, scheduled throughout the year.
3. Portfolio credit for documented learning is assessed by the office of Adult & Professional Studies on the basis of licenses, certifications, professional or technical courses, workshops, and/or other non-credit learning (that do not have ACE recommendations otherwise). The Portfolio must include: (a) the student's resume' and an autobiographical sketch; (b) substantial documentation of clock hours, content, and completion for each source of learning; and (c) a value of learning statement for each topic area. One semester hour of credit may be awarded for 20 hours of documented instruction that is determined to be validated as college level.
4. A maximum of 20 semester hours of credit may be earned through portfolio assessments.
5. Portfolio credit and credit earned through external examinations may not exceed 25% of the semester hours required for a BS degree.
6. The student must have successfully completed 12 or more semester hours of coursework in an Adult & Professional Studies degree program at ACC prior to receiving credit by portfolio assessment for documented learning.
7. A non-refundable assessment fee is required with the submission of a Portfolio (currently \$150).
8. The office of Adult & Professional Studies recommends the awarding of credit to the Registrar based on the portfolio assessment. Upon payment of a non-refundable, per-semester-hour fee (currently \$75 per semester hour of credit awarded), the Registrar records the credit for documented learning on the student's permanent transcript.
9. Credit by portfolio assessment is awarded for a specific course in any current ACC catalog.
10. The process of receiving credit by portfolio assessment must be completed prior to the beginning of the student's final semester of coursework in the Adult & Professional Studies degree program as noted on the student's degree completion schedule.

TRANSIENT STUDENTS FROM ACC AT ANOTHER COLLEGE: A transient student is one who, with advance approval of the Registrar, takes one or more courses at another regionally-accredited institution of higher education to meet curricular requirements at ACC. Such a student is considered an ACC student while studying elsewhere. The credits taken as a transient student, including correspondence courses, are subject to the normal transfer of credit practices.

A student in the Access program wishing to take a course in the traditional program at ACC should receive permission through the Registrar's Office by completing the process as a transient student.

Change of Campus: Students may switch the campus at which they take coursework between semester breaks only.

Learning Assistance

ACC is focused on helping students achieve academic success. The Educational Resource Center, located in the Library, provides a variety of services to assist students, such as:

- Helping new students adjust to the academic and social demands of college life;
- Cooperating in placement testing, academic advisement, and program selection of at-risk students;
- Coordinating tutoring services for various academic disciplines;
- Providing support to students at any stage of the writing process;
- Assisting with reasonable accommodations for special-needs students, working with faculty and other staff to meet those needs as appropriate; and
- Offering instruction and materials to individuals and groups in topics such as effective time management and study skills.

Students may receive assistance in the Educational Resource Center in the Library or by contacting the Director of Educational Resources by phone or e-mail.

Physical and Learning Disabilities

Atlanta Christian College is committed to a policy of non-discrimination toward persons with disabilities. After admission to ACC, students may request auxiliary aids and services for academic and student development purposes by contacting the Director of the Educational Resource Center (ER). The College recognizes its obligation to the larger College community to provide auxiliary aids and services in the most cost-effective and least disruptive manner to its academic programs as possible, while still providing meaningful access to classroom lectures for students with disabilities. The College recognizes that federal law requires that State vocational rehabilitation agencies have primary financial responsibility to provide auxiliary aids and services to students with disabilities. Private organizations also provide auxiliary aids and services.

The provision of auxiliary aids or services for a student with one or more disabilities is coordinated by the Director of the Educational Resource Center, who functions on behalf of all areas of the College for the purpose of accommodating disabilities. In order to request auxiliary aids or services, the student submits the following to the Director of the Educational Resource Center at least 90 prior to the beginning of an academic semester:

1. Professional assessments and evaluations of the disability with specific professional recommendations for auxiliary aids or services;
2. Documentation to establish: (a) that the student has made reasonable efforts to acquire auxiliary aids or services from the appropriate state agency having jurisdiction based on the student's residency, such as the Vocational Rehabilitation Program of the Department of Labor for the state of Georgia; (b) that the student has made reasonable efforts to acquire the auxiliary aids or services through other sources, such as private organizations; and (c) the results of those requests and the specific aids or services acquired through State agencies or other sources;
3. A written request for the specific auxiliary aids and services that the student would like the College to provide in addition to those provided by State agencies or other sources, including a discussion of the alternative auxiliary aids or services which may be available and why these alternatives either are or are not appropriate to provide the student meaningful access to classroom lectures.

Based upon the submitted information and requests, the Vice Presidents of the College will determine the reasonable accommodations that the College will make available to the student to provide meaningful access to its programs. In making its determination, the College may require the student to submit to an assessment by an evaluator selected and paid for by the College. In determining whether and what aids and services to provide the student, the College will take into account: the cost-effectiveness of the aids and services requested; their suitability to the student; the availability of suitable, less costly alternatives; and the disruptiveness to the academic program of the College.

The Director of the Educational Resource Center will communicate the approved accommodations to the student. The determination of the committee of the Vice Presidents may be appealed to the President of the College. The Director of the Educational Resource Center will communicate the approved accommodations to the student's instructors and others, as appropriate. Faculty members grant reasonable accommodations only on the basis of written communication from the Director of the Educational Resource Center. The accommodations made for a student at ACC may or may not be the same as those received in other educational settings and may change as the student progresses through a program.

Campus Technology

Atlanta Christian College provides modern, well-equipped computer facilities for student use. Computers are available in the Library computer lab, the commuter lab across from Room 108, as well as the commuter lounge in the Hathcock Center, and other points on campus. The computer lab is located in the lower level of the Library and is available to all students during regular Library hours (except during times when the lab may be scheduled for a class). In each location, every computer is connected to the Internet through the College's high-speed network with access to software for word processing, spreadsheets, databases, presentations, web browsing and interactive course materials.

All residence hall rooms and campus apartments are equipped with network access to connect student personal computers to the Internet. Students are given instructions on how to log on to the campus network with their own passwords during student orientation.

Wireless internet access is available in the Library, McKinney's Coffeehouse, and many other points on campus. Students can register for classes, check grades or transcripts, and update their personal information online.

Student Classifications

Students are classified according to the total number of semester hours completed for credit at ACC and transferred from other colleges to fulfill degree requirements. The expected minimum GPA is determined by the student's class standing at ACC. If a student earns enough hours in a given semester to move from one minimum GPA requirement to another, the higher requirement applies. Listed below are the five basic classifications of students used in all official publications:

<i>Academic Class</i>	<i>Cumulative Semester Hours</i>	<i>Minimum Cumulative GPA</i>
Freshman	1-29	1.8
Sophomore	30-59	1.9
Junior	60-89	2.0
Senior	90+	2.0

Honors

SEMESTER: Full-time students who have an ACC semester grade point average (GPA) of 3.50 or above will be recognized on the Dean’s List for that semester. The student must complete at least 12 semester hours at ACC in a given semester to qualify for the honor.

