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Student Handbook



2008 - 2009

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Published by:

Life Christian University
410 East Chapman Road
Lutz, Florida 33549

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***REQUIRED:**

Please read your *Student Handbook and Course Catalog*, then sign the Student Handbook Affidavit (see form on the last page). Turn this form in to your Campus Director to complete your enrollment at LCU.

From the President

A WISE MAN ONCE SAID that our decisions determine our direction and our direction determines our destiny.

We at Life Christian University stand with you in faith for God's help in making the right decision concerning your spiritual education. We know full well that the course of your life and ministry—and your ultimate success—depends greatly on quality decisions.

We would consider it an honor if God chooses to use us in helping you prepare for your future and to pour into your life knowledge and spiritual endowments that will help you fulfill God's call on your life.

Life Christian University curriculum is offered at more than 100 locations throughout 28 states and 12 foreign countries, with more local campuses opening all the time.

We desire to set forth in this Catalog and Student Handbook a simple, yet comprehensive overview of our purpose and the programs we offer. The University's undergraduate, graduate, and doctoral programs focus primarily on equipping students for ministry within the local church. Our anointed ministers and teachers bring a wealth of experience to each program and class.

The School of Theology and Biblical Studies is the foundation of all the programs. The emphasis on the teaching and preaching of God's Word is central to all other ministries of the Church and is, therefore, our major focus.

Christian Counseling is an essential part of ministry to the Church. In the day and hour that we live, the Body of Christ is greatly affected by the problems that plague our surrounding society. Our School of Christian and Pastoral Counseling prepares students for this vital ministry.

Our School of Music equips students for effectively leading church praise

FROM THE PRESIDENT

and worship or for an evangelistic music ministry. Emphasis is placed on skill development and on learning to minister under the anointing of the Holy Spirit.

Being “in the world but not of the world” presents the Church with the challenge of maintaining excellence in business affairs. That is the focus of our School of Church Administration.

The Great Commission of the Lord Jesus Christ is the focus of the School of Evangelism and Missions. Since the ultimate purpose of the Church should be to continuously win souls, we cannot afford to lose sight of this “first love.”

The School of Pastoral Ministry prepares the student with a rich, well-rounded program encompassing some elements of each school, preparing the pastor to lead the church in all areas of ministry.

Our School of Christian Education prepares the student for Christian Education within the church as well as for Primary and Secondary Christian School Administration.

Our local campus program for qualified churches and ministries is allowing us to expand our educational opportunities to more and more communities throughout the country and the world. Such campuses offer the same courses as the Main Campus. Evening or Saturday classes are available. Gifted ministers from each local community serve as the instructors to teach and train students who receive the same credits and Christian degrees offered at the Main Campus.

Your reward from God will be based on your obedience to His call on your life, whether in full-time ministry or as a lay worker in the church. We commit ourselves to assist you in every way possible in the preparation for that call.

We accept, as a mandate from God, the words given by the Apostle Paul to

his son in the faith, Timothy, when he said, "The things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also" (2 Timothy 2:2).

God bless you for your obedience to God's call on your life. May your decisions be accurate, your direction be sure, and your destiny be one of greatness in God's Kingdom.

In His service for a quality, spiritual education,

A handwritten signature in black ink that reads "Douglas J. Wingate". The signature is written in a cursive style with a large initial 'D'.

Douglas J. Wingate, D.Min., D.D.

President & Founder

Statement of Faith

LIFE CHRISTIAN UNIVERSITY CONSIDERS THE FOLLOWING TRUTHS to be fundamental to an understanding of our relationship to the One True and Living God.

▼ ONE TRUE GOD

The One True God is the eternally self-existent “I AM,” the Creator of the universe. He has further revealed Himself as a triune Being, manifested as Father, Son, and Holy Spirit.

▼ SCRIPTURES INSPIRED

All Scripture is verbally inspired by God as written in the original languages and is inerrant revelation of God to man. The Bible is the infallible authority for faith and conduct.

▼ THE LORD JESUS CHRIST

The Lord Jesus is 100% divine (Son of God) while simultaneously being 100% human (Son of Man). As God Incarnate, He is the express image of the Living God in human form.

▼ ORIGINAL SIN & THE FALL OF MAN

Man was created good and upright in the image and likeness of God. The first man, Adam, through disobedience, fell from the grace of God and, thus, sin and death entered into the world. Adam’s transgression incurred not only physical death for man, but also spiritual death which is eternal separation from God. Man’s propensity to sin because of his sinful nature necessitates salvation from the power of sin and a Savior to provide that salvation.

▼ SALVATION OF MAN

Man's only hope of redemption and salvation from sin is through the shed blood of the Lord Jesus Christ. His blood is completely sufficient to deliver every person from the power and penalty of sin.

▼ THE CHURCH & ITS MISSION

The Church is the Body of Christ and is comprised of all believers. God inhabits the Body of Christ by the Holy Spirit both individually and corporately. Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the Church's responsibility is: 1) to evangelize the world, 2) to be a corporate body in which man may worship and glorify God, and 3) to equip the saints for the work of service.

▼ BAPTISM IN WATER

Baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized.

▼ HOLY COMMUNION

The Lord's Supper, consisting of bread and a cup of the fruit of the vine, is a memorial of Jesus' suffering and death and a celebration of His resurrection to be enjoyed by all believers until He comes again.

▼ BAPTISM OF THE HOLY SPIRIT

The baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Holy Spirit gives utterance. This experience is distinct from and subsequent to the experience of the new birth. With the baptism of the Holy Spirit comes the enduing of power for life and service and the bestowing of spiritual gifts.

STATEMENT OF FAITH

▼ EVER-INCREASING FAITH

Faith of the heart is based on the hearing (spiritual understanding) of God's Word. Without faith it is impossible to please God. Christians are saved through faith, justified by faith, shall live by faith, and overcome the world by faith.

▼ DIVINE HEALING

Divine healing is provided for in both Old and New Testaments and is integral to the Gospel.

▼ THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT

As the climax to God's dealing with man, Jesus is coming again. At that time, there will be a resurrection of the righteous and the wicked. The wicked will be judged and the righteous will be ushered into the everlasting Kingdom of God.

Accreditation

THE CHRISTIAN DEGREE PROGRAMS OF LIFE CHRISTIAN UNIVERSITY are designed to equip students to follow the Lord in the work of the ministry. For this reason, we have chosen to be accredited through Transworld Accrediting Commission International.

We have chosen not to seek governmental school accreditation offered by the U.S. Department of Education or a regional accrediting association because we believe we should not allow secular institutions to dictate the qualifications for instructors or the programs for a spirit-filled ministerial degree.

As a Christian University, LCU offers academic programs that are specifically designed to equip students who feel the call of God on their lives and wish to build a ministerial career or to further their Christian education. It is not for persons intending to build secular careers. The articulation and acceptance of LCU credits or degrees by other institutions, including employers, must be determined by the respective institutions.

This form of ministry accreditation is not recognized by the United States Department of Education, but is recognized by most churches, ministry institutions, and ministry organizations.

Diplomas & Degrees

THE TYPES OF CERTIFICATES, DIPLOMAS, & CHRISTIAN DEGREES offered by Life Christian University are listed below:

▼ **AUDIT CERTIFICATE**

The Life Christian University Audit Program is for those individuals attending strictly for their own personal spiritual growth. Audit students must attend all classes and read all texts. Audit students will participate in the graduation exercise for LCU degree students and will receive a certificate of completion for each 30-credit-hour program completed.

Audit students may convert their Audit student credit to University credit by completing the additional work requirements (tests, quizzes, papers, and labs) and paying the additional tuition for the degree program. Upon completion of the additional requirements, a Life Christian University degree certificate and transcript commensurate to the student's academic standing will be awarded.

▼ **DIPLOMA IN THEOLOGY**

A Diploma in Theology is awarded to a student who successfully completes the first-year program for college credit (30 credit-hours total).

▼ **ASSOCIATE'S DEGREE**

An Associate's Degree is awarded to a student who successfully completes the second-year program for college credit (60 credit-hours total).

▼ **ADVANCED DIPLOMA**

An Advanced Diploma is awarded to a student who successfully completes the third-year program for college credit (90 credit-hours total).

▼ BACHELOR'S DEGREE

A Bachelor's Degree is awarded to a student who successfully completes the fourth-year program for college credit (120 credit-hours total).

All students within the Bachelor's Degree program are required to complete Program #1 courses either by class instruction or by transfer from an approved institution. They are also required to complete 30 credit-hours of study within their chosen major. Formal teaching and preaching experience may qualify a student for Ministry Life Experience (MLE) credit. Up to 30 credit-hours of MLE credit may be awarded toward a Bachelor's Degree. See your Campus Director for details.

▼ MASTER'S DEGREE

A Master's Degree is awarded to a student who successfully completes a minimum of 36 credit-hours above the Bachelor's Degree program for college credit. Formal teaching and preaching experience may qualify a student for Ministry Life Experience (MLE) credit. Up to 9 credit-hours of MLE credit may be awarded toward a Master's Degree. See your Campus Director for details.

▼ DOCTORAL DEGREE

A first-level Doctoral Degree, such as a Doctor of Ministry, a Doctor of Education, or a Doctor of Missiology, is awarded to a student who successfully completes 45 credit-hours above the Master's Degree program for college credit. A Doctor of Philosophy Degree (Ph.D.) is awarded to a student who successfully completes an additional 45 credit-hours above a first-level Doctoral Degree.

Tuition

▼ LOW TUITION PHILOSOPHY

Life Christian University has the philosophy that a quality, spiritual education that trains an individual for service to the Lord Jesus Christ should not leave that individual with an oppressive financial debt.

This is another reason that we have not sought the very costly regional accreditation that leads to qualification for government-guaranteed student loans and other government programs. Institutions using such loans generally charge the maximum tuition allowable, leaving the student with a sizeable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt lingering over their finances. Therefore, Life Christian University elected a less-costly, independent accreditation.

Our approach is to provide the most affordable, quality, spiritual education that we can as a ministry to the Lord and to His servants.

▼ STUDENT LOANS

The policy of the University is to provide an in-house, interest-free, student loan in the form of a "pay-as-you-go" program rather than requiring the student to pay the full tuition at the beginning of each semester.

An advantage of the programs provided at LCU is the flexibility of schedule. Students can finish their programs of study or achieve their educational goals over a period of time convenient to them. Their own personal preferences, work schedules, and their own finances determine the speed at which they progress.

Students must pre-pay each course before attending classes. If a student cannot pre-pay the course, they are not disqualified from continuing their education, though they might not complete the number of courses required to graduate in the next graduation exercise. There are no provisions for partial payments.

TUITION

▼ AUDIT TUITION

The cost of a one-year Audit Program is \$990, payable in 9 installments of \$110 (\$33 per credit-hour). Each installment includes tuition and primary textbook for each course, Ministry Practicum credits (see page 19), and graduation fees. Audit credit may be converted to University credit by paying the additional University tuition amount and completing the additional work requirements.

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$990
+ Ministry Practicum	3	0
= Totals	30	\$990
÷ 9 payments		\$110

▼ UNDERGRADUATE PROGRAM ANNUAL TUITION

The cost of a full year of undergraduate studies at LCU is \$1,440. This cost is the same whether a student is working toward a Diploma, Associate's Degree, Advanced Diploma, or Bachelor's Degree. It is payable in 9 installments of \$160 each (\$48 per credit-hour).

Each installment covers tuition, primary textbook cost for each course, Ministry Practicum credits (see page 19), and graduation fees.

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$1,440
+ Ministry Practicum	3	0
= Totals	30	\$1,440
÷ 9 payments		\$160

TUITION

▼ MASTER'S PROGRAM TUITION

The cost of a 1-year Master's Program is \$2,090, payable in 11 installments of \$190 each (\$58.05 per credit-hour). Each installment covers tuition, primary textbook for each course, Ministry Practicum credits, and graduation fees.

