



ATLANTA
Christian College

**Access Program
Catalog
2008-2009**

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. Inquiries regarding the College's accreditation status may be made to the Commission: 1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501. 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 Vision

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

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.

Facilities Map of Campus

Atlanta Christian College offers 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."

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.

Application Procedures

GENERAL PROCEDURES to apply for admission as a degree-seeking 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 is due 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.

Any applicant who has not submitted all necessary materials by registration day will not be allowed to enroll.

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

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 session are to be paid prior to the first class meeting of the session.

FEDERAL GRANTS: All qualified students, based on the completed FAFSA, can be considered for both the Federal Pell Grant and the Federal Supplemental Education Opportunity Grant (SEOG). These programs are 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/TEG GRANTS: A student who is a Georgia resident and enrolled for at least 12 semester hours per semester may be eligible for the HOPE Scholarship and/or the Tuition Equalization Grant (TEG). Other requirements apply, depending on year of graduation. To receive these grants, the student must submit a completed state aid application to the Financial Aid Office via the Georgia Student Finance Commission's web site.

STATE INCENTIVE GRANTS: A student who is a Georgia resident and enrolled for at least 12 semester hours per semester may be eligible for the State Incentive Grant (SIG). The SIG is awarded on the basis of financial need.

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 ACCESS PROGRAM: Students who officially withdraw from the College are entitled to refunds on the session tuition 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.

Students receiving federally funded Title IV financial assistance: If a student withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of Title IV funds awarded a student (Pell Grant, Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Stafford Loan, Federal Plus Loan, but not Federal Work Study) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these refunds may result in the student owing a balance to the College and/or the federal government.

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
5. Federal SEOG

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.

Satisfactory Academic Progress

In accordance with the federal regulations under Title IV of the Higher Education Amendments, a student must maintain satisfactory academic progress in order to receive federal financial aid. The requirements for satisfactory academic progress for federal financial aid at ACC are defined as follows:

1. A student must pass a total of 18 semester hours as an adult student in a designated 40-week period. This standard applies to and includes sessions for which students received no aid.
2. If a student who is on federal financial aid probation does not meet the above requirement, he or she will be considered to be making unsatisfactory progress and financial aid will be denied. However, students have the option to submit a written appeal to the director of financial aid to explain any extenuating circumstances. The appeal and documentation will be reviewed. If the appeal is honored, the student must meet any specific requirements as determined by the director. If a student contends that the director of financial aid's response to the appeal is not correct, that student should appeal in writing to the Scholarship Committee. The decision of the Scholarship Committee will be final.
3. A student receiving financial aid who is placed on probation by the registrar at the end of the course will be notified by the Financial Aid Office specifying the effect on the student's financial assistance if satisfactory academic requirements (as measured by quality points and credit hours required in an academic year) are not met within the probationary period.
4. A student on federal financial aid suspension is not eligible to receive federal financial aid for the next semester for which federal financial aid is available.

A student who is not eligible to receive federal financial aid due to lack of satisfactory progress is eligible to apply for federal financial aid after: (1) enrolling in one full-time semester at one's own expense; and (2) meeting the satisfactory academic progress policies.

SPECIAL NOTE: A veteran student who has been placed on probation for three consecutive three-hour courses and does not achieve the required GPA of 2.0

will be reported to the Department of Veterans Affairs as not meeting the standards of progress.

TIME REQUIREMENTS: Any student in the associate degree program has three years to complete the program. Any student in the bachelor's degree program has six years to complete the program. These time requirements may change if the student changes majors or is not enrolled for a period of two years.

A written institutional policy which explains in detail the procedures to be used by the institution for compliance with the provisions of Title IV of the Higher Education Amendments may be found in the Financial Aid Office. Initial inquiries concerning Title IV should be referred to the director of financial aid.

Financial 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 transfer credits 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.

ACADEMIC POLICIES AND INFORMATION

ACADEMIC ADVISING: The vice president of professional studies will acquaint students with options in developing a plan for degree completion at the time of orientation. Each student should meet with the vice president of professional studies 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: All Access students can attend a course only when he or she has been registered in the Access office and has paid for that course. New students participate in orientation on campus before being registered for their programs.