GRADUATION: Members of each year’s graduating class receive their degrees *cum laude* if their cumulative GPA at ACC is 3.50-3.699, *magna cum laude* if their GPA is 3.70-3.899, and *summa cum laude* if their GPA is 3.90-4.00. A student with transfer credits may not receive graduation honors greater than the level warranted by the cumulative GPA for all courses used to fulfill degree requirements (i.e., all ACC credits and the transferred credits).

Academic Probation and Suspension

ACADEMIC WARNING: A student whose semester grade point average (GPA) falls below 2.00, but whose cumulative GPA is above the standard stated in the “Student Classifications” section, receives an academic warning prior to the following semester. A student receiving an academic warning can continue enrollment without interruption. The warning status serves as an aid in advisement and the scheduling of extra-curricular activities.

ACADEMIC PROBATION: If a student’s cumulative GPA falls below the academic standard stated in the “Student Classifications” section, that student is placed on academic probation for the following semester. If the cumulative GPA is still below the expected minimum GPA the semester following being placed on probation, but the student’s semester GPA is at least 2.0, the student is allowed to continue on probation for the following semester.

ACADEMIC SUSPENSION: A student may be academically suspended for the following semester under either of the following circumstances: (1) if the cumulative GPA of a student who is on academic probation continues to fall below the academic standard stated in the “Student Classifications” section the semester following being placed on probation and the student’s semester average is below 2.00; or (2) if the cumulative GPA of a student falls below 1.00, whether or not that student is on academic probation. Academic suspension is a status that bars a student from continued enrollment at ACC or any other institution for one semester. After the one semester suspension, the student is eligible to reapply for admission on academic probation. Failure to have a semester GPA of at least 2.00 for the first semester after that readmission results in suspension for one semester.

APPEAL OF PROBATION OR SUSPENSION: A student who believes he/she has mistakenly been placed on academic probation or suspension may appeal to the Registrar in writing.

The appeal should specify the suspected error or errors. If a student contends that the Registrar's response to the appeal is not correct, that student should appeal in writing to the Vice President for Adult and Professional Studies. The decision of the Vice President for Adult and Professional Studies will be final.

Requirements for Graduation

To qualify for graduation from ACC, a student must fulfill all of the following:

1. Complete the curricular requirements prescribed in the catalog for the degree program that is chosen. The student is subject to the curricular requirements in the catalog in effect at the time of entrance into the College. A student whose enrollment has been interrupted and who is readmitted is subject to the catalog in effect at the time of readmission. If a degree is not completed within six years, the student may be subject to the requirements in the current catalog.
2. Earn the number of semester hours prescribed in the catalog for the degree that is pursued.
3. For the Bachelor of Science (B.S.) degree, a student must successfully complete at least 25% of the total number of required semester hours at ACC. For the Associate of Arts (A.A.) degree, a student must successfully complete at least 30 semester hours at ACC. Normally, the minimum number of semester hours required at ACC are the last hours earned for the degree.
4. Attain a cumulative grade point average of at least 2.00 for any degree.
5. Make application for graduation to the Registrar. The completed application must be turned in by the appropriate deadlines as published for each graduation and be accompanied by the graduation fee set for that year. If the student does not complete the requirements for graduation within one year of the application date, a new application will be required, plus the amount of any graduation fee increase(s) since the initial application. If the student's enrollment is interrupted after an application for graduation is made, the student is subject to the College's readmission processes and policies and a new application for graduation must be submitted.
6. The student must complete both the Bible Content Test and the ETS Proficiency Profile (no fees are assessed to the student for these tests) which are used as exit exams for institutional effectiveness research and do not affect student GPAs. Other tests might be required in the future to measure and improve the quality of the Access program.
7. Meet all financial obligations or make satisfactory arrangements for payment with the Business Office. Diplomas will not be awarded and transcripts will not be released if a student owes money to the College.

It is the student's responsibility to complete all requirements for graduation.

Other Policies

RELEASE OF INFORMATION: The Family Educational Rights and Privacy Act (FERPA) of 1974 was designated to protect the privacy of education records, to establish the right of students to inspect and review the education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students are encouraged to fill out a FERPA release form naming the person or persons with whom the student gives the College

permission to discuss education records. Students at ACC are accorded all of the rights and privileges as provided under the Act. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

TRANSCRIPT: A transcript request form is available on the College website. The student's signature and pertinent information is required. While a nominal charge is made for transcript, a transcript is not released unless all financial accounts are settled.

INCLEMENT WEATHER POLICY: The official word on canceling classes or closing offices because of inclement weather will be placed on the ACC web site and Charger Learning. Text and e-mails will be sent and designated local media outlets will be contacted whenever such a decision is made.

STUDENT DEVELOPMENT INFORMATION

The *Covenant for a Christian Community* is the College's official publication regarding student development. Students are expected to know and follow the policies, regulations, and procedures presented in this catalog and the *Covenant for a Christian Community*. Awareness of the College calendar, critical deadlines, and e-mails are also the student's responsibility.

Standards of Conduct

Standards of conduct and disciplinary procedures at ACC are presented in the *Covenant*. This handbook covers all areas of student life and is available on the ACC website. It is designed to encourage student conduct that reflects Christian principles, including honesty, integrity, modesty and respect for individuals and the College community. Its application for Access Program students will be appropriate for adult learners.

The Vice President for Student Development is the primary person responsible in matters relating to student conduct and decorum. In a case where a student does not make satisfactory adjustments to ACC life, the processes outlined in the *Covenant* will apply.

Discipline, which may include dismissal, will be administered as necessary when credible evidence exists that a student has engaged in an illegal activity (e.g., the possession, distribution, or use of illegal drugs) or has violated College policies and regulations. ACC is a smoking and alcohol free environment for all students.

This section is provided for informational purposes. For complete information regarding standards of conduct, please refer to the *Covenant*.

Student Services

The offices of the Director of Enrollment for the Access Program and of the Vice President for Student Development work together to provide student services for students enrolled in the Access Program. Those services include, but are not limited to:

- ACC's Center for Calling and Career, in East Point and online
- Parking
- Personal counseling services, in East Point
- Campus clinic services, in East Point
- Access Chapels
- Prayer and devotions
- Prayer Requests on ChargerLearning
- Beverages and snacks

(continued)

- Weight room and aerobics room, in East Point
- Leisure, commons areas
- Referral to off-campus services (e.g., personal counseling, housing, health and social services, student employment opportunities)

ACCESS DEGREE PROGRAMS

Atlanta Christian College offers the nontraditional student the Bachelor of Science degree and the Associate of Arts degree. In keeping with the purpose of the College, all courses and programs are designed to concur with a Christian worldview. Whether a person enrolls for only a few courses or completes a degree, the mission and vision of the College remain the same.

CORE CURRICULUM: The College's Access degree programs are based on a General Education Component and Biblical Studies courses.

DEGREE PROGRAMS: The Bachelor of Science (B.S.) degree requires a minimum total of 120 semester hours of credit. For B.S. degrees, at least 25% of the total number of required semester hours must be taken at ACC. The Associate of Arts (A.A.) degree requires a minimum total of 60 semester hours of credit, at least 30 semester hours of which must be taken at ACC. The minimum number of semester hours which are required at ACC would normally be the last hours earned for the degree.