Description	Credit-Hours	Cost
Tuition (includes books & fees)	33	\$2,090
+ Ministry Practicum	3	0
= Totals	36	\$2,090
÷ 11 payments		\$190

▼ DOCTORAL PROGRAM TUITION

Both first and second-level Doctoral Degrees are based on 45-credit-hour programs. These include 15 credit-hours of course work and a 30-credit-hour doctoral dissertation. The cost of the coursework phase of this program is \$950, payable in 5 installments of \$190 (\$63.33 per credit-hour). The cost of the dissertation phase is \$1,300 payable in 10 installments of \$130 (\$43.33 per credit-hour). Each installment includes tuition and graduation fees.

Description	Credit-Hours	Cost
Doctoral Dissertation	30	\$1,300
+ Tuition (includes books & fees)	15	\$950
= Totals	45	\$2,250
÷ 5 payments (1 per course during coursework phase)		\$190
+ 10 payments (during dissertation phase)		\$130

▼ REFUND POLICY

It is the official policy that if a student desires, for any reason, to withdraw from an enrolled class, the following percentages of the tuition will be refunded.

TUITION

When written withdrawal is received:

- before the first class 100% refund (upon return of materials)
- after the first class 75% refund
- after the second class 50% refund
- after the third class 0% refund

▼ MATRICULATION FEE

Some students transferring into LCU may have accumulated enough credit-hours from various approved academic institutions to qualify for a matriculated Christian degree. The courses must be similar in nature to those offered by LCU. There is a \$400 fee to matriculate a degree from Life Christian University.

Entrance Requirements

▼ NEW STUDENTS

Applicants expecting to enter a Christian degree program at Life Christian University must have either earned a diploma from an accredited high school, passed the General Equivalency Diploma (G.E.D.) test or have an equivalent education.

Audit students do not need a high school diploma.

▼ TRANSFER CREDIT

Students transferring credit to LCU from another institution of higher learning must provide official, sealed transcripts sent directly from the institution to the local LCU campus.

Students will be granted credit for work done on an equivalent level and for a similar amount of time in subjects that fit in the student's program of study at Life Christian University. Transferable grades must be "C" or above. Transferred grades will be included in the student's overall grade point average (GPA) at LCU.

Formal transfer credit evaluation is done by the Office of the Registrar at LCU after all official transcripts have been forwarded from the local campus. In order to avoid an additional Reassessment Fee, official transcripts should be received by the Office of the Registrar within 60 days of the student's enrollment date.

To receive a Christian degree from LCU, students *must* take or transfer in credits covering Program #1 subjects and complete a minimum of thirty (30) credit-hours in one of the University's programs.

▼ MINISTRY LIFE EXPERIENCE CREDIT

Ministry Life Experience credit recognizes academic study for the preaching and teaching of the Word of God in formal classes or services sanctioned by the church, such as adult services, children's church, and youth services. To qualify for MLE credit, the majority of the material presented should result from the instructor's own study of the Word of God and not rely upon use of

ENTRANCE REQUIREMENTS

pre-printed curriculum. MLE credit will also be awarded for evangelistic speaking engagements, as well as teaching or preaching over radio and television. Conducting Sunday school classes, home Bible studies, or cell groups do not count toward MLE credit.

Experienced ministers should see their Campus Director for an *MLE Application*. There is a \$35 evaluation fee that must accompany the application at the time of submission. A further fee of \$10 per credit-hour (undergraduate level) or \$15 per credit-hour (graduate level) will be assessed for each MLE credit-hour awarded by the University. If no MLE credit is awarded, the student incurs no additional fee. The maximum MLE credits that can be awarded are 30 credit-hours for undergraduate students and 9 credit-hours for graduate students. No MLE credits can be awarded for post-graduate (doctoral) level students.

The MLE Application must be received by the Office of the Registrar within 60 days of the student's application to LCU. Qualifying students will receive an MLE Award Letter from the Office of the Registrar showing the MLE credits for which the student is eligible and the total Credit Awarded Fee due. Upon remittance of the Credit Awarded Fee, the MLE credits will be officially awarded.

Assessment for an undergraduate student awarded 30 credit-hours:

Description (Undergraduate MLE)	Credit-Hours	Cost
MLE Evaluation Fee		\$35
+ MLE Credit Awarded	30 hours @ \$10 per hour	\$300
= Totals	30 hours	\$335

Assessment for a graduate student awarded 9 credit-hours:

Description (Graduate MLE)	Graduate Credit-Hours	Cost
MLE Evaluation Fee		\$35
+ MLE Credit Awarded	9 hours @ \$15 per hour	\$135
= Totals	9 hours	\$170

Application Process

ALL OF THE FOLLOWING STEPS must be completed before an application will be processed by the Registrar:

1. Completely fill out the application. **IMPORTANT:** Use the *Life Christian University* application if you are working toward your college degree. Use the *Audit Student* application if you are working toward an Audit certificate of completion.
2. Send a transcript request form to each college, university or institute of ministry that you have previously attended. Have them send transcripts to your local campus. (You are responsible for following up with your Campus Director to determine whether all of your transcripts have been received.)
3. If college transcripts will not be provided, submit one of the following proofs of high school graduation (not necessary for Audit students). Xerox copies are acceptable for proof of high school:
 - A) Diploma
 - B) G.E.D.
 - C) Or Equivalent
4. Read the *Student Handbook and Course Catalog* and sign the Student Handbook Affidavit (see form on the last page).
5. Submit completed application material to your Campus Director no later than the first night of class. Include a payment of \$35.00, payable to your local campus to cover the application and evaluation process.
6. For experienced ministers only: If applying for Ministry Life Experience credit, include a *MLE Application* and the \$35.00 MLE application fee. (Forms are available from your Campus Director.)

Student Policies

▼ **STANDARD OF CONDUCT**

A student whose personal conduct is a poor testimony for Christ, and who fails to live in accordance with the scriptural ideals of the University, will be spiritually counseled and will be disciplined to such extent as the Dean of Students deems advisable. The University reserves the right to refuse admission, to put on disciplinary probation, or to dismiss any student whose personal conduct and/or attitude, in the judgment of the administration, are not consistent with the Christian spirit and standards which the University seeks to maintain.

By way of example: academic dishonesty, such as giving unauthorized aid on an examination or plagiarism (the intentional or unintentional presentation of another's work as your own) are not acceptable behaviors and will not be tolerated. Both are subject to immediate dismissal.

PERSONAL HABITS

Students are expected to abstain from the use of any tobacco, alcoholic beverages and illicit drugs, both on and off campus. They will also maintain behavior above reproach in relationships with the opposite sex, avoiding appearances of evil.

WOMEN'S DRESS CODE

Modesty, femininity and good taste are the guiding principles of women's dress at Life Christian University. Women shall wear dresses, skirts, or slacks with sweaters or blouses to classes and to all services. No low cut necklines or dresses with slits above the knee are permitted.

MEN'S DRESS CODE

To be well-groomed, clean, neat and tidy are the guiding principles of

STUDENT POLICIES

men's dress at Life Christian University. Beards are permitted if trimmed and kept neat. Hair should be properly groomed at all times. No bare feet, flip-flops, shorts, or T-shirts are allowed. Slacks and shirts with collars are required.

▼ ATTENDANCE, ABSENTEE & TARDY POLICIES

Regular and punctual attendance is essential to scholastic achievement and success in ministry. Thus, students are expected to be in class at the appointed time. Students who are late or who miss a class are required to purchase and listen to recordings of the missed lectures. These must be ordered within one week of the missed class. If recordings are not purchased and listened to, the student will receive a grade of "Incomplete" for the course.

▼ COURSE REQUIREMENTS

In addition to attending class, students are expected to read all textbooks and to take all quizzes, tests, and exams; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. Research papers are due one week after the last class meeting date (if not otherwise specified) even if the student is absent on that date. A guide for preparing research papers acceptable at LCU can be found in Appendix B.

▼ MASTER'S & DOCTORAL STUDENTS SPECIAL REQUIREMENTS

All Master's and Doctoral students attending undergraduate courses must complete all course requirements, submit a mandatory 6-page research paper, and complete 200-300 additional pages (minimum 500 pages total) of reading to receive graduate or post-graduate credit for the course. If the course requires undergraduate students to submit a 6-page research paper, graduate and post-graduate students must submit a 12-page paper.

All Master's and Doctoral level thesis/dissertation topics *must* be approved in advance of any student work. All dissertation work must be of publishable quality. Therefore, a dissertation must be an original and thorough treatment of the subject area chosen. Master's and Doctoral students should request a copy of the official Life Christian University Thesis and Dissertation Guidelines from their Campus Director. Every thesis and dissertation must follow these guidelines.

▼ LATE WORK

If the course requirements are not completed and the Course Completion Affidavit turned in within one week of the last class meeting, the student will receive a grade of "Incomplete." Once an incomplete grade has been posted, the student has two additional weeks to complete all of the course requirements and turn in their affidavit. To change a grade from "Incomplete," the student must pay a \$10 Change of Grade (from Incomplete) Fee.

Three weeks after the last class meeting, if the work is still not completed, the student's "Incomplete" grade will be changed to an "F"

If a personal emergency prevents a student from completing the course requirements, they are responsible for contacting their Campus Director to arrange to complete the required work.

FAILING GRADE

If a student fails a course, they will have to pay tuition and take the course again. They must demonstrate satisfactory work for the entire course before they may be eligible for a passing grade to appear on their transcript.

▼ MINISTRY PRACTICUM

Students are required to serve in their local church as a minister of helps - for example as a greeter, usher, or nursery worker. Undergraduates are required to serve a minimum of 72 hours during the 9-month school year.

STUDENT POLICIES

Ministry Practicum hours must be valid volunteer work sanctioned by the local church providing training for the student and helping the local church. It does not include student ministry independent of the local church. This service, verified by a church leader, earns the student 3 credit-hours. For fourth-year students, at least 50% of their hours should be in a service directly related to their major field. (Christian Education, Church Administration, and Music Ministry majors must have at least 72 hours of Ministry Practicum in their field. This can be either volunteer work or paid employment.)

Master's level students are required to serve in their local church and/or community for a minimum of 176 hours during the school year. This service should be in the area of their specialization, ie. Bible teaching, Christian Education, or Missions. This can be either volunteer work or paid employment.

See Appendix A for a *Ministry Practicum Activity Log*, which students should use throughout the year to properly document their volunteer hours. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at LCU.

▼ MISCELLANEOUS FEES

Students will not be allowed to participate in the graduation exercise or receive official transcripts as long as outstanding fees have not been paid. All fees are non-refundable.

APPLICATION FEE

There is a \$35 application fee. This fee covers both processing the application and assessing academic standing.

MATERIALS FEE

Your campus may charge a \$20 fee for start-up materials (such as the *Catalog and Student Handbook* and your outline binder) or a one-time Specialized Program Fee of \$100 for students enrolled in Christian Counseling or Church Administration.

CHANGE OF GRADE (FROM INCOMPLETE) FEE

There is a \$10 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing an incomplete (“I”) grade but the grade has not yet become an “F”

OFFICIAL TRANSCRIPT REQUEST FEE

Official transcripts are issued by the Office of the Registrar, Main Campus, provided the student’s account is paid in full. A request form is included in the form section of this catalog. One official transcript is provided free of charge at each graduation. Additional transcripts cost \$5 each.

RETURNED CHECK FEE

A student will be charged \$25 for any check returned to their LCU campus because of insufficient funds.

FEE FOR RECORDINGS OF MISSED CLASSES

Students are not permitted to make individual recordings of class sessions.

Each LCU campus reserves the right to charge students a suitable fee (up to \$10) for recordings of missed classes.

IDENTIFICATION BADGES

Your campus may require you to wear a student I.D. badge during class sessions. Policies concerning if, how, and when badges are issued; penalties for non-possession of your badge during classes; replacement costs for lost badges, etc. are all determined at your Campus Director’s discretion.

Academic Standards

▼ GRADING SYSTEM

Grade	Description	Percentages	Grade Points
A	Superior	93-100	4.0
B	Excellent	85-92	3.0
C	Average	77-84	2.0
D	Below Average	70-76	1.0
F	Failing	0-69	0.0
W	Withdrawn*		0.0
I	Incomplete		0.0

▼ GRADUATING WITH HONORS

The following honors are granted to graduating students with superior achievement and are reflected on their Christian degree certificate:

Summa Cum Laude: 3.90 - 4.00 cumulative GPA

Magna Cum Laude: 3.65 - 3.89 cumulative GPA

Cum Laude: 3.50 - 3.64 cumulative GPA

▼ GRADE REPORTING

Grade posting provides students with the information needed to track their academic progress. Grades will be posted after each course is completed. Some local campuses may, at the Campus Director's discretion, issue periodic grade reports that span a semester or the entire school year.

