

KUYPER  COLLEGE

2022-2023 Catalog

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# Kuyper College Profile

## Mission Statement

To equip students with a biblical, Reformed worldview to serve effectively Christ's church and his world.

## Vision

With the principal goal to equip Christians to be transformational leaders with a firm faith in God's grace and a commitment to follow his call, the Kuyper community establishes the following vision:

- As a college committed to a biblical, Reformed worldview, Kuyper College will be a **unique, vital, and engaging** learning community, characterized by **innovation and excellence** in its programs and educational partnerships.
- We will enroll increasing numbers of **academically prepared** and **motivated, ministry-focused** and **service-focused** students and **empower** each person to discern their spiritual gifts, mature in the understanding of who they are in Christ, and live a vibrant and fruitful life of ministry and service to others.
- We will provide **extraordinary levels of personal attention** to our students.
- Our faculty will remain committed to **outstanding** teaching and scholarship
- We will enhance our reputation as a leading ministry-focused Christian leadership college that prepares its graduates for successful lives of **service** and **ministry-focused endeavors** throughout the world.

## Core Values

**Primacy of Scripture:** We believe the Bible is the Word of God and must guide our teaching, philosophy, lifestyle, and response to our ministry and/or vocational calling.

**Biblical Worldview:** We believe God—Father, Son, and Holy Spirit—directs and controls history toward the accomplishment of God's purposes for all creation. Kuyper College provides education within the framework of a biblical worldview, from which students can assimilate, synthesize, and respond to situations of life and learning.

**Reformed Doctrine:** We understand and apply our faith and worldview according to the teachings of the Bible as summarized in the Heidelberg Catechism, the Canons of Dort, the Belgic Confession, and the Westminster Standards.

**Academic Excellence:** We emphasize the primary importance of cultivating the mind in providing quality, Christian higher education.

**Holistic Development:** We strive to form world-class citizens who are academically, spiritually, socially and morally discerning, just, and merciful leaders in church and society.

**Caring Community:** We actively work toward a campus environment, denominationally and ethnically diverse, where mentoring, mutual care, accountability, and encouragement are characteristic of students, faculty, and staff.

# Statement of Faith

## **God**

We believe that God is one being—infinately just, wise, good, loving, holy, and existing eternally in three persons: Father, Son, and Holy Spirit. He is the sovereign creator of the universe and, by his providence, sustains and rules all that he has made.

## **Scripture**

We believe that the Old and New Testaments are the inspired, infallible, and inerrant Word of God, our final authority in matters of doctrine and practice.

## **Humanity**

We believe that God created people in his image, but they fell into sin through the disobedience of Adam and Eve. As a result of the fall, all people are born sinful and in need of salvation.

## **Jesus Christ**

We believe that Jesus Christ is fully divine and fully human and that he saves his people from their sins by his life, death, and resurrection.

## **The Holy Spirit**

We believe that the Holy Spirit regenerates sinners, indwells believers, and enables them to live godly lives and use the spiritual gifts he gives them.

## **Salvation**

We believe that sinners are justified by grace through faith on the basis of the finished work of Christ (his death and resurrection) and persevere in this life by the power of God.

## **The Church**

We believe that God is calling people from the whole human race to believe in his Son, Jesus Christ, and to enjoy the protection of God and fellowship with each other in communities of faith until Jesus returns.

## **The Future**

We believe that Christ is ruling now over the church and the world through his Word and Spirit. He will return to judge the living and the dead and renew the whole creation.

\*The complete [Kuyper College Doctrinal Statement](#) is available on the Kuyper College website.

# Our Heritage

For over 80 years, Kuyper College has been educating Christian leaders for professional careers and ministry through the integration of a high quality academic curriculum and a biblical worldview. Originally founded as Reformed Bible Institute (RBI) in 1939, the school offered a three-year curriculum that provided a practical, focused, and expedient track into foreign and domestic missions.

In 1970, after a redesign of curriculum and programs, the Department of Education of the State of Michigan gave RBI the right to confer a four-year bachelor's degree, so RBI changed its name to Reformed Bible College (RBC). RBC students began to gain entrance into seminary and graduate studies programs and to work with churches and organizations in roles that required a four-year degree.

The decision, and subsequent approval in 1995, to pursue accreditation from the Higher Learning Commission (HLC) further strengthened the College's academic purpose, and the College now maintains dual accreditation with the HLC and the Association for Biblical Higher Education (ABHE). In 1997, the State of Michigan granted RBC approval to offer a Bachelor of Science degree. In 2006, the College changed its name to Kuyper College.