A student entering ACC with fewer than 45 semester hours of credit is required to apply for and complete the Associate of Arts degree. At the time of completion of the AA degree, a student may choose to continue his or her work towards the Bachelor of Science degree.

CHANGES: An ACC degree program's requirements and courses may be changed through appropriate academic channels at any time. For the most up-to-date and specific degree requirements, procedures, and semester-by-semester sequencing, see the Access Office of Student Services.

Degree Programs in Access

BACHELOR OF SCIENCE DEGREES:

Christian Ministries
Human Relations
Organizational Leadership

ASSOCIATE OF ARTS DEGREES:

Christian Ministries
General Studies
Human Relations
Organizational Leadership

General Education Component

OBJECTIVES: The objectives for the General Education Component of an Access degree program are that the student will be able to:

1. Communicate effectively orally and in writing.
2. Operate in the areas of humanities, social science, and natural science.
3. Demonstrate skills in critical thinking, mathematics, and computer literacy.
4. Demonstrate a basic understanding of the content of the Old and New Testaments.
5. Demonstrate a basic understanding of a Christian world view and the role of believers in the Body of Christ.

General Education Component – Required Courses:

Course #	Course Name	Sem hrs
Essential Skills		
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
ENGL 102	Critical Reading & Writing II	3
Humanities & Fine Arts		
HUMA 101	Intro to Humanities	3
Math & Science		
MATH 103	College Mathematics	3
NSCI	Science Course with Lab	3
Social Science		
HIST 203	U.S. History	3
PSYC 103	Intro to Psychology	3
Biblical Studies		
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
MINI 201	Vocation and Service	3
Total Required Hours:		33

A.A. and B.S. Degrees in Christian Ministries

The Associate of Arts degree in Christian Ministries combines the completion of the Access Program's general education component with a first level of preparation for the student to function in a church and ministry environment. The Bachelor of Science degree in Christian Ministries is designed to provide the broad preparation for the Christian to lead and serve in church and ministry positions.

Graduates with a degree in Christian Ministries from ACC are prepared to assume a variety of positions in churches, ministries, and Christian organizations, and to pursue further study in a related discipline.

OBJECTIVES:

The objectives for the A.A. in Christian Ministries degree are that the graduate will be able to:

1. Communicate effectively orally and in writing.
2. Operate in the areas of humanities, social science, and natural science.
3. Demonstrate skills in critical thinking, mathematics, and computer literacy.
4. Demonstrate a basic understanding of the content of the Old and New Testaments.
5. Demonstrate a basic understanding of a Christian world view and the role of believers in the Body of Christ.
6. Demonstrate an understanding of the fundamentals of Bible study, Christian doctrine, and the ministries of the Church.

The objectives for the B.S. in Christian Ministries degree, building on the student learning outcomes of an associate degree, are that the graduate will be able to:

1. Apply appropriate methods of interpretation to the study, teaching, and preaching of the Old and New Testaments.
2. Demonstrate an awareness of the basic matters of critical introduction and historical background necessary to a proper understanding of the Old and New Testaments.
3. Apply the central theological themes of the Old and New Testaments to current issues for teaching and preaching.
4. Demonstrate an understanding of New Testament concepts of ministry and the application of those principles in a ministry environment.
5. Demonstrate an understanding of the requirements of leading or serving in a ministry environment.
6. Assess and utilize people's individual strengths to form teams to accomplish the goals of a particular ministry.

A.A. in Christian Ministries

Course #	Course Name	Sem hrs
Essential Skills		
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
ENGL 102	Critical Reading & Writing II	3
Humanities & Fine Arts		
HUMA 101	Intro to Humanities	3
Math & Science		
MATH 103	College Mathematics	3
NSCI	Science Course with Lab	3
Social Science		
HIST 203	U.S. History	3
PSYC 103	Intro to Psychology	3
General Electives		
	Elective Courses	12
Biblical Studies		
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
MINI 201	Vocation and Service	3
Concentration		
BIBL 105	Introduction to Bible Study	3
BIBL 201	Basic Christian Doctrines	3
MINI 203	Introduction to Christian Ministries	3
MSEV 201	Evangelism and Discipleship	3
PREA 201	Introduction to Preaching	3
Total Required Hours:		60

B.S. in Christian Ministries

General Education Component Core	33
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Course #	Course Name	Sem
BIBL 301	Biblical Interpretation	3
BIBL 302	The Life of Jesus	3
BIBL 303	Acts of the Apostles	3
BIBL 305	Isaiah	3
BIBL 412	I Corinthians	3
BIBL 413	Psalms	3
BIBL 445	Theology: Sin and Salvation	3
CHED 301	Educational Ministries	3
MINI 407	Practical Ministries	3
MINI 411	Accounting & Finance for the	3
MINI 417	Pastoral Counseling	3
MINI 435	Admin. & Leadership in Ministry	3
MSEV 302	Church Growth and Evangelism	3
MUSI 415	Worship Leadership	3
PREA 405	Effective Preaching	3
Total:		45

Free Electives:	42
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Total Required Hours:	120
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A.A. Degree in General Studies

The Associate of Arts degree in General Studies combines the completion of the Access Program's general education component with 15 semester hours of additional associate-level courses. The student works with an academic advisor to select courses, primarily on the 200-level, to develop a broader general education foundation, a concentration based on the student's needs and goals, and/or the preparation to pursue upper-class studies.

OBJECTIVES: The objectives for the Associate of Arts in General Studies degree are that the student will be able to:

1. Communicate effectively orally and in writing.
2. Operate in the areas of humanities, social science, and natural science.
3. Demonstrate skills in critical thinking, mathematics, and computer literacy.
4. Demonstrate a basic understanding of the content of the Old and New Testaments.
5. Demonstrate a basic understanding of a Christian world view and the role of believers in the Body of Christ.
6. Demonstrate additional breadth, variety, or concentration of general studies, with a readiness to pursue upper-class studies.

A.A. in General Studies

Course #	Course Name	Sem hrs
Essential Skills		
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
ENGL 102	Critical Reading & Writing II	3
Humanities & Fine Arts		
HUMA 101	Intro to Humanities	3
Math & Science		
MATH 103	College Mathematics	3
NSCI	Science Course with Lab	3
Social Science		
HIST 203	U.S. History	3
PSYC 103	Intro to Psychology	3
General Electives		
	Elective Credits	12
Biblical Studies		
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
MINI 201	Vocation and Service	3
Concentration		15
Courses selected with the approval of an academic advisor, which <ul style="list-style-type: none"> • are selected for breadth and variety and/or for the student's specific educational goals; • may be taken in Access, transferred from another college, and/or granted by portfolio assessment; and • are primarily 200-level courses. 		
Total Required Hours:		60

A.A. and B.S. Degrees in Human Relations

The Associate of Arts degree in Human Relations combines the completion of the Access Program's general education component with a first level of preparation for the student to function in a people-helping environment. The Bachelor of Science degree in Human Relations is designed to provide the broad preparation for the Christian to lead and serve in human- and social-services positions.