* Should any student desire to withdraw from school, he or she should write a letter and speak with the Campus Director to formally withdraw. (A "W" does not count against a student's GPA.) This must be done before the third night of class. Unless the student formally withdraws, the student will not be eligible for re-admission without an interview with the Campus Director. The student who just stops attending class and does not formally withdraw – or who does not complete the course requirements within the time specified – will receive an "F" for any course with unsatisfied requirements.

▼ UNSATISFACTORY STUDENT PERFORMANCE

Consistently unsatisfactory academic performance (such as course failure, unexcused absences, late reports, lack of meeting course requirements, missing of final exams, etc.) may be reason for the University to terminate a student's enrollment. Students terminated for unsatisfactory academic performance will not be entitled to any tuition refund.

Graduation Requirements

▼ GENERAL REQUIREMENTS

The graduation requirements for the conferring of diplomas and Christian degrees are as follows:

1. Each student must have completed all required course work in a chosen program prior to graduation. All students MUST have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit-hours in one of the University's programs.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA) while attending LCU. Graduate students must have maintained a 3.0 or greater cumulative GPA while attending LCU at the graduate level.
3. Each student should submit a *Ministry Practicum Activity Log* documenting their volunteer work for their local church (see page 18). This should be turned in to the Campus Director at least eight (8) weeks prior to the scheduled graduation exercise.
4. Each student must have paid all tuition and fees before graduation.
5. The student must complete a *Course Tracking Schedule & Intent to Graduate Form* and submit it to their Campus Director at least eight (8) weeks prior to the scheduled graduation exercise. No partially completed forms will be accepted.
6. The graduating student is expected to attend the commencement exercise.

Course Catalog



2008 - 2009

Undergraduate Programs

▼ THESE CHRISTIAN DEGREES ARE AVAILABLE:

NOTE: Programs other than Theology may not be available at every campus. Please check with your Campus Director.

- Diploma in Theology
- Associate in Theology
- Associate in Arts* in Theology
- Advanced Diploma in Theology
- Bachelor of Theology
- Bachelor of Arts in Theology
- Bachelor of Pastoral Ministry
- Bachelor of Arts in Pastoral Ministry
- Bachelor of Christian Counseling
- Bachelor of Arts in Christian Counseling
- Bachelor of Christian Education
- Bachelor of Science in Christian Education
- Bachelor of Church Administration
- Bachelor of Science in Church Administration
- Bachelor of Music Ministry
- Bachelor of Arts in Music Ministry

*Any degree program with “Arts” or “Science” in the title requires 30 credit-hours of general education subjects. These credits can be transferred from another institution of higher learning.

▼ UNDERGRADUATE TRACKS

Life Christian University has established undergraduate course work in four year-long programs. Each program is made up of 9 courses and 1 Ministry Practicum for 3 credit-hours each, making a total of 30 credit-hours per year.

▼ PROGRAMS #1, #2, & #3 FOR ALL TRACKS*

Program #1 is foundational in nature and required for all University students. It is designed to give each student a solid foundation for their own personal life and Christian walk. Program #1 addresses the four areas where

UNDERGRADUATE PROGRAMS

Satan tries to keep a believer from being successful in life: faith, health, provision, and character. Program #1 also includes courses on the ministry of Jesus and a survey of the New Testament.

Program #2 is designed to give students a “jump start” into fulfilling the call of God on their lives. These courses provide training in such basics as Bible study, prayer, preaching, various giftings, and flowing with the anointing. Program #2 also includes a survey of the Old Testament as well as a course designed to help students discover their own purpose in the Kingdom of God.

Program #3 provides in-depth study of important books and doctrines of the Bible. Such study will help students achieve a greater degree of effectiveness in any area of church-related ministry.

TYPICAL PROGRAM #1 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-101	Principles of Faith	3
TH-107	Christian Character	3
TH-102	Biblical Finances	3
TH-104	Divine Healing	3
TH-103	Ministry of Helps	3
TH-105	Life & Teachings of Christ I	3
TH-106	Life & Teachings of Christ II	3
TH-109	New Testament Survey	3
TH-112	Authority of the Believer	3
MP-100	Ministry Practicum - Freshman	3
	Total Credit Hours	30

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #2 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-218	Methods of Bible Study	3
TH-221	Discovering Your Purpose	3
TH-202	The Anointing	3
TH-305	Spiritual Gifts	3
TH-217	Ministry Gifts & Church Government	3
TH-222	Old Testament Survey I	3
TH-223	Old Testament Survey II	3
TH-203	Principles of Prayer	3
TH-204	Homiletics	3
MP-200	Ministry Practicum - Sophomore	3
	Total Credit Hours	30

TYPICAL PROGRAM #3 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-325	Principles of Leadership	3
TH-301	Blood Covenant	3
TH-306	Angelology	3
BI-308	Galatians	3
BI-309	Ephesians	3
TH-324	Divine Guidance	3
BI-201	Acts of the Apostles	3
BI-311	I & II Corinthians: Part 1	3
BI-312	I & II Corinthians: Part 2	3
MP-300	Ministry Practicum - Junior	3
	Total Credit Hours	30

▼ PROGRAM #4: SPECIFIC BACCALAUREATE TRACKS

Program #4 is the year of specialization as students move into courses designed to prepare them to preach and teach the Word of God and help in areas of specialized service in the local church. Courses are grouped into “tracks” and provide a subject concentration focused on the student’s major field of study. All baccalaureate tracks equip the student for full-time Christian service or prepare them for graduate studies in Theology and related fields. A maximum of 2 courses may be substituted in a Program #4 track as long as they have the same subject concentration.

Each Program #4 track is made up of 9 courses and 1 Ministry Practicum for 3 credit-hours each, making a total of 30 credit-hours. At least 50% of the Ministry Practicum must be directly related to the student’s major field of study for Theology majors. Christian Education, Church Administration, and Music Ministry majors must have at least 72 hours of Ministry Practicum in their field.

NOTE: Pursuing a degree in a field other than theology at a Life Christian University Campus is dependent on several factors:

- 1) Having a qualified instructor in that area of study
- 2) Student interest on that campus in that area of study
- 3) State laws regulating that area of study

Please check with your Campus Director to see what degrees other than theology are available at your local campus.

TRACK # 1: THEOLOGY

This major course of study gives the student a solid foundation in the Word of God, meets the needs of the Christian worker by equipping them for

various areas of full-time Christian service, and prepares them for graduate studies in Theology and related fields.

TRACK #2: PASTORAL MINISTRY

This major course of study equips the student for full-time pastoral ministry in the local church.

TRACK #3: CHRISTIAN COUNSELING

This major course of study equips the student for full-time Christian service in counseling.

TRACK #4: CHRISTIAN EDUCATION

This major course of study equips the student for teaching in a Christian Education program for a Christian school, a local congregation or Bible training program encompassing children, youth, and/or adults.

TRACK #5: CHURCH ADMINISTRATION

This major course of study equips the student to effectively manage the business operations and work force of a local church or ministry organization.

TRACK #6: MUSIC MINISTRY

This major course of study is designed to help students learn to minister under the anointing of the Holy Spirit while developing their musical gifts, whether vocal or instrumental.

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #4 COURSE LIST CHRISTIAN THEOLOGY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-401	Teaching the Bible	3
TH-424	Submission & Authority	3
TH-431	Church History	3
TH-444	Ministerial Ethics	3
TH-410	Personal Evangelism	3
BI-425	Romans I	3
BI-426	Romans II	3
TH-303	Tabernacles of God	3
BI-420	Hebrews	3
MP-400	Ministry Practicum - Senior	3
	Total Credit Hours	30

TYPICAL PROGRAM #4 COURSE LIST PASTORAL MINISTRY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
TH-424	Submission & Authority	3
TH-444	Ministerial Ethics	3
TH-410	Personal Evangelism	3
BI-432	The Gospel of John	3
CC-402	Counseling with Scripture	3
ED-401	Teaching the Bible	3
TH-451	Practical Pastoral Ministry I	3
TH-452	Practical Pastoral Ministry II	3
MU-404	True Worship	3
MP-400	Ministry Practicum - Senior	3
	Total Credit Hours	30

**TYPICAL PROGRAM #4 COURSE LIST
CHRISTIAN COUNSELING TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
CC-451	Intro to Christian Counseling	3
CC-452	Faith Therapy	3
CC-456	Effective Counseling Skills	3
CC-409	Temperament Theory	3
CC-457	Marriage Counseling	3
CC-458	Marriage and Family Issues	3
CC-453	Transformation	3
CC-454	Difficult Counseling Issues	3
CC-479	Wonderful Counselor	3
MP-400	Ministry Practicum - Senior	3
Total Credit Hours		30

**TYPICAL PROGRAM #4 COURSE LIST
CHRISTIAN EDUCATION TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-401	Teaching the Bible	3
ED-402	Intro to Christian Education	3
ED-403	Educational Psychology	3
ED-414	Classroom Management	3
ED-405	Educating Children & Youth	3
ED-406	Educating Adults	3
ED-415	Ministry of the Teacher	3
ED-408	Christian Literature	3
CC-411	Principles of Child & Adolescent Counseling	3
MP-400	Ministry Practicum - Senior	3
Total Credit Hours		30

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #4 COURSE LIST CHURCH ADMINISTRATION TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
CA-402	Biblical Principles of Management	3
TH-424	Submission & Authority	3
TH-325	Principles of Leadership	3
TH-444	Ministerial Ethics	3
CA-418	Tax Guidelines for Churches & Religious Organizations	3
CA-416	Incorporation	3
CA-417	501 (C) (3) Status	3
CA-419	Fund Raising and Grant Writing	3
CA-411	Bookkeeping Basics	3
CA-410	Ministry Practicum in Church Administration	3
	Total Credit Hours	30

TYPICAL PROGRAM #4 COURSE LIST MUSIC MINISTRY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
MU-413	Biblical Music	3
MU-401	Music Theory I	3
MU-403	Christian Music Appreciation	3
MU-402	Music Theory II	3
MU-406/419	Instrument/Voice Development I	3
MU-404	True Worship	3
MU-407/420	Instrument/Voice Development II	3
MU-416	The Practical Side of Leading Worship	3
MU-408	Worship Team Development	3
	Total Credit Hours	30

Undergraduate Courses

▼ THEOLOGY (TH)

TH-101 PRINCIPLES OF FAITH

This course explains the concept of faith in God and His Word. Emphasis is placed on scriptural ways to develop ever-increasing faith in God.

TH-102 BIBLICAL FINANCES

This course reveals God's plan of provision and abundance for His people. It emphasizes the need for faith and an understanding of the principles necessary to receive God's best.

TH-103 MINISTRY OF HELPS

This course assists the student in understanding the value of serving in the Body of Christ and helps them find their place of service.

TH-104 DIVINE HEALING

This course reveals that physical healing has been provided for every believer in the redemptive work of Christ. Students will examine what the Bible says about God's will to heal "all," then take a look at God's methods of healing and discover common hindrances to receiving healing.

TH-105 LIFE & TEACHINGS OF CHRIST I

TH-106 LIFE & TEACHINGS OF CHRIST II

These courses provide an outline of the life and teachings of Jesus Christ and survey the order of the events in His earthly ministry.

TH-109 NEW TESTAMENT SURVEY

This course provides an overview of the main thoughts and the central themes of the twenty-seven books of the New Testament.

UNDERGRADUATE COURSES

TH-112 AUTHORITY OF THE BELIEVER

This course helps the student understand the authority that God has given them as a believer and challenges them to walk in that authority in their daily lives.

TH-107 CHRISTIAN CHARACTER

This course is designed to give the student a solid moral character based on spiritual enlightenment. The blessings of God follow moral and ethical behavior, and these are essential for any minister of the Gospel.