The College offers a variety of academic programs and unique hands-on internship opportunities. Students graduate with a robust foundation in Bible and theology as well as a professional major so they can fulfill their callings within every square inch of the church and the world.

In 2021, Kuyper College was designated as a federally-recognized Work College by the U. S. Department of Education. Kuyper's innovative educational work program, KuyperWorks, integrates work, learning, and service in the classroom as well as in the workplace. Kuyper College is committed to helping students develop holistically as we pursue our mission.

# Philosophy of Education

**Learning is rooted in love.** We believe that the root of learning is love of God and neighbor, not simply the desire for good grades, achievement, or mere accumulation of knowledge. As we come to understand God's love for us, expressed most fully in Christ Jesus, the Holy Spirit empowers us to love and serve him in return and to love others with the same love that Jesus showed us. As people who have encountered the living God, we offer ourselves as living sacrifices to God and neighbor in clear, practical actions. Loving our neighbor well means acquiring knowledge, skills, and attitudes that allow us to communicate God's love in a variety of ways, both in words and in deeds. The programs, courses, and other learning opportunities at Kuyper College equip students with the skills needed in their chosen fields so they may show God's love as they live, work, and minister.

**Learning is holistic.** Many people separate "academic learning" from everyday life. Kuyper believes that all of life involves learning. What we do in the classroom serves and strengthens students' ability to serve beyond the classroom. Similarly, we encourage students to bring their real-life experience into the class to enhance the learning that takes place in that environment.

This holistic approach to learning affects our view of how and where learning happens. Learning happens in a variety of co-curricular activities and events: in chapel; in times of worship, preaching, prayer, and praise; in formal and informal conversations among students, staff, and faculty; as students volunteer, work, travel, go on field trips, and engage in practicums and/or internships; and in the classroom and while completing assignments. Readings, exams,

papers, and projects work together to enable students to learn. This big-picture approach to learning cultivates students who are lifelong learners and therefore always open to how they can grow in their effective service to Christ's church and world.

**Learning happens in community.** Learning is not an individual endeavor but a communal one. The call to love God, to pursue truth, and to do justice cannot endure apart from a community that sees the beauty of God, delights in the truth of God, and tastes the goodness of God. Professors do not merely dispense knowledge, but have a love for their students and approach their subject matter and learning with joy. This love and joy plays a key role in helping students desire to learn and grow. Further, the Kuyper community functions as an academic, social, and spiritual community, encouraging each other in the process of learning. This community, oriented around worship and love of God, is vital to acquiring the knowledge, skills, and attitudes necessary to serve Christ's church and world.

The end goal of education is living faithfully for Jesus Christ. A Kuyper College education requires students to examine and critically reflect on the world around them so they are ready to engage with its diverse ideas, individuals, groups, and cultures. Rooted in Scripture and a biblical worldview, a Kuyper education shapes our character and lives so we can fulfill our specific God-given callings.

## Zondervan Library

The mission of Zondervan Library is to support the academic objectives, programs, and curriculum of Kuyper College by providing appropriate resources and services.

The Zondervan Library is centrally located in the Academic Building and provides access to print and electronic formats of books, journals, and audiovisual materials. Log in to e-Resources with a Kuyper College email address. The Library provides knowledgeable reference services as well as access to computers, a copy/print station, and individual and group study spaces.

Although the primary constituency of the Zondervan Library is the students, faculty, and staff of Kuyper College, the facilities and resources are also available to the public. The Zondervan Library provides free access to other collections through partner libraries, Cornerstone University/Grand Rapids Theological Seminary, and Puritan Reformed Theological Seminary; Michigan libraries through MelCat; and U.S. libraries through interlibrary loan.

## Accreditation and Authorization

The [Department of Licensure and Regulatory Affairs of the State of Michigan](#) approves and regulates Kuyper College, and authorizes it to offer Master's, Bachelor's, and Associate degrees, as well as diploma and certification programs. Federal law authorizes Kuyper to enroll non-immigrant alien students, and the U.S. government qualifies Kuyper as an institution for training veterans.

Kuyper College is accredited by the [Association for Biblical Higher Education](#) (ABHE) and by the [Higher Learning Commission](#) (HLC). In 1964, Kuyper College became an accredited member of ABHE, and in 1995, Kuyper College received accreditation from HLC. With this accreditation, students who complete courses at Kuyper College are able to transfer credits to many other colleges and universities.

Kuyper College is federally recognized as a Work College. In 2020, the Department of Education officially designated



Kuyper College as a [Work College](#). A federal work college is an institution that engages students in the purposeful integration of work, learning, and service.