Graduates with a degree in Human Relations from ACC are prepared to assume a variety of positions in public, private, and faith-based agencies, organizations, and settings that provide social and human services, and to pursue further study in a related discipline.

OBJECTIVES:

The objectives for the A.A. in Human Relations degree are that the graduate will be able to:

1. Communicate effectively orally and in writing.
2. Operate in the areas of humanities, social science, and natural science.
3. Demonstrate skills in critical thinking, mathematics, and computer literacy.
4. Demonstrate a basic understanding of the content of the Old and New Testaments.
5. Demonstrate a basic understanding of an integrated, Christian world view and the role of believers in the Body of Christ.
6. Demonstrate an understanding of the fundamentals of individual and social dynamics and ways to address human and social needs.

The objectives for the B.S. in Human Relations degree, building on the student learning outcomes of an associate degree, are that the graduate will be able to:

1. Compare and contrast the varieties of theories, issues, and techniques in psychology and counseling.
2. Explain the intricacies of the psychological, physiological, developmental, and spiritual make-up of man.
3. Distinguish between healthy and unhealthy patterns in the life, work, and ethics of professional helpers.
4. Integrate psychological theory and theology.
5. Demonstrate an integration of personal strengths, the analysis and utilization of current research, and the application of good helper principles.

A.A. in Human Relations

Course #	Course Name	Sem hrs
Essential Skills		
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
ENGL 102	Critical Reading & Writing II	3
Humanities & Fine Arts		
HUMA 101	Intro to Humanities	3
Math & Science		
MATH 103	College Mathematics	3
NSCI	Science Course with Lab	3
Social Science		
HIST 203	U.S. History	3
PSYC 103	Intro to Psychology	3
General Electives		
	Elective Courses	12
Biblical Studies		
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
MINI 201	Vocation and Service	3
Concentration		
HREL 202	The Family	3
HREL 211	Fndtns. of Helping Relationships	3
HREL 292	Careers in Helping Professions	3
PSYC 200	Social Psychology	3
PSYC 204	Developmental Psychology	3
Total Required Hours:		60

B.S. in Human Relations

General Elective Component:	33
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Course #	Course Name	Sem hrs
HREL 301	Introduction to Counseling	3
HREL 304	Introduction to Research	3
HREL 310	Family Counseling	3
HREL 312	Counseling Diverse Populations	3
HREL 315	Group Dynamics	3
HREL 396	Counseling Theory & Procedures	3
HREL 414	Human Sexuality	3
HREL 423	Biblical Resources for Counseling	3
HREL 431	Counseling Diverse Age Groups	3
HREL 437	Conflict Management	3
HREL 445	Case Management	3
HREL 497	Human Relations Practicum	3
PSYC 341	Abnormal Psychology	3
PSYC 425	Interpersonal Effectiveness	3
PSYC 442	Personality Theory	3
Total:		45

Free Electives:	42
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Total Required Hours:	120
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A.A. and B.S. Degrees in Organizational Leadership

The Associate of Arts degree in Organizational Leadership combines the completion of the Access Program's general education component with a first level of preparation for the student to function in a business environment. The Bachelor of Science degree in Organizational Leadership is designed to provide the broad preparation for the Christian to lead and serve in business and society.

Graduates with a degree in Organizational Leadership from ACC are prepared to assume a variety of positions in corporate, private, government, and non-profit organizations, and to pursue further study in a related discipline.

OBJECTIVES:

The objectives for the A.A. in Organizational Leadership degree are that the graduate will be able to:

1. Communicate effectively orally and in writing.
2. Operate in the areas of humanities, social science, and natural science.
3. Demonstrate skills in critical thinking, mathematics, and computer literacy.
4. Demonstrate a basic understanding of the content of the Old and New Testaments.
5. Demonstrate a basic understanding of an integrated, Christian world view and the role of believers in the Body of Christ.
6. Demonstrate an understanding of the fundamentals of operating in business and organizational settings.

The objectives for the B.S. in Organizational Leadership degree, building on the student learning outcomes of an associate degree, are that the graduate will be able to:

1. Utilize written and oral communications in a business environment with an emphasis on effective interpersonal skills.
2. Manage human, financial and physical resources to achieve stated objectives.
3. Demonstrate knowledge of accounting, finance, and marketing principles and their applications.
4. Utilize computer technology and analytical skills to apply mathematical, economic and statistical concepts for problem solving and decision making in business enterprises.
5. Identify and apply ethical considerations, laws and regulations governing business operations.
6. Serve in positions of responsibility in private, public, government and non-profit organizations, exemplifying Christian character and influence.

A.A. in Organizational Leadership

Course #	Course Name	Sem hrs
Essential Skills		
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
ENGL 102	Critical Reading & Writing II	3
Humanities & Fine Arts		
HUMA 101	Intro to Humanities	3
Math & Science		
MATH 103	College Mathematics	3
NSCI	Science Course with Lab	3
Social Science		
HIST 203	U.S. History	3
PSYC 103	Intro to Psychology	3
General Electives		
	Elective Courses	12
Biblical Studies		
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
MINI 201	Vocation and Service	3
Concentration		
BUSI 101	Introduction to Business	3
BUSI 210	Principles of Accounting	3
BUSI 225	Personal Financial Management	3
HREL 215	Group Dynamics	3
BUSI 256	Case Studies in Business	3
Total Required Hours:		60

B.S. in Organizational Leadership

General Education Component:	33
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Course #	Course Name	Sem hrs
BUSI 308	Accounting & Finance for	3
BUSI 314	Management Information Systems	3
BUSI 325	Principles of Management	3
BUSI 338	Business Communication	3
BUSI 347	Principles of Marketing	3
BUSI 352	Organizational Behavior	3
BUSI 375	Business as Mission	3
BUSI 426	International Business	3
BUSI 434	Business Law	3
BUSI 436	Business Ethics	3
BUSI 443	Entrepreneurship	3
BUSI 450	Human Resources Management	3
BUSI 455	Change Management	3
BUSI 460	Organizational Leadership	3
BUSI 465	Strategic Management and Planning	3
Total:		45

Free Electives:	42
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Total Required Hours:	120
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COURSE DESCRIPTIONS

Each course description for the Access Program includes a course number, name, the number of semester hours, and a short explanation of course content.

TERMINOLOGY:

Prerequisite: A student must have completed the prerequisite course(s) or have attained a designated status before enrolling in the course.

Co-requisite: A student must be enrolled in the listed co-requisite course at the same time (concurrent enrollment) in order to enroll in the course.

Courses and their descriptions may change, be added, or be deleted without notice through normal academic processes. The College reserves the right to withdraw any course for which there is insufficient registration.