TH-202 THE ANOINTING

This course helps the student identify the anointing of God in the Old and New Testaments and specifically in the life and ministry of Jesus. It will also help the student understand the anointing from God that is available for believers today.

TH-203 PRINCIPLES OF PRAYER

This course helps the student understand the principles and purpose of prayer as outlined in the Bible. The students will cover the different kinds of prayer, the function of prayer in our daily lives, and how to pray and seek God on a daily basis.

TH-204 HOMILETICS I

This course acquaints the student with practical principles of preaching and teaching. The focus of this class is two-fold: (1) the preparation of the sermon outline and (2) the delivery of the sermon through verbal and non-verbal communication.

TH-111 SPIRITUAL GIFTS

This course gives the student a working knowledge of the nine New Testament gifts of the Spirit as described in I Corinthians 12 and 14.

TH-217 MINISTRY GIFTS & CHURCH GOVERNMENT

This course teaches the student the function and the characteristics of the five-fold ministry gifts. It will emphasize church leadership and the responsibilities of each office of church government.

TH-218 METHODS OF BIBLE STUDY

This course explores various tools and methods of Bible study, including book, character, word, and topical studies. Students are trained on a variety of book-based study aids and become familiarized with computer-based study tools.

TH-221 DISCOVERING YOUR PURPOSE

This course will help students discover their own specific purpose in life and ministry, while it inspires and equips them to boldly fulfill their God-given destiny.

TH-222-3 OLD TESTAMENT SURVEY I & II

These courses provide an overview of the messages, the authors, and the main themes of the books of the Old Testament.

TH-301 BLOOD COVENANT

This course covers the significance of blood covenants in human history from the first blood covenant in Genesis to God's covenant with Abraham to Christ as the fulfillment of the Abrahamic Covenant.

TH-302 FULL ARMOR OF GOD

This course provides insight into the schemes of the devil and all the weapons God has already provided for our victory over him through Christ.

UNDERGRADUATE COURSES

TH-303 THE TABERNACLES OF GOD

This course provides a comparative study of the Tabernacle of Moses, the Tabernacle of Heaven, and the Tabernacle of David. Emphasis will be placed on the types and shadows of the redemptive work of Christ.

TH-304 NEW CREATION REALITIES

This course helps the student to understand the new birth and our redemption in Christ; to know the meaning of abiding in Christ and to experience the reality of His indwelling presence; and to understand the forces of faith and righteousness at work within us.

TH-306 ANGELOLOGY

This course teaches the student about the origin, activity and ultimate destiny of the two great hosts of angelic beings. This course will deal with angels, Satan, and demons.

TH-307 MODERN CULTS I

TH-308 MODERN CULTS II

This course helps the student discern between sound biblical doctrine and the false doctrines presented by modern cults.

TH-324 DIVINE GUIDANCE

This course will help students grow in their ability to discern the voice of God for specific guidance in their lives.

TH-325 PRINCIPLES OF LEADERSHIP

This class helps students recognize, develop, and refine the personal characteristics necessary to be a truly effective leader — the kind people want to follow.

TH-401-2 THEOLOGY SURVEY I, II

This course provides the student with a general study of Bible doctrine. It covers the ten major areas of systematic theology: Bibliology, Theology, Divine Healing, Pneumatology, Angelology, Anthropology, Hamartiology, Soteriology, Ecclesiology, and Eschatology.

TH-404 EXPOSITORY PREACHING

This course helps students prepare and deliver sermons that will bring the Scriptures to life.

TH-451-2 PRACTICAL PASTORAL MINISTRY I & II

This course provides a study of the special duties of the pastoral ministry including weddings, funerals, and the ordinances of communion and baptism.

TH-410 PERSONAL EVANGELISM

This course examines the biblical principles of effective evangelism: the message, the mandate, the motivation, and the methods.

TH-424 SUBMISSION & AUTHORITY

This course will help students develop a scriptural understanding of submission to authority as God has ordained it, within the home, the local church, and the universal Church.

TH-431 CHURCH HISTORY

This course teaches the student the origin of the Christian Church, its birth, and its development from the Day of Pentecost through modern times.

UNDERGRADUATE COURSES

TH-439 BIBLE INTERPRETATION [HERMENEUTICS]

This course teaches the various types of biblical interpretation and covers the principles and approaches for a correct understanding of each type.

TH-444 MINISTERIAL ETHICS

This course sets a standard of excellence in ethical conduct. It exposes common ethical problems faced by ministers and provides preventive strategies

TH-334 LIFE IS IN THE BLOOD

This course builds the foundation for the revelation knowledge of the supernatural Blood of the Lord Jesus, how to access the covenant through the Blood, and the importance of depending upon the Blood of Jesus in your daily walk.

▼ BIBLICAL STUDIES (BI)

BI-201 ACTS OF THE APOSTLES

This course is a study of the powerful ministry of the Holy Spirit in the early New Testament Church and challenges students to expect the same powerful outpouring in these last days.

BI-308 GALATIANS

This course provides a detailed study of the contrast between the works of the Law and the work of the Spirit, the fruit of the flesh and the fruit of the spirit, and living under legalism vs. living under grace.

BI-309 EPHESIANS

Ephesians reveals the mystery of the Church as the Body of Christ, recreated in Christ Jesus to express Christ's fullness on earth. It also covers practical matters of relationships with other believers, our families, and employers.

BI-311-2 I & II CORINTHIANS: PARTS 1 & 2

This course provides a study of 1 & 2 Corinthians, including the background of Corinth, the resolving of various church problems, as well as a study of biblical love, spiritual gifts, and the doctrine of resurrection.

BI-403 GENERAL EPISTLES

This course examines the epistles of James, Peter, John and Jude, covering both doctrine and application for Christian living.

BI-404 PASTORAL EPISTLES

This course studies Paul's letters to Timothy and Titus, emphasizing qualifications for the ministry.

BI-420 HEBREWS

This course covers the book of Hebrews with emphasis on the "Superiority of Christ" and His high priestly work.

BI-425-6 ROMANS I & II

This course examines the most powerful doctrinal book of the New Testament with emphasis on salvation by grace, man's desperate need for a Savior, and the practical application of Christianity.

BI-432 THE GOSPEL OF JOHN

This course explores the overall content of John's account of Jesus' life and ministry, the book's purpose, and related teachings.

UNDERGRADUATE COURSES

▼ CHRISTIAN COUNSELING (CC)

CC-401 PRINCIPLES OF CHRISTIAN COUNSELING

This course covers the basics of biblical counseling.

CC-402 COUNSELING WITH SCRIPTURE

This course trains students in the necessary and appropriate use of Scripture as the foundation for all Christian counseling. Emphasizes a balanced look at the physical, spiritual, and emotional needs of the counselee.

CC-409 TEMPERAMENT THEORY

This course provides students with an understanding of the different types of temperaments and insight into how to improve our daily interactions with others.

CC-411 PRINCIPLES OF CHILD & ADOLESCENT COUNSELING

This course shows the stages of physical, emotional, and psychological development and equips the student to identify various nurturing deficits.

CC-451 INTRO TO CHRISTIAN COUNSELING

This course provides the foundation for biblically-based Christian counseling. Salvation by faith is God's method for making us whole - and salvation works! It is the Christian Counselor's job to help the client overcome the problems in his or her life that are hindering this process.

CC-452 FAITH THERAPY

This course teaches the basic principles of Faith Therapy, providing a description of the process of applying faith to both common and deeply-rooted problems. It addresses the role of the anointing in the counseling process.

CC-453 TRANSFORMATION

This course provides a comprehensive method for Christian counseling derived directly from the Bible and in-depth biblical answers for many of the more complex and difficult psychological problems faced in the church.

CC-454 DIFFICULT COUNSELING ISSUES

This course gives models from the Bible for dealing with fear, stress, anxiety, depression, addictive and abusive behavior, and covers how to deal with demonic influences.

CC-479 WONDERFUL COUNSELOR

This course teaches students how to minister healing to the broken-hearted while they learn to flow with the Holy Spirit as “The Wonderful Counselor.”

CC-456 EFFECTIVE COUNSELING SKILLS

This course teaches how to listen and observe a client; how to ask open-ended questions, paraphrase and summarize their answers; as well as how to connect and when to confront a client.

CC-457 MARRIAGE COUNSELING

This course gives biblical foundations for a lasting marriage. It covers gender differences, attachment, and intimacy, as well as communication skills to help a client have the marriage they’ve always wanted.

CC-458 MARRIAGE AND FAMILY ISSUES

This course covers analyzing a marriage, the dynamics of family systems and parenting styles, developing love and respect, and dealing with divorce and remarriage. It gives the basis for hope-focused marriage counseling.

UNDERGRADUATE COURSES

▼ CHRISTIAN EDUCATION (ED)

ED-401 TEACHING THE BIBLE

This course provides practical help with the process of teaching the Bible: lesson plan preparation, presentation of spiritual truths, and how to evaluate what students have learned.

ED-402 INTRODUCTION TO CHRISTIAN EDUCATION

This course gives students an understanding of the philosophy of Christian education as contrasted with secular humanism.

ED-403 EDUCATIONAL PSYCHOLOGY

This course provides a comprehensive study of the principles underlying the teaching-learning process.

ED-405 EDUCATING CHILDREN & YOUTH

This course explores the characteristics and needs of adolescents, including junior-high, senior-high, and older youth.

ED-406 EDUCATING ADULTS

This course provides a study of the characteristics and needs of adults in the local congregation.

ED-408 CHRISTIAN LITERATURE

This course provides a study of the basic principles and approaches to literature from a Christian perspective.

ED-414 CLASSROOM MANAGEMENT

This course covers the application of education theories in the classroom and how to handle different management situations.

ED- 415 MINISTRY OF THE TEACHER

This course examines the character, ethics, and heart of the teacher. The expectations and responsibilities of the teacher will also be reviewed.

▼ CHURCH ADMINISTRATION (CA)

CA-402 BIBLICAL PRINCIPLES OF MANAGEMENT

This course looks at biblical standards for management. It reveals Solomon's key for winning every race, explains how to resolve conflicts and turn enemies into allies. The course discloses five qualities that will help students become successful in their vocation.

CA-416 INCORPORATION

This course is designed to acquaint students with the various aspects of incorporation including - but not limited to - definition and purpose of incorporation, types of incorporation, advantages and disadvantages, how to incorporate, Board structure, fiduciary duties of the Board, by-laws, and recording of corporate minutes. Students will do a mock incorporation, complete with by-laws.

CA-417 501 (C) (3) STATUS

This course is designed to acquaint students with what it means to have 501 status. Students examine the various types of 501 organizations, their advantages and disadvantages, and how to prepare their organization to meet 501 standards. Students will complete paperwork for a mock 501 organization.

UNDERGRADUATE COURSES

CA-418 TAX GUIDELINES FOR CHURCHES & RELIGIOUS ORGANIZATIONS

Students will learn what it means to have tax exempt status. They will explore how their tax exempt status may be jeopardized and what unrelated business means to their tax status. They will study employment tax, special rules for compensation of ministers, payment of employee business expenses, recording requirements, filing requirements, charitable contributions, and special rules limiting IRS authority to audit churches.

CA-419 FUND RAISING AND GRANT WRITING

This course will empower students to raise funds for a non-profit organization. Students will discover the power of building relationships that will help them accomplish their financial goals. As students learn how to do “God’s work in God’s way to produce God’s results,” they will never lack resources. Students will write a mock grant in this course.

CA-411 BOOKKEEPING BASICS

This course will help students design their chart of accounts and learn how to record their transactions. Students will learn to navigate the bookkeeping cycle. They will learn to handle contributions and expenses. They will study internal controls and their importance.

CA-410 MINISTRY PRACTICUM IN CHURCH ADMINISTRATION

Ministry Practicum gives students University credit for work done in a church’s administrative office or in a Christian non-profit organization.

▼ MUSIC MINISTRY (MU)

MU-413 BIBLICAL MUSIC

This course provides an understanding of what the Bible has to say about music. It lays a practical foundation to aid in becoming an effective worshipper. Students will take a look at King David, an anointed worshipper, songwriter, and musician.