In the first semester, students approve their schedules and the registrar will register them once the Access office supplies the approved course of study. Courses during the following years are automatically registered by the registrar unless students contact the vice president of professional studies to make changes. The vice president will notify the registrar of any changes, and student schedules will be changed. It is important for students to contact the vice president as soon as they determine to make changes.

SEMESTERS AND CREDIT HOURS: The ACC academic calendar year is based on 24 credits and a minimum of 30 weeks. 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 approximately five to six weeks, with additional outside assignments completed with their peers in a project team.

COURSE LOAD: The average 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.

Incoming students who have below-average scores on entrance examinations may be limited in their course work during the first semester. Continuing students who are on academic probation may be limited in their course work according to the recommendation of their advisors.

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 office.

Any change in academic enrollment or schedule (drop or add) must be initiated in the Access office. To add or withdraw from a course, the student obtains a form from the Access office. A student should consult the vice president of professional studies 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.

A student's academic transcript records the courses in which the student is enrolled at the conclusion of the drop-add period. Courses dropped during the

drop-add 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-add 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/add 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/Add forms are available in the ACCess office. If a student needs to withdraw from the entire program on or before the day prior to the second class meeting, the student must fill out a total withdrawal form available in the ACCess office and a refund would be in order. If a student needs to withdraw from the entire program on or after the second class meeting, the student must fill out a total withdrawal form available in the ACCess office and no refund will be issued.

INVOLUNTARY WITHDRAWAL: A student may be involuntarily withdrawn from one or more courses 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 vice president of professional studies. 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 any time during the semester.

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 academic affairs, 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*.

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 meeting. While attendance is crucial for your success we recognize that an extreme circumstance may occur that will prevent you from attending 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 submitted to the Access office the morning following every class meeting. Project team participation is monitored internally, and the end-of-course reports become part of the weekly attendance goals.
- Class attendance sheets, project team assessment forms, and grade rosters are turned in to the Access office within seven days of the class meeting.
- Any student that misses more than 20% of a course will receive an F unless he or she has filled out an Attendance Waiver Form prior to the course starting. The faculty member must approve and sign off on this form prior to the course starting. The form is submitted to the vice president of professional studies for approval.
- Special circumstances may be referred to the vice president of professional studies.

Grading

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
I-"grade"	Incomplete	in GPA
AU	Audit	-determined by
W	Withdrawal	"grade"
WP	Withdrawal	-not calculated
WF	Passing	in GPA
NG	Withdrawal	-not calculated
R	Failing	in GPA
	No Grade	-not calculated
	Repeat	in GPA
		-calculated in
		GPA as F
		-not calculated
		in GPA
		-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. The courses designated for pass/fail grading are internships and developmental courses.

INCOMPLETE WORK: If a student is unable to complete work in a course at the end of a semester 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"). The professor and student must fill out a form stating why the student cannot complete the course, date of completion, and grade at the time of the agreement be established. 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 semester. Any conditions for receiving an Incomplete and completing the course, such as a shortened time limit, are set by the professor at the time the Incomplete is granted. 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.

RETAKES: A student may retake a course for which the student 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. However, if the student is eligible for the Hope Scholarship program, the Hope GPA will be an average of the two courses.
- 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.

Certain courses, including internships, varsity athletics, applied music and choir, may be repeated without being considered retakes.

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 academic affairs, and submitted within seven days of the notification of the registrar's decision. The decision of the Academic Committee 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 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. The College does administer such testing. 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. Credit will be awarded under the following conditions:

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.
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 4 or above is necessary. If the CLEP "English Composition" or "Freshman College Composition" examination is taken, a score of 50 or above is necessary. Further, the student must take: (a) a version of the external examination with an essay section; or (b) the English Equivalency Exam administered by ACC. The credit-by-examination essay or the English Equivalency Exam results will be considered along with the AP or CLEP exam score to determine the appropriateness of granting 3 semester hours of credit for ENG 101. Credit by examination will not be granted for ENG 102, Critical Reading & Writing II.
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.

TRANSIENT STUDENTS FROM ACC AT ANOTHER COLLEGE: A transient student is one who, with advance approval of the vice president for academic affairs or 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.

Learning Assistance

ACC is focused on helping students achieve academic success. As a function of the Library, the College 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 the placement tests, academic advisement, and course selection of at-risk students;
- Coordinating tutoring services for various academic disciplines;
- Providing support to students at any stage of the writing process;
- Assisting the registrar 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 Library or by contacting the director of learning assistance by phone or e-mail.