CURRICULAR AREAS (PREFIXES):

Adult Studies/Professional Studies (ASPS)	44	Humanities (HUMA)	52
Biblical Studies (BIBL)	45	Mathematics (MATH)	52
Business (BUSI)	46	Ministry (MINI)	52
Christian Education (CHED)	48	Missions & Evangelism (MSEV)	52
Communication (COMM)	48	Music (MUSI)	53
English (ENGL)	48	Natural Science (NSCI)	53
Foundations of Education (FEDU)	49	Preaching Ministry (PREA)	53
History (HIST)	49	Psychology (PSYC)	53
Human Relations (HREL)	50	Social Sciences (SOCI)	54

Adult Studies/Professional Studies (ASPS)

ASPS 105 Introduction to Adult Learning (3)

This course is designed to prepare the student to work in the dynamic environment that surrounds academic discourse, research and learning. By identifying individual strengths, students will be equipped to work independently and within teams. Academic success within adult education is dependent upon effective study habits, time management, access to and use of learning resources, and the ability to successfully work in teams. This course must be passed in order for a student to continue in the program.

APSP 305 Introduction to Adult Learning (3)

This course is designed to prepare the student to work in the dynamic environment that surrounds academic discourse, research and learning. By identifying individual strengths, students will be equipped to work independently and within teams. Academic success within adult education is dependent upon effective study habits, time management, access to and use of learning resources, and the ability to successfully work in teams. This course must be passed in order for a student to continue in the program.

Biblical Studies (BIBL)

BIBL 101 Old Testament Survey (3)

A survey of the Old Testament and its basic themes, with an emphasis on the character of God who reveals Himself through the Bible.

BIBL 102 New Testament Survey (3)

A survey of the New Testament and its basic themes, with an emphasis on the revelation of God found in Jesus Christ.

BIBL 105 Introduction to Bible Study (3)

A survey of the inspiration, canonization and transmission of the Bible and of various methods of studying the Scriptures.

BIBL 201 Basic Christian Doctrine (3)

A survey of the doctrines of the early Christian church and their application in modern life.

BIBL 301 Biblical Interpretation (3)

A study of the science of biblical interpretation designed to equip the student with methodologies for effective biblical exegesis.

BIBL 302 The Life of Jesus Christ (3)

A survey of the life and teachings of Jesus of Nazareth based on the four Gospels. A brief review of the intertestamental period and the world of the New Testament will preface this survey.

BIBL 303 Acts of the Apostles (3)

An historical and exegetical study of the Acts of the Apostles, which contains a record of the establishment and development of the church.

BIBL 305 Isaiah (3)

An exegesis of the biblical book of Isaiah with emphasis given to the origin, purpose and major theological themes of the text.

BIBL 308 Epistles of Paul (3)

A survey of Paul's writings, including their basic contents and theological themes.

BIBL 340 Old Testament Prophecy (3)

A survey of the prophetic literature of the Old Testament analyzing the origin, purpose, and basic contents of each book.

BIBL 370 Old Testament Poetry (3)

A survey of the poetic literature of the Old Testament analyzing the origin, purpose and basic contents of each book.

BIBL 412 I Corinthians (3)

An exegetical study of the epistle, including careful analysis of the text and thoughtful application to contemporary Christian life and theology.

BIBL 413 Psalms (3)

A systematic survey of ancient Hebrew hymnody including an exegesis of several selected Psalms.

BIBL 414 Biblical Theology (3)

This course is a review of major theological ideas found in Scripture with a focus on how they inform Christian thought. Designed to introduce how to think and live theologically, this study offers a solid theological basis for integrating biblical ideals into life, ethics, business, and church community.

BIBL 413 Psalms (3)

A systematic survey of ancient Hebrew hymnody including an exegesis of several selected Psalms.

BIBL 445 Theology: Sin and Salvation (3)

A study of the biblical doctrine of the nature and effects of human sin and of God's provision of salvation, including the doctrines of grace, redemption and atonement, the person and work of Christ, the nature of saving faith and the role of the Holy Spirit in the life of the believer.

Business (BUSI)

BUSI 101 Introduction to Business (3)

This course introduces students to topics and issues in business. It is designed to provide an overview of the key functional areas of business.

BUSI 210 Principles of Accounting (3)

An introductory study of accounting examining basic concepts and principles underlying preparation and use of financial statements, including income determination, cash flow analysis and asset valuation, and interrelationships between financial statements.

BUSI 225 Personal Financial Management (3)

A general course dealing with the problems of the consumer in the American economic system; a practical study of personal consumption, buying habits, health and medical care, and housing; an introduction to investment; and an introduction to insurance.

BUSI 256 Case Studies in Business (3)

An integration of business principles, concepts, and skills applied to an actual business problem case study.

BUSI 308 Financial Accounting for Leaders(3)

This course is intended to be a one-course introduction to financial accounting. It will provide managers with the ability to understand and use financial statements, financial reports, and budgets,

BUSI 314 Management Information Systems (3)

A study of the role of information technology in solving business problems at operational, tactical, and strategic levels of the organization. Topics include telecommunications and networking, systems analysis and design, and the strategic use of information systems, with emphasis on the exploration of real-life business scenarios involving IT.

BUSI 325 Principles of Management (3)

Students will study the nature of management principles and their application through the use of biblical concepts. Motivational theory and application, leadership qualities and styles and negotiation will receive special attention.

BUS 338 Business Communication (3)

A study of the communication processes within organizations with an emphasis on skills in oral and written communication.

BUSI 347 Principles of Marketing (3)

This course is an integrated analysis of the role marketing plays in an organization. Analysis will include factors affecting consumer behavior development of marketing strategies and recognition of market analysis.

BUSI 352 Organizational Behavior (3)

An overview of how organizational goals, priorities and strategies interface with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention is given to the effect of organizational culture, organizational development and creating effective work groups.

BUSI 375 Business as Mission (3)

This course is an examination of the emerging role of business in missions. The general themes covered in this course include: 1) the theology of business as missions; 2) practical issues related to using business as a vehicle for cross-cultural missions, and 3) specific for-profit business models and case studies. By the end of the course the student will have a better understanding of the opportunities and challenges associated with integrating business and missions.

BUSI 421 Consumer Behavior (3)

A study of the dynamics of blending psychology and the consumer in a marketing format. This course will examine buyer behavior based on demographics, gender, economics and psychographics.

BUSI 426 International Business (3)

A study of the international operations of American businesses, international competition in the domestic market, and related economic, political, legal, and cultural issues.

BUSI 434 Business Law (3)

A study of the legal environment of business, the development and change of laws relating to business, substantive law relating to liability, employment, contracts, property, and government regulation. Prerequisite: BUS 225. (1st)

BUS 436 Business Ethics (3)

A study of the ethical problems, considerations, and principles in the business environment. The basic ethical principles and the accompanying value system used are biblically based.

BUSI 443 Entrepreneurship (3)

An examination of the process of starting a new business and then effectively managing it. This course reviews the traits of entrepreneurs, creating the business plan, start-up challenges, researching and evaluating markets, forms of ownership, market positioning, financial controls and sources of revenue, and promotion.

BUSI 450 Human Resources Management (3)

An overview of human resources management, including job analysis, job requirements, job selection, employee training, career development, performance appraisal, motivation, supervision, leadership, compensation, discipline, and termination.