MU-401-2 MUSIC THEORY I & II

Beginners will study the basics of time signature, key signature, major and minor scales, the clefs, reading and notating music, and rhythm notation. Advanced students will study at their own level of accomplishment.

MU-403 CHRISTIAN MUSIC APPRECIATION

This course will heighten the student's awareness and appreciation of Christian music as a whole. It covers both historical and contemporary musical styles.

MU-406-7 INSTRUMENT DEVELOPMENT I & II

Students will learn to apply what they have learned in Music Theory I & II including scales, chords, transposing chords, modulating keys, playing solo passages and back-up fills.

MU-419-20 VOICE DEVELOPMENT I & II

Students will learn to apply what they have learned in Music Theory I & II including scales, chords, transposing chords, modulating keys, and singing both solo and back-up.

UNDERGRADUATE COURSES

MU-404 TRUE WORSHIP

This course provides an understanding of the Scriptural differences between praise and true worship. After examining biblical accounts of true worshippers, it shows both why and how each believer should enter their own “secret place” of worship.

MU-416 THE PRACTICAL SIDE TO LEADING WORSHIP

This course introduces the student to the nuts and bolts of the worship leader’s job. It also covers common mistakes worship leaders make and how to avoid them.

MU-408 WORSHIP TEAM DEVELOPMENT

Students will learn to become a team player and a contributing member of a worship team. They will have an opportunity to organize and lead a rehearsal as well as inspire, encourage, and develop worship team members.

▼ MINISTRY PRACTICUM (MP)

MP- 100, 200, 300, 400 MINISTRY PRACTICUM

Ministry Practicum gives students University credit for volunteer ministry in their local church. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at Life Christian University.

Master's Programs

THE MASTER'S LEVEL PROGRAM contains courses grouped in "tracks" which provide a subject concentration focused on the student's major field of study.

▼ THE FOLLOWING CHRISTIAN MASTER'S DEGREES ARE AVAILABLE:

NOTE: Programs other than Theology may not be available at every campus. Please check with your Campus Director

Master of Arts in Theology

Master of Arts in Pastoral Ministry

Master of Science in Christian Education

▼ MASTER'S TRACKS - PROGRAM #5

All Master's level tracks are designed for qualified individuals who want an in-depth study of a particular area of ministry. Life Christian University has established Master's course work in 36-credit-hour programs. Each track is made up of 9 courses, 1 Ministry Practicum for 3 credit-hours (see details on page 20), and a formal thesis worth 6 credit-hours for a total of 36 credit-hours. (The Master's candidate has the option of substituting two (2) pre-approved elective courses in lieu of the formal, 50-page-minimum thesis.)

▼ MASTER'S LEVEL ENTRANCE REQUIREMENTS

Theology candidates must have earned a Bachelor's Degree with a Theological major from a recognized college or university. Leveling courses may be required. If the Bachelor's Degree is in an unrelated field, sixty (60) credit-hours of biblical foundation courses are required before starting at the Master's level. (Experienced ministers: please contact your Campus Director for information and forms to apply for Ministry Life Experience credit.)

MASTER'S DEGREE PROGRAMS

TRACK # 1: THEOLOGY

This major course of study is for students who desire to expand their training and deepen their knowledge and understanding of the Bible and theology.

TRACK # 2: PASTORAL MINISTRY

This major course of study helps pastors increase their effectiveness in the work of the ministry.

TRACK # 3: CHRISTIAN EDUCATION

This major course of study provides in-depth studies in Christian Education for those involved in church or church-related schools.

TYPICAL PROGRAM #5 COURSE LIST CHRISTIAN THEOLOGY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-5439	Hermeneutics (Bible Interpretation)	3
TH-5306	Angelology	3
TH-5307	Modern Cults & False Religions of the World I	3
TH-5308	Modern Cults & False Religions of the World II	3
TH-5301	Blood Covenant	3
ED-5406	Educating Adults	3
BI-5403	General Epistles	3
BI-5404	Pastoral Epistles	3
TH-5404	Expository Preaching	3
MP-5500	Ministry Practicum - Master's	3
WR-5500	Master's Thesis (min. 50 pages) or 2 additional courses	6
Total Credit Hours		36

**TYPICAL PROGRAM #5 COURSE LIST
PASTORAL MINISTRY TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
TH-5439	Hermeneutics (Bible Interpretation)	3
TH-5401	Theology Survey I	3
TH-5402	Theology Survey II	3
TH-5301	Blood Covenant	3
TH-5431	Church History	3
BI-5432	John	3
BI-5424	Romans	3
BI-5420	Hebrews	3
ED-5406	Educating Adults	3
MP-5500	Ministry Practicum - Master's	3
WR-5500	Master's Thesis (min. 50 pages) or 2 additional courses	6
Total Credit Hours		36

**TYPICAL PROGRAM #5 COURSE LIST
CHRISTIAN EDUCATION TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-5401	Teaching the Bible	3
ED-5402	Intro to Christian Education	3
ED-5403	Educational Psychology	3
ED-5414	Classroom Management	3
ED-5405	Educating Children & Youth	3
ED-5406	Educating Adults	3
ED-5415	Ministry of the Teacher	3
ED-5408	Christian Literature	3
CC-5411	Principles of Child & Adolescent Counseling	3
MP-5500	Ministry Practicum - Master's	3
WR-5500	Master's Thesis (min. 50 pages) or 2 additional courses	6
Total Credit Hours		36

Doctoral Programs

ALL DOCTORAL LEVEL PROGRAMS are individually designed for qualified individuals who want an in-depth study of a particular area of ministry. Life Christian University offers several degree tracks at the Doctoral level.

▼ THE FOLLOWING CHRISTIAN DOCTORAL DEGREES ARE AVAILABLE:

NOTE: Programs other than Theology may not be available at every campus. Please check with your Campus Director

First-Level Doctoral Degrees

Doctor of Ministry in Pastoral Ministry (D. Min.)

Doctor of Ministry in Theology (D. Min.)

Doctor of Education in Christian Education (Ed. D.)

Doctor of Missiology in Missionary Evangelism* (D. Mis.)

*Offered only to full-time missionaries

Second-Level Doctoral Degrees

Doctor of Philosophy in Pastoral Ministry (Ph.D.)

Doctor of Philosophy in Biblical Studies (Ph.D.)

Doctor of Philosophy in Theology (Ph.D.)

▼ ENTRANCE REQUIREMENTS

FIRST-LEVEL DOCTORAL DEGREE PROGRAM

To enter a Doctoral program, a student must have earned a Master's Degree with a Theological major from a recognized college or university. Leveling courses may be required. Those pursuing a Doctoral Degree in Christian Education must have a Master's Degree in that same field. Each 45 credit-hour program is designed as in-ministry education for ministry professionals and will build on ministry experience and previous education

while challenging the individual candidate to pursue and realize their full potential.

PROGRAM REQUIREMENTS

1. The completion of 5 post-graduate level courses related to the student's major and pre-approved by the student's faculty advisor.
2. One major dissertation with a minimum of 150 pages. Formal LCU dissertation guidelines are available to Doctoral candidates upon request.

▼ ENTRANCE REQUIREMENTS

SECOND-LEVEL DOCTORAL DEGREE PROGRAM

To enter the Ph.D. program, the student must have completed one of LCU's 45 credit-hour Doctoral programs and have completed a minimum of ten years of full-time ministry.

The Doctor of Philosophy is a 45 credit-hour program. It is the capstone to all previous academic degrees. It represents the most prestigious accomplishment in a student's educational endeavor.

PROGRAM REQUIREMENTS

1. The completion of 5 post-graduate level courses related to the student's major and pre-approved by the student's faculty advisor.
2. One major dissertation with a minimum of 150 pages. Formal LCU dissertation guidelines are available to Doctoral candidates upon request.

Graduate Courses

▼ THEOLOGY (TH)

TH-5301 BLOOD COVENANT

This course covers the significance of blood covenants in human history from the first blood covenant in Genesis to God's covenant with Abraham to Christ as the fulfillment of the Abrahamic Covenant.

TH-5302 FULL ARMOR OF GOD

This course provides insight into the schemes of the devil and all the weapons God has already provided for our victory over him through Christ.

TH-5306 ANGELOLOGY

This course teaches the student about the origin, activity and ultimate destiny of the two great hosts of angelic beings. This course will deal with angels, Satan, and demons.

TH-5307 MODERN CULTS & FALSE RELIGIONS OF THE WORLD I

TH-5308 MODERN CULTS & FALSE RELIGIONS OF THE WORLD II

This course provides a critique of the seven major world religions. In addition, the course will briefly survey the major cultic structures that have arisen in the United States (Jehovah Witnesses, Mormonism, Unity, etc.) that are providing the greatest challenge to the Church today.

TH-5334 LIFE IS IN THE BLOOD

This course builds the foundation for the revelation knowledge of the supernatural Blood of the Lord Jesus, how to access the covenant through the Blood, and the importance of depending upon the Blood of Jesus in your daily walk.

TH-5401 THEOLOGY SURVEY I

TH-5402 THEOLOGY SURVEY II

This course provides a systematic overview of the foundations of Pentecostal theology including: Bibliology, Theology, Divine Healing, Pneumatology, Angelology, Anthropology, Hamartiology, Soteriology, Ecclesiology, and Eschatology.

TH-5404 EXPOSITORY PREACHING

This course helps students prepare and deliver sermons that will bring the Scriptures to life.

TH-5431 CHURCH HISTORY

This course teaches the student the origin of the Christian Church, its birth, and its development from the Day of Pentecost through modern times.

TH-5439 HERMENEUTICS (BIBLE INTERPRETATION)

This course teaches the various types of biblical interpretation and covers the principles and approaches for a correct understanding of each type.

▼ BIBLICAL STUDIES (BI)

BI-5301 ACTS OF THE APOSTLES

This course studies the ministry of the Holy Spirit in the New Testament Church as ministered through the Apostles.

BI-5403 GENERAL EPISTLES

This course examines the epistles of James, Peter, John and Jude, covering both doctrine and application for Christian living.

GRADUATE COURSES

BI-5404 PASTORAL EPISTLES

This course studies Paul's letters to Timothy and Titus, emphasizing qualifications for the ministry.

BI-5420 HEBREWS

This course covers the book of Hebrews with emphasis on the "Superiority of Christ" and His high priestly work.

BI-5424 ROMANS

This course examines the most powerful doctrinal book of the New Testament with emphasis on salvation by grace, man's desperate need for a Savior, and the practical application of Christianity.

BI-5432 THE GOSPEL OF JOHN

This course explores the overall content of John's account of Jesus' life and ministry, the book's purpose, and related teachings.

▼ CHRISTIAN EDUCATION (ED)

ED-5401 TEACHING THE BIBLE

This course provides practical help with the process of teaching the Bible: lesson plan preparation, presentation of spiritual truths, and how to evaluate what students have learned.

ED-5402 INTRODUCTION TO CHRISTIAN EDUCATION

This course gives students an understanding of the philosophy of Christian education as contrasted with secular humanism.

ED-5403 EDUCATIONAL PSYCHOLOGY

This course provides a comprehensive study of the principles underlying the teaching-learning process.

ED-5405 EDUCATING CHILDREN & YOUTH

This course explores the characteristics and needs of adolescents, including junior-high, senior-high, and older youth.

ED-5406 EDUCATING ADULTS

This course provides a study of the characteristics and needs of adults in the local congregation.

ED-5408 CHRISTIAN LITERATURE

This course provides a study of the basic principles and approaches to literature from a Christian perspective.

ED-5414 CLASSROOM MANAGEMENT

This course covers the application of education theories in the classroom and how to handle different management situations.

GRADUATE COURSES

ED- 5415 MINISTRY OF THE TEACHER

This course examines the character, ethics, and heart of the teacher. The expectations and responsibilities of the teacher will also be reviewed.

ED-5417 PHILOSOPHY OF CHRISTIAN EDUCATION

This course gives students a thorough understanding of the philosophy of Christian education as contrasted with secular humanism.

▼ MINISTRY PRACTICUM (MP)

MP-5500 MINISTRY PRACTICUM

Ministry Practicum provides an opportunity for the student to receive credit for participating in some area of voluntary ministry. Master's level students are required to serve in their local church and/or community for a minimum of 176 hours during the school year. This service should be in the area of their specialization, ie. Bible teaching, Christian Education, or Missions. This can be either volunteer work or paid employment.