PHYSICAL AND LEARNING DISABILITIES: Reasonable accommodations for a student with one or more disabilities are coordinated by the registrar. After admission to ACC, students who feel they require reasonable accommodations should contact the registrar with recent and appropriate documentation of the disability. Using that documentation, reasonable accommodations are determined on an individualized basis according to the particular requests of the student and the capability of the College. The registrar will communicate the approved accommodations to the student and to the student's instructors, as appropriate. Faculty members grant reasonable accommodations only on the basis of written communication from the registrar. Additional learning assistance may also be provided by the director of learning assistance in the Library. The accommodations made for a student at ACC may or may not be the same as those received in other educational settings.

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 Rm 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

The two other recognized classifications are:

1. *Transient*: A student enrolled in another accredited college or university temporarily while attending ACC. Such enrollment is limited to one semester.
2. *Audit*: A student enrolled in a regular credit course, but not receiving college credit or a grade. Such a student may not transfer from audit to credit or vice versa except during the drop-add period and with the permission of the professor and the registrar.

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. The student who is on probation is not eligible to participate in intercollegiate athletics, One Accord, public relations teams, Student Government Association, leadership of student organizations or groups, or other such extra-curricular activities. 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 Academic Committee,

which is chaired by the vice president for academic affairs. The decision of the Academic Committee 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. Attain a cumulative grade point average of at least 2.00 for any degree.
4. 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.
5. 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 OF: 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 **CREDITS** are settled.

THE PROSPECT OF ATTENDING ANOTHER INSTITUTION: A student who anticipates transferring to another college or who plans to pursue graduate studies after receiving a degree from ACC is urged to seek information about the curricular requirements of the other institution and to discuss the transferability of courses taken at ACC with the registrar or other appropriate officer at the institution to which he or she anticipates transferring. Written guidelines from the other institution are especially helpful in designing an appropriate course of study at ACC. The student's academic advisor can work with the student to individualize a program to meet the student's needs.

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 designated local media outlets 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 all College mail received in the student's College mailbox and/or by e-mail is 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 web site. It is designed to encourage student conduct that reflects Christian principles, including honesty, integrity, modesty and respect for individuals and the College community.

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.

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

Student Services

HEALTH SERVICES: A small clinic in the Hathcock Center is staffed several days each week by a College employee who provides basic health care as an advisor, not a physician. Persons with serious medical problems are referred to a physician or a hospital. Information regarding medical insurance for students is available through the Student Development Office.

PERSONAL GUIDANCE AND COUNSELING: Each student completes a battery of information forms and tests during orientation and registration. These are utilized by the faculty and staff in helping the student develop into a more effective servant of Christ. Students desiring counseling may receive such assistance on campus or may be referred to appropriate off-campus services.

HATHCOCK CENTER: This 44,000-square-foot facility is located on Dodson Drive, next to Westside Chapel. It provides newly renovated space for the dining hall, classrooms, the Student Development Office, the campus clinic, mailboxes, the prayer room, recreation and leisure rooms with vending machines, the commuter lounge, a weight room, an aerobics room, and McKinney's Coffeehouse.

STUDENT EMPLOYMENT:

On Campus: A limited number of positions for student employees are available on campus, primarily through the federal work-study program which is administered by the Financial Aid Office.

Off Campus: The Student Development Office serves as a clearinghouse for many part-time jobs which are available in the surrounding business community and throughout the metropolitan area.

Church-Related: The large number of churches in and around Atlanta afford numerous opportunities for service (e.g., a weekend youth ministry). The Advancement Office provides information regarding available church-related positions

ACADEMIC 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.

ACADEMIC DEPARTMENTS: ACC's academic program is organized in six departments - the Departments of Biblical Studies, Business, Education, Human Relations, Humanities & General Studies, and Music.

CORE CURRICULUM: The College's four-year degree programs are based on the Core Curriculum. Each degree program has General Education requirements that specify certain course requirements in the Curriculum.

DEGREE PROGRAMS: The bachelor of science (B.S.) requires a minimum of 120 semester hours of credit. For B.S. degrees, at least 25% of the required semester hours must be taken at ACC. The associate of arts (A.A.) requires that at least 30 semester hours of the required courses be taken at ACC. Normally, the minimum number of semester hours required at ACC are the last hours earned for the degree and include at least 25% of the required semester hours.