BUSI 455 Change Management (3)

A study of the systematic discipline needed for building, maintaining and extending competitive advantage through the managerial process. The case study method is stressed. Study areas include change agents, consulting activities, resistance to change, organizational diagnosis, and organizational structure changes.

BUSI 460 Organizational Leadership (3)

Participants will learn how to assess organizations in light of strategic objectives and make recommendations for improvement. Topics include: strategic planning, organizational culture, large scale change, systems thinking, entrepreneurial and intrapreneurial behavior and "new leadership" development.

BUSI 465 Strategic Management & Planning (3)

The integration of business concepts, methods, and skills for the formulation of strategy and policy within an organization, emphasizing analysis, decision making, and ethical considerations.

BUSI 490 Studies in Christian Leadership (3)

A course flexible in procedure and content focused on a selected study in the field of business.

Christian Education (CHED)**CHED 301 Educational Ministries (3)**

A course emphasizing the principles of teaching, learning and providing insight into various methods of teaching and their effective use in the church.

Communication (COMM)**COMM 205 Public Speaking (2)**

The study of communication and rhetorical theory with emphasis on preparation and presentation of both informative and persuasive speeches; students will learn to be critical consumers of public speaking by studying effective listening, basic argument construction, and basic criticism. .

Prerequisite: ENG 102

English (ENGL)**ENGL 101 Critical Reading & Writing I (3)**

An introduction to college reading and writing. A minimum grade of "C" is required to satisfy degree requirements.

ENGL 102 Critical Reading & Writing II (3)

A continuation of college reading and writing with emphasis on principles of argumentation and research skills. A minimum grade of “C” is required to satisfy degree requirements. Prerequisite: ENGL 101.

ENGL 201 Western World Literature (3)

A survey course of Western literature. It explores the ideas, themes, and expressions of the greatest works of literature from the ancient past all the way to the present time.

ENG 250 Modern Short Stories (3)

This course examines the development of the short story during the nineteenth and twentieth centuries. Through the examination of these stories students will explore human nature as well as God’s purpose in our lives. The supplemental texts (*Epic* and *Epic Study Guide*) will help you reflect on how God uses stories in our lives to reveal Biblical truth. This course is also designed to help students develop writing skills by critical analysis journal responses and answering thoughtfully to the *Epic Study Guide*.

ENG 202 Survey of American Literature (3)

A survey of the life and literature of the American people covering the period of literature beginning with the settlement of the American colonies and ending in the twentieth century.

ENG 300 Shakespeare (3)

A study of the representative tragedies, comedies, romances, history plays, and selected poetry of Shakespeare. Emphasis is given to critical problems and the value and importance of his works.

Foundations of Education (FEDU)**FEDU 103 Introduction to Education (3)**

An introductory study of the foundations of American education that covers issues related to the areas of pedagogy, historical and philosophical movements in education, and social factors that influence classroom interactions.

FEDU 204 Developmental Psychology (3)

A study of human growth and development from conception and the prenatal period through adulthood and death. Special emphasis is given to applications in the school setting.

FEDU 300 Educational Psychology (3)

A study of learning theory and its application to such problems as classroom control, the organization of learning activities, understanding individual differences, and evaluating teaching and assessing learning. Emphasis is given to factors which facilitate and/or interfere with the learning process.

History (HIST)**HIST 201 Church History I**

A study of the development of the church from AD 30 through Thomas Aquinas.

HIST 203 United States History (3)

A survey of the religious, social, political, economic, and cultural development of the United States from the era of exploration until recent times.

HIST 332 History of Women in America (3)

This course has been designed as an introduction to the history of women in the U.S. from the colonial period to the present. It will be surveying the field of American women's history in order to understand how specific political, social, and religious economic transformation in the nation's past have affected the female half of the population.

HIST 334 The Twentieth Century World (3)

An introduction to the major individuals and political, economic, social and cultural events of the world during the twentieth century. Emphasis will be placed on global relationships. Conflict, and changing patterns of interaction among cultures and peoples in an era of near-constant change.

HIST 490 Studies in History (3)

A course flexible in procedure and content focused on a selected study in the field of history.

Human Relations (HREL)**HREL 202 The Family (3)**

The study of courtship, marriage, and family relationships from both a biblical and cultural perspective.

HREL 211 Foundations of Helping Relationships (3)

This course is designed to introduce students to the extensive body of knowledge related to communication and helping relationships. Self-understanding as a basic for effective communication will be emphasized.

HREL 215 Introduction to Group Dynamics (3)

An introductory analysis of how groups work and how to improve relationships in order to function effectively with all groups. Offered in the associate's program.

HREL 292 Careers in Helping Professions (3)

A course which exposes a student to career opportunities in various fields of Counseling & Human Services.

HREL 301 Introduction to Counseling (3)

A study of the foundational knowledge and skills which facilitate personal growth in others, for those who deal with people in helping relationships.

HREL 304 Introduction to Research (3)

A study of research methodologies and statistical analyses, with primary emphasis on the ability to read and understand research, and the appropriate usage of research methods in a variety of applications.

HREL 310 Family Counseling (3)

A study of courtship, marriage, and family relationships from both a biblical and cultural perspective, the family as a system, and the development of healthy and unhealthy relationships.

HREL 312 Counseling Diverse Populations (3)

A course designed to broaden the counselor's understanding and skills when counseling people of various backgrounds; different approaches to counseling will be considered with regard to ethnic groups, women, homosexuals, and people with various handicaps.

HREL 315 Group Dynamics (3)

The analysis of how groups work and how to improve relationships in order to function effectively with all groups. Offered in the bachelor's program.

HREL 396 Counseling Theory & Procedures (3)

A study of various counseling theories and an evaluation of these theories from a Christian perspective.

HREL 414 Human Sexuality (3)

A course designed to explore male, female differences in regard to emotions, perceptions, attitudes of relationships, and power of sexuality, focusing on psychological and socio-cultural influences on human sexuality and incorporating a life span perspective.

HREL 423 Biblical Resources for Counseling (3)

A study of the insights and applications of Scriptural truths and perspectives which guide and may be used by the Christian counselor.

HREL 431 Counseling Diverse Age Groups (3)

A course designed to broaden the counselor's understanding and skills when counseling people of various age levels; different approaches to counseling will be considered with regard to children, adolescents, adults, and the elderly.

HREL 437 Conflict Management (3)

This course is designed to equip students with the understanding and skills that may be used in personal, interpersonal, intra-group and inter-group conflict situations.

HREL 445 Case Management (3)

A study of how service providers assess the needs of a client and the client's family as well as arrange, coordinate, advocate for, monitor, and evaluate the package of multiple services designed to meet the client's needs.

HREL 497 Human Relations Practicum (3)

This course focuses on the assessment and continuing development of student counseling skills. Students have a variety of opportunities to receive feedback and to evaluate their ability to integrate theory into practice.

Humanities (HUM)

HUMA 101 Introduction to Humanities (3)

A general introduction to the humanities, with attention given to the nature of philosophy, art, architecture, music, and literature, with concepts from these disciplines applied to key cultural artifacts of the Western world.