No credit is given for Ministry Practicum work at the Doctoral level.

▼ MASTER'S THESIS (WR)

WR-5500 MASTER'S THESIS

A 50-page, formal paper on a topic related to the student's major area of study. Guidelines for writing a Master's Thesis are available from your Campus Director. (Six credit-hours.)

Faculty & Administration

DOUGLAS J. WINGATE - D.MIN., D.D., M.A., B.A.

Founder, President, & Chairman of the Board of Trustees

Professor of Theology, Biblical Studies, and Pastoral Ministry

EDUCATION: St. Petersburg Jr. College, University of South Florida, Rhema Bible Training Center, Faith Theological Seminary, Moody Theological Seminary, National Bible College

DANIEL R. COFLIN - D.MIN., M.A., B.A.

Vice-President & Vice-Chairman of the Board of Trustees, Dean of Theology & Biblical Studies

Professor of Theology, Biblical Studies, and Pastoral Ministry

EDUCATION: Word of Faith Bible Institute, University of South Florida, Florida Beacon Bible College, Faith Theological Seminary

ANGELI BENJAMIN - J.D.LAW, PH.D., M.A., B.A.

Corporate Counsel, Operations Manager, Prof. of Church Administration, Main Campus Director

EDUCATION: Rutgers University, Bethany Missionary and Bible Institute, McMurry University, Williamette College of Law, Life Christian University

SUSAN WINGATE - M.A., B.A.

Co-Founder & Associate Professor of Theology and Christian Education, Registrar

EDUCATION: University of North Florida, University of South Florida, Rhema Bible Training Center, Faith Theological Seminary, Life Christian University

LEANNA ELDRIDGE - PH.D., M.A., B.A., B.S.

Professor of Theology and Biblical Studies, Dean of Administration

Director of Curriculum Development

EDUCATION: University of Missouri, Life Christian University

FACULTY & ADMINISTRATION

DIANNE COFLIN - D. MIN., M.A., B.A.

Associate Professor of Theology, Biblical Studies, and Pastoral Counseling; Assessment Registrar

EDUCATION: Word of Faith Bible Institute, Faith Theological Seminary, Life Christian University

NATHEN CARLSON

Director of Information Technologies

EDUCATION: Hillsborough Community College, Life Christian University

DAVID HINTON - M.A., R.N., A.S.

Director of Video Production

EDUCATION: St. Petersburg College, Life Christian University

KAREN L. CARVER - D. MIN., M.A., B.A.

Director of Distance Learning, Regional Campus Representative

EDUCATION: University of Colorado at Denver, Southern Colorado State University, Restoration in Power School of Ministry, River Bible Institute, Life Christian University

DEBBI SMITH - M.A., B.A.

Associate Professor in Theology and Biblical Studies, Regional Campus Representative

EDUCATION: Faith Theological Seminary, Life Christian University

SUSAN M. WARD - B.A., A.A.

Grades and Finances, Regional Campus Representative

EDUCATION: River Bible Institute, Life Christian University

CANDY DOYLE - B.A., A.A.

Regional Campus Representative

EDUCATION: Life Christian University

EILEEN PEREA

Grades and Finances, Regional Campus Representative

EDUCATION: Life Christian University

DANA SNELL - A.A.

Administrative Assistant

EDUCATION: Hillsborough Community College, Life Christian University, University of South Florida

GEORGE BROOKS - D.DIV., M.A.

Professor of Theology, Biblical Studies, Pastoral Ministry, and Pastoral Counseling

EDUCATION: Rhema Bible Training Center, Life Christian University

LINDA BROOKS - M.A., B.A.

Associate Professor of Theology Biblical Studies, Pastoral Ministry, and Pastoral Counseling

EDUCATION: Rhema Bible Training Center, James Madison University, Life Christian University

LARRY PEARRE - D. MUS. MIN., M.A.,

Dean of Music, Professor in Music, Professor of Theology and Biblical Studies

EDUCATION: Life Christian University, River Bible Institute, Faith Is the Victory Bible School

JOSÉ FONSECA - M.A., B.A., A.S.

Director of Spanish Program, Associate Professor of Theology

EDUCATION: University of the Sacred Hearts, St. Leo University, Life Christian University

GILBERTO RODRIGUEZ - B.A.

Instructor of Theology

EDUCATION: Southeastern Spanish Theological Institute, Life Christian University

Board of Trustees

Dr. Douglas J. Wingate - President

Dr. Daniel R. Coflin - Vice President

Rev. Susan E. Wingate - Secretary

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Dr. Ronald Zimmer

Dr. Rod Hoskins

Independent University

THE CHRISTIAN DEGREE PROGRAMS OF LIFE CHRISTIAN UNIVERSITY are designed to equip students to follow the Lord in the work of the ministry (in what many state governments identify as “religious vocations”).

Credits and degrees earned from Colleges within the State of Florida, which are authorized to operate by the Council on Independent Education, do not automatically qualify that individual for a Florida teaching certificate or to participate in professional examinations in Florida. The established procedures require the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the Colleges granting the degrees, prior to approving teachers’ certification, and for the appropriate State professional board, under the Department of Professional or Occupational Regulation, to make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Florida teaching certificate or in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, Tallahassee, FL 32301.

Life Christian University is exempt from licensure by the State of Florida under §246.085(3)(a), Florida Statute. The transfer of credit to any other academic institution would be at the discretion of the receiving institution.

Student Rights

▼ NON-DISCRIMINATION

Life Christian University does not discriminate on the basis of race, color, nationality, ethnic origin, or gender. We guarantee the rights, privileges, and the availability of all programs and activities to all students of the University.

▼ PRIVACY

Statute 20, United States Code, §1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provided for the institution to establish a category of student information termed “directory information.” When available in college records, any information falling in the category of “directory information” will be available to all persons on request, i.e., the IRS, FBI, or other government agencies, and for use in LCU publications.

LCU has identified the following student data as “directory information”:

- | | |
|--|--|
| 1. Name | 7. Church membership |
| 2. Street address, city, state,
postal (Zip) code | 8. Denominational affiliation |
| 3. Telephone listing | 9. Dates of attendance |
| 4. Race | 10. Degrees & awards received |
| 5. Date & place of birth | 11. Most-recent previous educa-
tional institution attended |
| 6. Major field of study | |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student

placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the President in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

Note to student: when completing your application to this university, you were required to indicate by your signature that you were notified of your rights as recorded by Statute 20, United States Code, Section 1232g. If you were not so notified, or if you did not complete and sign such an application, please notify your Campus Director.

Contact Information

▼ MAIN CAMPUS

Street Address: 410 East Chapman Road, Lutz, Florida 33549

Mailing Address: P. O. Box 272360, Tampa, FL 33688-2360

Phone: (813) 909-9720

FAX: (813) 909-9730

Email: administration@lcus.edu

▼ AFFILIATION

Life Christian University is not affiliated with any denomination, but is an independent, 501(c)(3) not-for-profit educational and church organization incorporated in the State of Florida, USA.

Appendix A



STUDENT FORMS



Life Christian University

THE APPLICATION PROCESS - DEGREE STUDENTS

- 1. Completely fill out the application.**

IMPORTANT: Use the *Life Christian University* application if you desire to work toward your college degree. Use the *LCU Audit Student* application if you are working toward an Audit Student's Certificate of Completion.

Any omissions will cause the application to be returned to you, and your enrollment will be delayed.

- 2. Send a transcript request form to each college, university or institute of ministry that you have previously attended. Have them send transcripts to your local campus. You are responsible for following up with your Campus Director to determine whether all of your transcripts have been received. To avoid a \$50 Reassessment Fee, all transcripts must be received at your local campus within 60 days of your enrollment date.**
- 3. If transcripts from an accredited college or university will not be provided, please submit one of the following proofs of high school graduation (not necessary for Audit students).**
 - A) Diploma (a photocopy is acceptable)**
 - B) G.E.D. (a photocopy is acceptable)**
 - C) Or Equivalent (official transcripts are required)**
- 4. Submit completed application form to your Campus Director no later than the first night of class. Include a payment of \$35.00, payable to your local campus, to cover the application and evaluation process.**



Life Christian University

STUDENT APPLICATION

Date: _____

Campus Code: _____ - _____

IMPORTANT: Please PRINT or TYPE. ANSWER ALL QUESTIONS. Applications will not be processed nor academic standing be assessed unless all questions are answered and the application signed and dated by the applicant. Do not leave any question blank. Put "N/A" if an item does not apply.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
MAILING ADDRESS			CITY	STATE / PROVINCE	POSTAL CODE	
COUNTRY		HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER		
BIRTHDATE (MM / DD / YYYY)	PLACE OF BIRTH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> AFRICAN-AMERICAN <input type="checkbox"/> JEWISH <input type="checkbox"/> OTHER <input type="checkbox"/> HISPANIC <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN		
SOCIAL SECURITY NUMBER	E-MAIL ADDRESS	OCCUPATION		U.S. CITIZEN? <input type="checkbox"/> YES IF NO, WHAT COUNTRY? <input type="checkbox"/> NO		
CHURCH BACKGROUND / DENOMINATION	CHURCH PRESENTLY ATTENDING			PASTOR'S NAME		
PERSON TO NOTIFY IN CASE OF EMERGENCY			RELATIONSHIP	AREA CODE & PHONE NUMBER		

2. MINISTRY EXPERIENCE

CURRENT MINISTRY STATUS, IF ANY	<input type="checkbox"/> SENIOR PASTOR	<input type="checkbox"/> MISSIONARY	<input type="checkbox"/> ITINERANT TEACHER	<input type="checkbox"/> YOUTH MINISTER	<input type="checkbox"/> CHAPLAIN	<input type="checkbox"/> CHURCH / MINISTRY ADMINISTRATOR	<input type="checkbox"/> N / A
	<input type="checkbox"/> ASSISTANT PASTOR	<input type="checkbox"/> EVANGELIST	<input type="checkbox"/> CHILDREN'S MINISTER	<input type="checkbox"/> MUSIC MINISTER	<input type="checkbox"/> LAY MINISTER	<input type="checkbox"/> OTHER (PLEASE SPECIFY)	
ARE YOU CURRENTLY LICENSED OR ORDAINED?	<input type="checkbox"/> LICENSED	<input type="checkbox"/> N / A	CREDENTIALING ORGANIZATION	PAST MINISTRY INVOLVEMENTS	<input type="checkbox"/> PASTORAL	<input type="checkbox"/> EVANGELISM	<input type="checkbox"/> OTHER (SPECIFY):
	<input type="checkbox"/> ORDAINED				<input type="checkbox"/> TEACHER	<input type="checkbox"/> RADIO / TV	NUMBER OF YEARS IN MINISTRY?

3. EDUCATIONAL INFORMATION

HAVE YOU PREVIOUSLY ATTENDED LIFE CHRISTIAN UNIVERSITY OR LIFE CHRISTIAN BIBLE INSTITUTE? <input type="checkbox"/> YES <input type="checkbox"/> NO				
HIGH SCHOOL NAME*	START DATE (MM / YYYY)	STOP DATE (MM / YYYY)	STUDY EMPHASIS	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> DIPLOMA <input type="checkbox"/> NO <input type="checkbox"/> G.E.D.
SCHOOL NAME**	START DATE (MM / YYYY)	STOP DATE (MM / YYYY)	MAJOR	DIPLOMA / DEGREE EARNED

ALL EDUCATIONAL BACKGROUND MUST BE SUPPORTED BY THE FOLLOWING DOCUMENTATION:

**List schools including Bible Institutes, Bible Colleges, other Colleges or Universities. Must have original, sealed, official transcripts sent directly to your local campus.

*If you have not attended an accredited College or University, you must send a photocopy of your high school transcript, diploma, or GED.

NOTE: It is the applicant's responsibility to order, pay for, and—if necessary—follow-up on all transcripts ordered.