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 suggested semester-by-semester sequencing, see the College registrar or an academic advisor.

Degree Programs

BACHELOR OF SCIENCE DEGREES:

Christian Ministries
Human Relations
Organizational Leadership

ASSOCIATE OF ARTS DEGREES:

Christian Ministries
Education
Human Relations
Organizational Leadership

Degrees in Christian Ministries

The associate degree in Christian ministries allows working adults to develop critical thinking abilities, communication skills and the Christian values necessary to become effective servant-leaders, both in ministry and in the workplace. The associate degree in Christian Ministries typically represents the first half of a bachelor's degree, preparing students to move on to advanced studies in a bachelor of science degree program.

OBJECTIVES: The objectives for the major in Christian ministries are that the graduate will be able to:

1. Exegete specific texts in the Old and New Testaments.
2. Demonstrate an awareness of basic matters of critical introduction and historical background necessary to a proper understanding of the Old and New Testaments.
3. Evaluate the various interpretations that have been assigned to the Old and New Testaments.
4. Communicate the theological themes of the Old and New Testaments.

A.A. in Christian Ministries

Course #	Description	Credit Hours
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
BIBL 101	Old Testament Survey	3
ENGL 102	Critical Reading & Writing II	3
MATH 103	College Mathematics	3
MINI 201	Vocation and Service	3
BIBL 102	New Testament Survey	3
ENGL 201	Literature	3
PSYC 103	Intro to Psychology	3
HUMA 101	Intro to Humanities	3
BIBL 105	Introduction to Bible Study	3
SOCI 103	Intro to Sociology	3
HIST 204	Issues in U.S. History	3
NSCI 106	Environmental Science	3
MINI 203	Introduction to Christian Ministries	3
ICST 203	Intercultural Awareness and Skills	3
COMM 205	Public Speaking	3
MSEV 201	Evangelism and Discipleship	3
BIBL 201	Basic Christian Doctrines	3
PREA 201	Introduction to Preaching	3
Total		60 Hours

B.S. in Christian Ministries

Core Curriculum:	45
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Course #	Description	Credit Hours
APSP 305	Introduction to Adult Learning	3
BIBL 302	The Life of Jesus	3
BIBL 303	Acts of the Apostles	3
MSEV 302	Church Growth and Evangelism	3
BIBL 301	Biblical Interpretation	3
BIBL 305	Isaiah	3
CHED 301	Educational Ministries	3
BIBL 412	I Corinthians	3
PREA 405	Effective Preaching	3
BIBL 413	Psalms	3
MINI 407	Practical Ministries	3
MINI 411	Accounting & Finance for the Church	3
BIBL 445	Theology: Sin and Salvation	3
MINI 417	Pastoral Counseling	3
MINI 435	Admin. & Leadership in Ministry	3
MUSI 415	Worship Leadership	3
Total		48

Free Electives:	27
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Total Required Hours:	120
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Degrees in Organizational Leadership

The associate of arts degree in organizational leadership provides a first level of preparation for the student to function with effectiveness in a business environment. The bachelor of science degree in organizational leadership is designed to provide a broad preparation for the Christian to lead and serve effectively in business and society. Our degree includes courses focusing on the business environment, information systems, accounting, economics, management, finance and marketing.

Graduates with a B.S. or A.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 business discipline.

OBJECTIVES: The objectives for the **major in organizational leadership** 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.

For information on additional procedures and guidelines for this major, see the College registrar or an academic advisor in the department.

A.A. in Organizational Leadership

Course #	Description	Credit Hours
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
BIBL 101	Old Testament Survey	3
ENGL 102	Critical Reading & Writing II	3
MATH 103	College Mathematics	3
BUSI 101	Introduction to Business	3
BIBL 102	New Testament Survey	3
ENGL 201	Literature	3
PSYC 103	Intro to Psychology	3
HUMA 101	Intro to Humanities	3
BUSI 210	Principles of Accounting	3
SOCI 103	Intro to Sociology	3
HIST 204	Issues in U.S. History	3
NSCI 106	Environmental Science	3
BUSI 225	Personal Financial Management	3
ICST 203	Intercultural Awareness and Skills	3
COMM 205	Public Speaking	3
HREL 215	Group Dynamics	3
MINI 201	Vocation and Service	3
BUSI 256	Case Studies in Business	3
Total		60 Hours