Mathematics (MATH)

MATH 103 College Mathematics (3)

This course presents a comprehensive survey of college-level mathematics and emphasizes practical applications and problem-solving strategies.

Ministry (MINI)

MINI 201 Vocation and Service (3)

An examination of the Christian life through service in the world of work.

MINI 203 Introduction to Christian Ministries (3)

An overview of the nature and purpose of the church, the Christian's role as a member of the Body of Christ, and opportunities for leadership and service in pastoral ministry, educational ministry, cross-cultural ministry, and worship and fine arts ministry, with an emphasis on self-assessment.

MINI 407 Practical Ministries (3)

An examination of the practical aspects of effective ministry in a local church. Prerequisite: MIN 101 and Junior standing.

MINI 411 Accounting & Finance for the Church (3)

An introductory study of accounting and financial principles necessary for leadership in the church.

MINI 417 Pastoral Counseling (3)

A study of counseling principles and techniques within the context of the ministerial functions.

MINI 435 Administration and Leadership in Ministry (3)

A study of the functioning church and church leadership, examining organization and administration, planning, programming, and ministry in the local congregation.

Missions & Evangelism (MSEV)

MSEV 201 Evangelism and Discipleship (3)

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

MSEV 302 Church Growth & Evangelism (3)

An introduction to the philosophy of church growth as originally developed by Donald McGavran. The principles of church growth will be applied both to homogeneous and multiethnic churches.

Music (MUSI)**MUSI 415 Worship Leadership (3)**

A coverage of the principles of worship from Scripture and their application in current worship styles.

Natural Science (NSCI)**NSCI 103 Introduction to Biology (3)**

The essential concepts and fundamental principles of modern biology with major emphasis on the basic chemistry of life, the cell as the basic unit of life, the fundamentals of DNA and genetics, and a general overview of bacteria, fungi, and protists.

NSCI 126 Chemistry in Your Life (3)

This course will allow students to recognize and appreciate how chemistry is intricately involved in almost every aspect of their lives. Fundamental concepts of chemistry will be taught using examples of ordinary materials with real-life applications. Students will explore the chemical principles pertaining to the food they eat, the clothes they wear, the medicines they take, the technology they use, and more.

Preaching Ministry (PREA)**PREA 201 Introduction to Preaching (3)**

A study of the fundamentals of constructing and delivering sermons that are based on the Word of God.

PREA 405 Effective Preaching (3)

A continuing study of the principles and skills of sermon preparation and delivery.

Psychology (PSYC)**PSYC 103 Introduction to Psychology (3)**

A study of psychological structures and functions, designed to help students better understand themselves and others.

PSYC 200 Social Psychology (3)

A course designed to integrate issues in psychology and sociology as they relate to human interaction.

PSYC 204 Developmental Psychology (3)

A study of human growth and development from conception and the prenatal period through adulthood.

PSYC 305 Adolescent Psychology (3)

A study of human growth and development from late childhood to early adulthood.

PSYC 341 Abnormal Psychology (3)

A study of the physiological, social, and psychological nature of abnormal behavior as well as an understanding of the diagnosis and treatment of mental disorder.

PSYC 425 Interpersonal Effectiveness (3)

A course designed to enhance the students' ability to be effective in interpersonal interaction, learning more about themselves and the skills necessary for quality communication, relationship building, problem solving, and dealing with difficult people.

PSYC 442 Personality Theory (3)

A survey of major theories of personality from Freud to the present, including psychodynamic theory, influences of genetic and biochemical factors on behavior, social learning and environmental influences, and internal versus external locus of control.

PSYC 490

A course flexible in procedure and content focused on a selected study in the field of psychology.

Social Sciences (SOC)**SOCI 103 Introduction to Sociology (3)**

A study of the effects of group relations on human behavior with special emphasis on developing a Christian world view.

SOCI 205 Geography (3)

Introductory world regional geography focusing on the ways in which cultural groups around the world utilize and modify their landscapes and environments.

For specific information regarding the traditional curriculum and degree programs of Atlanta Christian College, please refer to the *ACC General Catalog*.

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Administrative Services

Bethany Huxford Davis Manager of Student Accounts
 Anna English Director of Financial Aid
 Matt Fulks Director of Informational Technology

Full-Time Teaching Faculty

Blackburn, Barry L.: Professor of New Testament (1986).

B.A. in Bible, Harding University; M.Th. in Bible, Harding Graduate School of Religion; M.A. in New Testament, Harding Graduate School of Religion; Ph.D. in New Testament Exegesis, University of Aberdeen.

Carey, Holly J.: Assistant Professor of Biblical Studies (2007).

B.A. in Biblical Studies, Atlanta Christian College; M.A. in Biblical Studies, Asbury Theological Seminary; Ph.D. in New Testament and Christian Origins, University of Edinburgh.

Cartwright, Byron J.: Professor of Music (1993).

B.S.M. in Music, Cincinnati Bible College; M.S.M. in Music, Cincinnati Bible Seminary; M.M. in Vocal Performance, University of Cincinnati; D.M.A. in Voice, Southern Baptist Theological Seminary.

Cartwright, Katie L.: Professor of Music (1993).

B.S. in Music Education, Eastern Illinois University; M.A. in Piano Performance, Eastern Illinois University; Ph.D. in Music, Emphasis in Music Theory Pedagogy, Union Institute & University.

Dycus, Dallas J., Jr.: Associate Professor of English & Humanities (1998).

B.A. in English, Milligan College; M.A. in English, East Tennessee State University; Doctoral candidate, Georgia State University.

Hooks, Stephen M.: Professor of Biblical Studies (1988).

B.A. in Christian Ministry, Atlanta Christian College; M.Div. in Bible, Emmanuel School of Religion; Ph.D. in Hebrew Bible, Hebrew Union College.

Kemper, Alan E.: Assistant Professor of Business (2010).

BS in Management, Georgia Institute of Technology; Master of Business Administration, Auburn University.

Moffatt, Gregory K.: Professor of Psychology (1985).

B.A. in Human Relations, Milligan College; M.S. in Community Counseling, Georgia State University; B.Th. in New Testament, Atlanta Christian College; Ph.D. in Educational Psychology, Georgia State University.

Southerland, Lacey Ann: Professor of Education (1998).

B.S. in Elementary Education/TYC, Stephen F. Austin State University; M.Ed. in Early Childhood Education, Stephen F. Austin State University; Ph.D. in Early Childhood Education, Georgia State University.

Stempinski, Sally A.: Professor of Education (1974).

B.S. in Education, Youngstown State University; M.Ed. in Elementary Education, Georgia State University; Ed.S. in Elementary Education, Georgia State University.

Strother, William H., II: Professor of Preaching Ministry and Biblical Studies (2004).
B.A., Cincinnati Bible College; M.Div., Southern Baptist Theological Seminary; Ph.D. in Preaching and New Testament, Southern Baptist Theological Seminary.

Weaver, S. Todd: Professor of Business (2004).
Bachelor of Business Administration, University of Georgia; Master of Business Administration, University of North Carolina at Chapel Hill; doctoral candidate in Marketing, Georgia State University.