4. SALVATION TESTIMONY

PLEASE STATE YOUR SALVATION TESTIMONY

5. EDUCATIONAL & MINISTRY GOALS

PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS

Non-Discrimination Policy

Life Christian University does not discriminate on the basis of nationality, ethnic origin, age, or gender. We guarantee the rights and privileges, and the availability of programs and activities to all students of the University.

Privacy Rights of Students

STATUTE 20, UNITED STATES CODE, §1232g and regulations adopted pursuant thereto, hereinafter referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code:

The Code provides for an institution to establish a category of student information termed "directory information." When available in college records, any information falling in the category of "directory information" will be available to all persons on request (i.e., the IRS, FBI, or other government agencies, and for use in LCU publications). LCU has identified the following student data as "directory information:"

- | | | |
|----------------------|-------------------------------|---|
| 1. Name | 5. Date & Place of Birth | 9. Dates of Attendance |
| 2. Address | 6. Major Field of Study | 10. Degrees & Awards Received |
| 3. Telephone Listing | 7. Church Membership | 11. Most Recent Previous Educational Institution Attended |
| 4. Race | 8. Denominational Affiliation | |

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts or student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the college as have responsibility for working with the student. Such information will not be released to second parties without consent of the student.

Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction.

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

1. I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance to the University.
2. I indicate by my signature that I have been notified of my rights as recorded by Statute 20, United States Code, §1232g.

SIGNATURE

DATE

*Make a payment of \$35 for your application fee, payable to your local campus.
Submit this completed application to your Campus Director.*



Life Christian University

THE APPLICATION PROCESS - AUDIT STUDENTS

1. **Completely fill out the application.**

IMPORTANT: Use the *Life Christian University* application if you desire to work toward your college degree. Use the *LCU Audit Student* application if you are working toward an Audit Student's Certificate of Completion.

Any omissions will cause the application to be returned to you, and your enrollment will be delayed.

2. **Submit completed application to your Campus Director no later than the first night of class. Include a payment of \$35.00, payable to your local campus, to cover the application and evaluation process.**



Life Christian University

AUDIT STUDENT APPLICATION

Date: _____

Campus Code: _____ - _____

IMPORTANT: Please PRINT or TYPE. ANSWER ALL QUESTIONS. Applications will not be processed nor academic standing be assessed unless all questions are answered and the application signed and dated by the applicant. Do not leave any question blank. Put "N/A" if an item does not apply.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE	
MAILING ADDRESS			CITY		STATE / PROVINCE	POSTAL CODE	
COUNTRY		HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER			
BIRTHDATE (MM / DD / YYYY)	PLACE OF BIRTH	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	RACE <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> AFRICAN-AMERICAN <input type="checkbox"/> JEWISH <input type="checkbox"/> OTHER <input type="checkbox"/> HISPANIC <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> ASIAN			
SOCIAL SECURITY NUMBER		E-MAL ADDRESS		U.S. CITIZEN? <input type="checkbox"/> YES IF NO, WHAT COUNTRY? <input type="checkbox"/> NO			
CHURCH BACKGROUND / DENOMINATION		CHURCH PRESENTLY ATTENDING		PASTOR'S NAME			
PERSON TO NOTIFY IN CASE OF EMERGENCY			RELATIONSHIP	AREA CODE & PHONE NUMBER			

Non-Discrimination Policy

Life Christian University does not discriminate on the basis of nationality, ethnic origin, age, or gender. We guarantee the rights and privileges, and the availability of programs and activities to all students.

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

I certify that I have truthfully and accurately answered all questions contained in this application. I understand that falsification of any kind is grounds for refusal of my application or expulsion should falsehood be discovered after acceptance to the Life Christian University Audit Program.

SIGNATURE

DATE

*Make a payment of \$35 for your application fee, payable to your local campus.
Submit this completed application to your Campus Director.*

2. SALVATION TESTIMONY

PLEASE GIVE YOUR SALVATION TESTIMONY.

3. MINISTRY GOALS

PLEASE BRIEFLY STATE YOUR MINISTRY GOALS.

I am planning to transfer my enrollment to LCU and upgrade my course work to receive college credit at some point in the future.



Life Christian University

TRANSCRIPT REQUEST

1. EDUCATIONAL INSTITUTION ATTENDED			2. LCU CAMPUS ADDRESS (WHERE TO SEND TRANSCRIPT)		
NAME OF INSTITUTION			CAMPUS LOCATION		
ADDRESS			ADDRESS		
CITY			CITY		
STATE / PROVINCE	POSTAL CODE	COUNTRY	STATE / PROVINCE	POSTAL CODE	COUNTRY
3. STUDENT INFORMATION			TO THE APPLICANT		
LAST NAME		FIRST NAME		MI	
SOCIAL SECURITY NUMBER	MAIDEN NAME (IF APPLICABLE)	YEARS ATTENDED	BIRTHDATE (MM / DD / YYYY)		
PRESENT ADDRESS		CITY			
STATE / PROVINCE	POSTAL CODE		COUNTRY		
STUDENT SIGNATURE			DATE		
<p>No college credit can be awarded for classes you have attended at LCU without proof of previous college attendance, high school graduation, or a G.E.D.</p> <p>Send a copy of this form to each college you have attended to obtain your official sealed transcript. Transcripts should be sent directly to your LCU campus. Most colleges charge a small fee for transcripts, so a check for the fee amount should accompany your request. Request your transcripts as soon as possible, as LCU needs your official transcript within 60 days of your application. If you have not attended an accredited college or university and do not have a photocopy of your high school diploma, complete this form and send it to your high school guidance office.</p>					



Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

REC'D BY: _____

7/21/06

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Form: Adm - 6



Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

REC'D BY: _____

7/21/06

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Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

REC'D BY: _____

7/21/06

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Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

REC'D BY: _____

7/21/06

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Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

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DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

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DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

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REC'D BY: _____

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Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

REC'D BY: _____

7/21/06

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Form: Adm - 6



Life Christian University

PAYMENT RECEIPT

DATE: _____

RECEIVED FROM: _____

APPLICATION FEE: \$ _____

MATERIALS AND/OR CLASS TAPE/CD FEE: \$ _____

TUITION — COURSE TITLE: _____ \$ _____

CIRCLE LEVEL: A U G D

TOTAL: \$ _____

CASH CHECK (NUMBER: _____) CHARGE MONEY ORDER

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Life Christian University

MINISTRY PRACTICUM ACTIVITY LOG

DATE: _____

CAMPUS CODE: _____ - _____

IMPORTANT: PLEASE PRINT OR TYPE, except for boxes marked "signature." This form is required of all Audit, Undergraduate, and Master's students. It ensures that a student receives proper credit for fulfilling his/her obligation to serve a minimum of 72 hours per year (176 hours for Master's students) in the ministry of the church he/she attends. Work must be performed during the current academic year. It is the student's responsibility to ensure that this form is completed and submitted to the Campus Director no later than eight (8) weeks before graduation. Fill out one line of Section #3 per job performed. Use multiple sheets, if necessary. Please keep a photocopy of the completed form for your records.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
LCU LEVEL:	<input type="checkbox"/> DIPLOMA	<input type="checkbox"/> ASSOC.	<input type="checkbox"/> ADV.DIP.	<input type="checkbox"/> BACH.	<input type="checkbox"/> MASTER'S	STUDENT SIGNATURE
AUDIT LEVEL:	<input type="checkbox"/> YEAR 1	<input type="checkbox"/> YEAR 2	<input type="checkbox"/> YEAR 3	<input type="checkbox"/> YEAR 4	<input type="checkbox"/> YEAR 5	

2. CHURCH INFORMATION

CHURCH		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
SENIOR PASTOR NAME	OFFICE AREA CODE & PHONE NUMBER	OFFICE AREA CODE & FAX NUMBER

3. SERVICE RECORDS

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED		DIRECTOR'S SIGNATURE	

* SUPERVISOR: YOUR SIGNATURE ATTESTS THAT THE STUDENT PERFORMED HIS/HER ASSIGNED TASKS IN A FAITHFUL & SATISFACTORY MANNER



Life Christian University

COURSE TRACKING & INTENT TO GRADUATE FORM

GRADUATION DATE: _____

CAMPUS CODE: _____ - _____

IMPORTANT: This form is required of all students intending to graduate in a given school year. It is the student's responsibility to keep track of all courses taken and to return this form to the Campus Director at least 8 weeks before graduation. (List all courses that will be completed by graduation.) **Gown information must be included for proper gown size.** Please keep a photocopy for your personal records.

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. □ _____	MAIDEN NAME, IF APPLICABLE
REQUIRED FOR GOWN: HEIGHT – FT: _____ IN: _____ WEIGHT – CHOOSE YOUR WEIGHT RANGE (SEE ATTACHED CHART) <input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C"			CERTIFICATE NAME (INDICATE EXACTLY HOW YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE)			
SOCIAL SECURITY#			MAJOR (IF OTHER THAN THEOLOGY)			
HOME PHONE	WORK PHONE		LCU LEVEL <input type="checkbox"/> DIPLOMA <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> ADVANCED DIPLOMA <input type="checkbox"/> BACHELOR'S <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE AUDIT STUDENT LEVEL <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5 <input type="checkbox"/> YEAR 6 <input type="checkbox"/> YEAR 7			

2. COURSE INFORMATION

COURSE#	COURSE NAME	DATE COMPLETED	GRADE	CREDITS	DIRECTOR'S VERIFICATION
MP	MINISTRY PRACTICUM (Undergraduate & Master's Level Students Only)				
COURSE#	MASTER'S STUDENTS ONLY: ADDITIONAL COURSES TAKEN IN LIEU OF WRITTEN THESIS	DATE COMPLETED	GRADE	CREDITS	DIRECTOR'S VERIFICATION

3. SIGNATURES

STUDENT SIGNATURE	DATE	DIRECTOR SIGNATURE	DATE
I CERTIFY THAT THE INFORMATION ABOVE IS CORRECT.		I HAVE VERIFIED THAT THE COURSE WORK HAS BEEN COMPLETED & ALL FEES PAID.	

HEIGHT	WEIGHT RANGE "A"	WEIGHT RANGE "B"	WEIGHT RANGE "C"
4'10" – 5'0"	Up to 159	160-219	220-280
5'1" – 5'3"	Up to 179	180-239	240-300
5'4" – 5'6"	Up to 199	200-264	265-330
5'7" – 5'9"	Up to 229	230-294	295-360
5'10" – 6'0"	Up to 259	260-329	330-400
6'1" – 6'3"	Up to 284	285-354	355-425
6'4" – 6'6"	Up to 309	310-384	385-460
6'7" – 6'9"	Up to 329	330-404	405-480
6'10" – 7'0"	Up to 349	350-429	430-510



Life Christian University

TO GET YOUR TRANSCRIPT FROM LIFE CHRISTIAN UNIVERSITY

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3. Sign the form
4. Decide on which of the following processing services you require.

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Cost: \$5.00 fee per copy

Mail in form and payment (credit card number or check) to:

Life Christian University
P.O. Box 272360
Tampa, FL 33688

- **For Expedited Service** - 2 days (WITHIN THE CONTINENTAL U.S. ONLY)

Cost: \$5.00 per copy plus \$20 rush shipping fee

****Do not fill in the credit card number****

1. Fax form
2. Call with your credit card number

LCU fax #
813-909-9730

LCU phone #
813-909-9720

Appendix B



RESEARCH PAPER GUIDELINES

**LIFE CHRISTIAN UNIVERSITY
RESEARCH PAPER GUIDELINES**

By:

Your Name

Course Name

Name of School

Today's Date

STUDENTS: These are the research standards of Life Christian University. Please follow these standards for all your writing assignments. A completed and signed copy of this affidavit must accompany each research paper you turn in. Place it immediately after your title page.



RESEARCH AFFIDAVIT

In this paper, every *opinion* from someone else has been indicated by a reference placed at the end of that information. I realize that the mere presence of a reference does not avoid plagiarism. If I have used the *exact words, phrases, clauses, or sentences* of someone else, I have enclosed that information in quotation marks. If I have *paraphrased* the opinions of someone else, I have not enclosed the paraphrase in quotation marks, but I have stated those opinions *in my own words*. I have introduced the paraphrase and put a reference at the end of it.