B.S. in Organizational Leadership

Core Curriculum:	45
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Course #	Description	Credit Hours
APSP 305	Introduction to Adult Learning	3
BUSI 325	Principles of Management	3
BUSI 338	Business Communication	3
BUSI 375	Business as Mission	3
BUSI 308	Accounting & Finance for Leadership	3
BUSI 352	Organizational Behavior	3
BUSI 314	Management Information Systems	3
BUSI 347	Principles of Marketing	3
BUSI 450	Human Resources Management	3
BUSI 455	Change Management	3
BUSI 426	International Business	3
BUSI 436	Business Ethics	3
BUSI 443	Entrepreneurship	3
BUSI 434	Business Law	3
BUSI 460	Organizational Leadership	3
BUSI 465	Strategic Management and Planning	3
Total		48 Hours

Free Electives:	27
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Total Required Hours:	120
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Degrees in Human Relations

OBJECTIVES: Building on the expected outcomes stated in the Mission and Goals of the College, the objectives for the **Major in Counseling & Human Services** 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.

For information on additional procedures and guidelines for this major, see the College registrar or an academic advisor in the department.

A.A. in Human Relations

Course #	Description	Credit Hours
APSP 105	Intro to Adult Learning	3
ENGL 101	Critical Reading & Writing I	3
BIBL 101	Old Testament Survey	3
ENGL 102	Critical Reading & Writing II	3
MATH 103	College Mathematics	3
PSYC 103	Intro to Psychology	3
BIBL 102	New Testament Survey	3
ENGL 201	Literature	3
SOCI 103	Intro to Sociology	3
HUMA 101	Intro to Humanities	3
PSYC 204	Developmental Psychology	3
PSYC 200	Social Psychology	3
HIST 204	Issues in U.S. History	3
NSCI 106	Environmental Science	3
HREL 202	The Family	3
ICST 203	Intercultural Awareness and Skills	3
COMM 205	Public Speaking	3
HREL 211	Fnd. Of Helping Relationships	3
MINI 201	Vocation and Service	3
HREL 292	Careers in Helping Professions	3
Total		60 Hours

B.S. in Human Relations

Core Curriculum:	45
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Course #	Description	Credit Hours
APSP 305	Introduction to Adult Learning	3
HREL 301	Introduction to Counseling	3
HREL 315	Group Dynamics	3
HREL 304	Introduction to Research	3
PSYC 341	Abnormal Psychology	3
HREL 310	Family Counseling	3
HREL 312	Counseling Diverse Populations	3
HREL 396	Counseling Theory & Procedures	3
PSYC 442	Personality Theory	3
HREL 414	Human Sexuality	3
HREL 431	Counseling Diverse Age Groups	3
HREL 423	Biblical Resources for Counseling	3
HREL 497	Human Relations Internship	3
PSYC 425	Interpersonal Effectiveness	3
HREL 445	Case Management	3
HREL 437	Conflict Management	3
Total		48 hours

Free Electives:	27
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Total Required Hours:	120
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Degrees in Education

A.A. in Education

Course #	Description	Credit Hours
APSP 105	Intro to Adult Learning	3
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
MINI 201	Vocation and Service	3
ENGL 101	Critical Reading & Writing I	3
ENGL 102	Critical Reading & Writing II	3
COMM 205	Public Speaking	3
ENGL 201	Western World Literature	3
PSYC 103	Introduction to Psychology	3
SOCI 205	Geography (online)	3
MATH 103	College Mathematics	3
HUMA 101	Introduction to Humanities	3
NSCI 103	Introduction to Biology	3
HIST 204	Issues in U.S. History	3
NSCI 126	Chemistry in Your Life	4
ICST 203	Intercultural Awareness and Skills	3
FEDU 103	Introduction to Education	3
ECED 232	Math and Science for Teachers	3
ECED 233	Reading and Writing for Teachers	3
FEDU 204	Develop. Psychology (w/pre-K lab)	3
FEDU 300	Educational Psychology	3
Total		64 Hours

COURSE DESCRIPTIONS

Each course description 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.

ASPS

ASPS 105 Introduction to Adult Learning (3)

This course is designed to prepare 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, and the ability to successfully work in teams.