Woolfolk, Dedra: Associate Professor of Natural Science (2004).
B.S. in Biology, Morris Brown College; M.S. in Biological and Biomedical Science, Emory University School of Medicine; Ph.D. in Pharmacology, Emory University School of Medicine.

Part-Time Teaching Faculty (full-time administration and staff who teach part-time)

Bain, Michael L.: Professor of Biblical Studies, Library Director (1981).
B.A. in Bible, Kentucky Christian College; M.Div. in Theology, Emmanuel School of Religion; M.L.S. in Library & Information Studies, State University of New York at Buffalo.

Bartlett, Stacy: Instructor of Business; Director of Admission (2005).
BS in Human Relations, Atlanta Christian College; Master of Business Administration, Liberty University.

Cook, Carolyn R.: Instructor of Adult Learning, Director of Access Enrollment (2009).
BA in Psychology, Lock Haven University of Pennsylvania; MA in Education, University of the Virgin Islands.

Glenn, Dennis E.: Professor of Ministries and Education, V.P. for Institutional Effectiveness and Dean of Accreditation (1994).
A.B. in Bible-Ministries, Manhattan Christian College; M.S. in Education, Kansas State University; Ed.S. in Educational Supervision, Eastern New Mexico University; Ph.D. in Education, Kansas State University.

Groover, R. Edwin: Professor of History, Chancellor (1970).
B.A. in Christian Ministries, Atlanta Christian College; M.Div. in Church History, Emmanuel School of Religion; Ph.D. in American Studies, Emory University.

Gunnin, Michael W.: Instructor of Biblical Studies, Director of College Relations (2004).
B.A. in Biblical Studies, Atlanta Christian College; M.Div., Trinity Evangelical Divinity School.

Haverly, Jeffrey A.: Professor of Business, V.P. for Business and Finance (1997).
B.S. in Accounting, Missouri Baptist College; M.B.A. with MIS emphasis, Southern Illinois University; D.Mgt. in Management, Webster University. Certified Management Accountant. Certified Public Accountant.

- Huxford, Samuel W. “Wye”: Instructor of Biblical Studies, V.P. for Student Development and Dean of the Chapel (1976).
B.A. in Christian Ministry, Atlanta Christian College; M.Div. in New Testament, Cincinnati Bible College & Seminary.
- Huxford, Sarah G.: Instructor of Communications, Director of Communications (2005).
BA in English, Wofford College; Master of Mass Communication, University of South Carolina.
- Macenczak, Kimberly P.: Professor of Education & History, V.P. for Instruction and Dean of the Faculty (1991).
B.A. in History, Milligan College; M.A.T. in History, Georgia State University; Ph.D. in Education, Georgia State University.
- Morris, Emma W.: Instructor of Business, Vice President for Strategic Relationships (2008).
B.A. in French, Emory University; Master of Business Administration, University of South Carolina.
- Morris, John H.: Instructor in Biblical Studies (2009).
B.A. in Biology, Emory University; M.Div. with Biblical Languages, New Orleans Theological Seminary; Master of Theology, New Orleans Baptist Theological Seminary; Ph.D. in New Testament, New Orleans Baptist Theological Seminary.
- Rodenbeck, Jason C.: Instructor of Biblical Studies, Director of Access Academic Services (2008).
B.A. in Biblical Research, Central Christian College of the Bible; M.A. in Contemporary Theology and Philosophy, Lincoln Christian Seminary.
- Vickers, Angel W. M.: Instructor of Business, Site Coordinator for Peachtree City (2010).
B.S. in Business Administration, Roberts Wesleyan College; B.S. in Business Management, Roberts Wesleyan College; doctoral student in Human Services, Capella University.
- Walker, Blair G.: Instructor of Human Relations, Financial Aid Office (1999).
B.C.M. in Christian Ministry, Atlanta Christian College; Master of Public Health, Armstrong Atlantic State University; Gerontology Graduate Certificate, Armstrong Atlantic State University.

Adjunct Teaching Faculty, Access Program

- Baker, Jeffery C.: Instructor of Organizational Leadership; M.P.A.
- Bartlett, Jeremiah: Instructor of Christian Ministries; M.A.R.
- Brunke, Brian A.: Instructor of Organizational Leadership; M.S., M.A.
- Conkright, Eric B.: Instructor of Organizational Leadership; M.Acc.
- Conner, Cindy B.: Instructor of Human Relations; M.A.
- Davis, Yolanda A.: Instructor of Christian Ministries; M.Div.
- Dawkins, Sharon: Instructor of Human Relations; M.A.
- Dixon, Tina Hand: Instructor of Organizational Leadership; M.B.A.

Early, P. Alexander (Alex): Instructor of Christian Ministries; M.Div., M.A.
Embden-Peterson, Carole: Instructor of Communications; M.A.
Evans, Sam Francis III: Instructor of Organizational Leadership; M.B.A.
Felsberg, David C.: Instructor of Organizational Leadership; M.B.A.
Fields, Phillip E.: Instructor of Human Relations; M.A.
Fragoso, Connie: Instructor of Mathematics; M.A.T.
Francis, Carol Wilson: Instructor of Christian Ministries; M.Div.
Griffin, Gordon E.: Instructor of Christian Ministries; M.Div.
Haralu, Mego: Instructor of Christian Ministries; Ph.D.
James, Kyra: Instructor of Human Relations; M.Ed., Ed.S.
Jones, April T.: Instructor of Organizational Leadership; M.P.A.
McPherson, Traci G.: Instructor of English; M.Ed.
Moore, Maurice J., Jr.: Instructor of Counseling; M.A.
Myers, Keith J.: Instructor of Human Relations; M.A.
Neal, Anthony Sean: Instructor of History; M.Div.
Pelham, Pat: Instructor of English; M.Ed., Ed.S.
Pierre-McCarthy, Natasha E.: Instructor of Organizational Leadership; M.B.A.
Portwood, Matthew L.: Instructor of English; M.Ed., Ed.S.
Portwood, Seth: Instructor of Human Relations; M.S.W.
Prater, Johnnie C.: Instructor of Business Law; M.B.A., J.D.
Reese, Leon M. Jr.: Instructor of Christian Ministries; M.Div.
Shields, Tawanna H.: Instructor of Mathematics; M.Ed., Ed.S.
Smith, Alona: Instructor of Human Relations; M.S.
Smith, Lisa M.: Instructor of Organizational Leadership; M.S.
Stovall, S. Adam: Instructor of Organizational Leadership; M.Acc.
Street, James: Instructor of Christian Ministries; Ph.D.
Thandiwe, Lynnae F.: Instructor of Organizational Leadership; J.D.
Thompson-Lewis, Shirley A.: Instructor of Human Relations; M.S.W.
West-Johnson, Tonyia M.: Instructor of Human Relations; Ed.D.
Wilson, Somers N.: Instructor of Sociology; M.A.T.
Wilson, Susan S.: Instructor of Mathematics; M.Ed.
Woodruff, Timothy R.: Instructor of Christian Ministries; Ed.D.
Wozniak, A. Rachel: Instructor of Christian Ministries; M.A.