Factual information (common knowledge or uncontested knowledge) has not been credited with a reference unless I have used someone else's organization of these facts.

This paper is my own work. No one has helped me in the preparation or writing of this paper except for typing or final proofreading.

STUDENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COURSE TITLE: _____

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LIFE CHRISTIAN UNIVERSITY
RESEARCH PAPER GUIDELINES

INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. The LCU *Research Paper Guidelines* will demonstrate how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography.

I. GRADING GUIDELINES¹

All course papers will be reviewed with the following grading guidelines in mind:

- 50% Content of the paper (What ideas were presented? What conclusions were made?)
- 25% Research (Was the course text read? Was additional research performed? Was this demonstrated through the use of quoted material?)
- 10% Delivery & Style (Was correct spelling, punctuation, grammar, and sentence construction used?)
- 15% Presentation (Were the LCU *Research Paper Guidelines* followed? Were correct in-text references made for quoted works? Was a bibliography included? Was it correctly formatted?)

¹ These guidelines apply to general course papers for both undergraduate and graduate students. Only portions apply to a Master's thesis or a Doctoral dissertation. Master's and Doctoral level students must request a copy of the LCU Thesis or Dissertation Writing Guidelines from your Campus Director.

II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1” on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2”. Do not use extra space between paragraphs. (You can download this document – the *Life Christian University Research Paper Guidelines* – to use as a Microsoft Word template from the LCU website at www.lcus.edu .)

Research papers should include the following: a title page, a table of contents page (optional for 6-page papers), and then the body of the research paper.

The **title page** includes the title, the student’s name, the course name, the name of the school and the date of the paper. The title page does not count toward any required number of pages. The title page of these *Research Paper Guidelines* is an example of an acceptable title page.

The information on the **table of contents page** helps the reader better understand the paper’s content. It also helps the writer make sure there is a logical flow of thought. Each section of the paper (Introduction, Conclusion, and Bibliography) and the main topics and subtopics should be listed followed by the correct page number. The table of contents page does not count toward the required number of pages. The table of contents page of these *Research Paper Guidelines* is an example of an acceptable table of contents. (Note: A table of contents is required for a 12-page graduate-level paper.)

The title of the paper should be centered at the top of the first page of the **body of the research paper**. Use capital letters, in a bold, large font. Next comes the **Introduction**, which explains what the paper will cover. The word “INTRODUCTION” should be centered, in capital letters, in a bold, large font, with extra space above and below the word. Page 3 of these *Research Paper Guidelines* is an example of an acceptable first page for the body of the paper.

III. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER

The main topics of the paper should be numbered in Roman numerals. Use capital letters in a bold, large font, with extra space above and below. Please note that the main topics are not centered, but are to the left of the page.

The Importance of Subtopics

When you have subtopics under main topics, you should center the title of the subtopic, but you should not capitalize all the letters. You should only capitalize the first letter of the first word, the last word, and any other important word. Do not put extra space above or below it.

Other Divisions

If it is necessary to divide further under the subtopics, you should start writing the title at the far left of the page. The title should be in bold face letters, and the first letter of the first word, the last word, and any other important word should be capitalized.

Be Sure To Make Paragraph Breaks

It is very difficult to read an entire page of text with no breaks or extremely long paragraphs. Each paragraph should represent a main thought. When a new thought is introduced to the reader, make a new paragraph. The average paragraph should have three to five sentences.

IV. RESEARCH YOUR TOPIC

Research your topic, documenting any published works you have used. As you develop your conclusion, the facts you have gathered from your course, your textbook, the Bible, and other published works will serve as “witnesses” to add credibility to your case. You may include items of “common knowledge” without giving a reference. Common knowledge includes facts, dates, and concepts that an educated person will generally know. You do not need to document such common knowledge when it is expressed in your own words. You may preface common knowledge with statements such as “History shows...” or “Experts agree...”

Example: Most experts agree that vitamin C is good for colds.

When in doubt about whether or not a fact is common knowledge, it is better to document your source.

Report most of your findings in your own words – we are interested in *your* thoughts and insights. Paraphrase and summarize what you have learned. Then use your own words to tie together all the facts you have discovered in your research. Give your own conclusions and tell why you believe as you do. Tell how these truths have impacted your life. Do not write a paper which consists mostly of quoted material – even if you properly cite each source. As a rule of thumb, a paper should consist of no more than 20% directly quoted material (quotes from Scripture are not included in this percentage) and no more than 20% personal testimonies or anecdotes.

V. HOW TO GIVE CREDIT FOR QUOTED MATERIAL

When you make reference to the writings of another, you must give credit to the author or source. You do this by putting the author’s name and page number in parentheses immediately

following the quoted material. This refers the reader to complete information on your source that you provide in your bibliography at the end of your paper.

When you quote four or fewer lines, include the quoted material as part of your paragraph. Be sure to use quotation marks. Give credit to your source as follows: “Put a parenthesis, then the last name of the author, followed by the page number(s) from which the information came, followed by a parenthesis” (De la Torre 9).

If you quote more than four lines, then they should be indented as follows:

When your quotation is longer than four lines (for example 4.5 lines), the quoted material should be indented and single spaced. On a longer, indented quote, you should not use quotation marks. Remember though, to always show where you got your information by referencing the work cited on your bibliography. Note: the parenthetical reference does not count toward the total number of lines (De la Torre 34).

Multiple authors are cited in a similar way. Both names are included and joined by the word “and, ” for example: (Weikel and De la Torre 47). In case you quote from two authors with the same last name, write the last name of the author, and the initial of the first name, for example: (De la Torre, O. 36). If you quote from two or more works from the same author, list the author, a comma, the title of the work (underlined), and the page number(s), for example: (De la Torre, How To Write an Essay 78). Even if you don’t quote an author directly but merely summarize his words, you must reference this information, according to common courtesy, ministerial ethics, and copyright laws!

Proving Your Point with Scriptures

When writing your paper, don’t forget you can turn to the Word of God as a source for your research! It is best to pick one version of the Bible to use for all Scripture quotes and to note that version in the bibliography. When a general note has been made, the author needs to indicate the version only when an alternate version is used (Hudson and Townsend 134-135).

Charity suffereth long, and is kind; charity envieth not; charity vaunteth not itself, is not puffed up, Doth not behave itself unseemly, seeketh not her own, is not easily provoked, thinketh no evil; Rejoiceth not in iniquity, but rejoiceth in the truth; Beareth all things, believeth all things, hopeth all things, endureth all things. Charity never faileth (1 Corinthians 13:4-8).

No version is cited because the predominant version used by the author is the KJV.

Notice that words that are italicized in the King James Version should not be italicized when quoted, since they were not intended for emphasis. Neither do you need to set each verse as if it were a separate paragraph. The actual paragraph breaks in the King James Version are indicated by the paragraph symbol (Hudson and Townsend 80- 81).

Indicate the use of an alternate version of Scripture as follows: “Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking” (1 Corinthians 13:4-5 NIV).

Quoting from the Internet

A research paper is a document that provides credible facts and opinions by those who are considered to be established experts in their field of study. The Scott Foresman Handbook for Writers warns, “The Web is not a library designed to support research. Online information is not (like library resources) systematically cataloged, edited, or reviewed. So you can’t treat the Web like a library or assume that information you find there is always reliable” (Hairston, Ruszkiewicz, and Friend 703). The authors further state, “Make it a habit to confirm any statistic, fact, or claim from such a source with information from a second and different type of authority – a published book, an article, a reference work” (707).

The Order of Punctuation

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then comes the reference in parentheses, then the closing period. If a question mark or an exclamation mark *is part* of the quoted material, include it *inside* the quotation marks, then give the reference and close with a period: “How shall we, that are dead to sin, live any longer therein?” (Romans 6:2).

VI. HOW TO DO A BIBLIOGRAPHY

“BIBLIOGRAPHY” should be centered, in capital letters in a large, bold face, with extra space below the word. This is a list of books from which you gathered information to write your paper. The list of books should be in alphabetical order according to the author’s last name. Page 10 of these *Research Paper Guidelines* is an example of an acceptable bibliography.

First, list the last name of the author, followed by the first name and a period. If there is more than one author, write the last name of the first author, a comma, then their first name, then a comma and the word “and” followed by the second author’s first and last name and a period. Notice that only the first author’s name is inverted. Put two spaces between the name of the author and the title of the book, which should be underlined. After the title of the book, put a period, then space twice, and write the place of publication. Give the name of the country if published outside of the country where you reside. Then put a colon and the publishing house, followed by a comma and the date of publication. A period goes at the end of every entry.

If the work consists of more than one volume, list the number of the volume you used.

If the person is not the author, but the editor, you should put a comma after the name and write the letters “ed.” If there were two or more editors, write “eds.”

If using modern translations of the Bible, check the copyright notice on the copyright page of each particular version. It will tell you exactly how that particular publisher wants notation made in the bibliography.

Document an online source as follows: list title of webpage between “ ”, title of site underscored, date of electronic publication, sponsor of the site, date you examined the site, and the full web address enclosed between <>. See an example from the National Park Service in the bibliography.

As with the title page and the table of contents, the bibliography does not count towards your required number of pages.

VII. PROOFREAD YOUR PAPER

Be careful to proofread your paper before you turn it in. You never know who will eventually read it! Check for misspelled words, typographical errors, and errors in punctuation.

Because writers become so familiar with what they have written, it is easy for them to skip over mistakes. We strongly suggest you have someone with a keen eye and a good command of the English language proofread your paper for you. We do not consider it cheating to have someone proofread your paper. If you need help with spelling and grammar, get some help! We are looking more at your ideas and your grasp of the material covered in the course than at your grammar and spelling. If it is not possible for someone else to proof your paper, you can put your paper away and proofread it after several days when your mind is clear. It is common for professional writers to proofread their work several times to insure they catch all mistakes.

CONCLUSION

The word “CONCLUSION” should be centered, in capital letters in a large, bold face, with extra space above and below the word. A strong conclusion is the finishing touch on your research paper. In the conclusion, you should give a brief summary of the paper, restating why you believe as you do. Do not add any new information at this point, since the conclusion is only a summary of what has already been stated.

BIBLIOGRAPHY

De la Torre, Otto. Research Paper Guide. Tampa, Florida: Life Christian University Press, 1987.

Gangel, Kenneth O., and Howard G. Hendricks. The Christian Educators Handbook on Teaching. New York, New York: Scripture Press Publications Inc., 1988.

Hairston, Maxine, John Ruszkiewicz, and Christy Friend. The Scott Foresman Handbook for Writers. 7th ed. Upper Saddle River, New Jersey: Prentice Hall, 2004.

Hudson, Bob, and Shelley Townsend, eds. A Christian Writer's Manual of Style. Grand Rapids, Michigan: Zondervan Publishing House, 1988.

“New Lease on Life: Museum Conservation in the National Park Service.” Parknet. 7 Dec. 1999. National Park Service. 10 Feb. 2000 <<http://www.cr.nps.gov/csd/exhibits/conservation/>>.

Tolstoy, Leo. “Where Love Is, God Is.” The Book of Virtues: A Treasury of Great Moral Stories. Ed. William J. Bennett. New York, New York: Simon and Schuster, 1993. 158-165.

Unless otherwise indicated, all scriptural quotations are from the King James Version of the Bible.

Scripture references marked NIV are taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION ®. NIV ®. Copyright © 1973,1978,1984 by the International Bible Society. Used by permission of Zondervan Publishing House. All rights reserved.

These *Research Paper Guidelines* are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a simple format for your research papers.

For help with the mechanics of grammar and composition, as well as suggestions for the writing process, we suggest *The Handbook of Grammar & Composition* by James A. Chapman.

You can order *The Handbook of Grammar & Composition* from www.abeka.com or 877-223-5226. New books are \$24.50 including tax, shipping, and handling. Used books are also available at amazon.com.



Life Christian University

STUDENT HANDBOOK AFFIDAVIT

My signature on this form verifies that I have received and read the *Life Christian University Student Handbook* and that I agree to abide by the policies stated therein.

Printed student name: _____

Student signature: _____

Date: _____

REQUIRED:

Please sign this form and turn it in to your
Campus Director to complete your enrollment at LCU.