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 foundational teachings of the Bible regarding God, Jesus Christ, the Holy Spirit, the Church, Heaven, Hell, sin, and salvation.

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 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 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 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 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 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 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.

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 is 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.

History (HISI)

HISI 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 204 Issues in US History

A chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States.

Human Relations (HREL)

HREL 215 Intro 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 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 Internship (3)

Field education providing an opportunity to learn through observation and participation; specific training models are designed by the student and professor in cooperation with an approved field observer.

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 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.

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)

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 400 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.

MINI 407 Practical Ministries (3)

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

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.

Natural Science (NSCI)

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. This course is a prerequisite for all other courses in psychology.

Social Sciences (SOCI)

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.

COLLEGE LEADERSHIP

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Colleen P. Ramos, M.Ed.....	Vice President of Enrollment Management and Professional Studies
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Sarah G. Huxford, M.M.C.....	Director of Communications and Alumni Relations

Academic Affairs

Kathleen D. David, M.L.M.....	Registrar
Bonnie Edge Cook.....	Music Department Coordinator
Debbie S. Gibbs.....	Administrative Assistant, Academic Office
Lynn H. Wiseley.....	Teacher Media Center Coordinator

Athletics

Amanda Cook, M.S.....	Women's Basketball and Volleyball Coach
Randy Douglas, M.S.S.....	Men's and Women's Soccer Coach
Jesse A. Dyar.....	Baseball Coach, Intramurals Director
Alan S. Wilson.....	Athletic Director, Men's Basketball Coach

Business Office

Bethany Huxford Davis.....Student Accounts Representative
Natalie Thompson.....Accounting Manager
Marilyn Doyal.....Receptionist

Enrollment Management: Admission and Financial Aid

Blair G. Walker, M.P.H.....Director of Financial Aid
Anna English.....Associate Director of Financial Aid
Stacy A. Bartlett.....Associate Director of Enrollment Management
Warren Carey.....Enrollment Specialist
Rachel Jarrell.....Senior Enrollment Specialist
Ross Haralson.....Enrollment Specialist
Douglass Johnson.....Senior Enrollment Specialist

Information Technology

Matt Fulks.....Technology Coordinator

Library

Michael L. Bain, M.L.S, M.Div.....Library Director
Jennifer Clotfelter, M.A.....Reference Librarian

Operations

Jim Aldridge.....Facilities Coordinator
Joe Guidry.....Security Officer
Lemroy Haggins.....Crew Chief
Jimmy Shepard.....Superintendent of Utilities
Andrew Vansant.....Director of Security

Student Development Office

Lindsay Feus.....Head Women’s Resident
Robert W. McGuire.....Head Men’s Resident
Donna Phillips.....Administrative Assistant, Student Development
Nancy Taylor.....Administrative Assistant, Student Development

Faculty

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.

Goble, Kenneth C.: Professor of Counseling (1996).
B.A. in Psychology, University of Virginia; M.A. in Theological Studies, Cincinnati Bible Seminary; M.Div. in Old Testament, Cincinnati Bible Seminary; D.Min. in Pastoral Care & Counseling, Eden Theological Seminary.

Hebb, Judith L.: Professor of Writing, Spanish & English (2001).
B.A. in Modern Languages-Spanish, Colorado State University; M.A. in Spanish Literature, Texas A&M University-Commerce; Ph.D. in English, Texas A&M University-Commerce.

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.

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.

Woolfolk, Dedra: Assistant 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.

Cook, Amanda: Instructor of Physical Education, Coach (2005).

B.S. in Business Administration, Atlanta Christian College; M.S. in Sports Administration, Georgia State University.

Douglas, Randy: Instructor of Physical Education, Intramurals Director & Coach (2000).

B.S. in Business Administration, Tennessee Temple University; Masters of Sports Science, U.S. Sports Academy.

Glenn, Dennis E.: Professor of Ministries and Education, V.P. for Academic Affairs (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 Dev. & Dean of the Chapel (1976).

B.A. in Christian Ministry, Atlanta Christian College; M.Div. in New Testament, Cincinnati Bible College & Seminary.

Walker, Blair G.: Instructor of Human Relations, Director of Financial Aid (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.

Wilson, Alan S.: Instructor of Physical Education, Athletic Director and Coach (1996).

B.A. in Communications, Shorter College.