The [Council on Social Work Education](#) has accredited the Kuyper College Social Work Program. Since 2003, students have been able to earn an accredited B.S.W. degree from Kuyper College.

Documents that verify these accreditations and authorizations are on file in Kuyper College's Academic Office and Business Office. Individuals may request permission to view these documents from either office or access the current status information by following the links available on the Accreditation section of the Kuyper College website.

## **Memberships**

Kuyper College is a member of the North American Council for Christian Admissions Professionals (NACCAP) and has endorsed their "Statement of Principles of Good Practice."

Kuyper College also holds affiliate membership with the Council for Christian Colleges and Universities (CCCU), National Association of Independent Colleges and Universities (NAICU), and the Work Colleges Consortium.

The contact information for the accrediting agencies includes the following:

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
[www.hlcommission.org](http://www.hlcommission.org)  
Ph: (800) 621-7440  
Fax: (312) 263-7462

Association for Biblical Higher Education  
5850 T.G. Lee Boulevard, Suite 130  
Orlando, FL 32822 -1781  
[www.abhe.org](http://www.abhe.org)  
Ph: (407) 207-0808  
Fax: (407) 207-0840

Council on Social Work Education  
1701 Duke Street, Suite 200  
Alexandria, VA 22314-3457  
[www.cswe.org](http://www.cswe.org)  
Ph: (703) 519-2067  
Fax: (703) 683-8493

# Academic Calendar 2022-2023

## FALL 2022 SEMESTER

September	6-7	Tuesday-Wednesday	New Student Orientation
	7	Wednesday	Opening Convocation
	8	Thursday	Classes Begin
	15	Thursday	Last day to Add/Drop classes with 100% refund
	19	Monday	Count Day
October	14	Friday	Last day to withdraw from classes with a passing grade
	17-18	Monday-Tuesday	No Classes - Fall Break
	25	Monday	Winter 2023 Course Registration Opens
November	23-25	Wednesday - Friday	No Classes - Thanksgiving Break
	28	Monday	Classes Resume
December	8	Thursday	Global Awareness & Advocacy
	16	Friday	FA-22 Classes End
	17	Saturday	Semester Break Begins
	20	Tuesday	Final Grades Due for Fall Semester

## WINTER 2023 SEMESTER

January	10	Tuesday	Classes Begin
	16	Monday	No Classes - Martin Luther King, Jr. Day
	17	Tuesday	Last day to add/drop classes with 100% refund
	19	Thursday	Count Day
February	7	Tuesday	Last day to withdraw from classes with a passing grade
	26	through March 4	Spring Break
April	7-10	Friday - Monday	Easter Break
	20	Thursday	Honors Convocation & Student Scholar Day
	27	Thursday	WI-23 Classes End
	28	Friday	Kuyper College Commencement
May	2	Tuesday	Final Grades Due

## SUMMER 2023 SEMESTER

May	2	Tuesday	SU-23A begins
	8-9	Tues/Wed	Institutional Assessment Days
	18-19	Thu/Fri	Curricular Assessment Days
June	23	Friday	SU-23A Concludes
	26	Tuesday	SU-23B Begins
Aug	18	Friday	SU-23B Concludes

# UNDERGRADUATE STUDIES

## Admissions

### Admission Requirements

#### Christian Character

Students applying for admission to Kuyper College should support our commitments to high Christian ideals and strong academic, spiritual, emotional, social, and physical development, shaped by Scripture and guided by the Holy Spirit. In recognition of this, all students acknowledge the following when submitting an application for admission:

I understand that a biblical, Reformed theological perspective is core to the mission of Kuyper College. I have read the Statement of Faith, and I agree to not engage in any activity that distracts from it.

I acknowledge that my participation in the community of students, staff, and faculty and our care for each other as brothers and sisters in Christ requires me to sign and abide by the guidelines listed in the Student Handbook.

#### Academic Criteria

The minimum academic requirements for regular admission include a high school GPA of 2.50 (63% or above in Canada). For the 2022-23 academic year, Kuyper is test-optional; if you choose to complete entry exams, please send your scores. Transfer students must have a cumulative college GPA of 2.0 or higher. Applicants who are out of school and who do not have a high school diploma must obtain the equivalent by passing the GED test in the US. Kuyper reserves the right to change admission requirements at any time.

### Admission Process

#### Application Process

Kuyper College considers completed application files on a rolling basis, and we do not require an application fee. We will notify applicants of an admission decision soon after we receive all documents.

We cannot grant admission after the second week of a semester. Listed below is the information required for a completed file:

#### Enrollment Deposit

Kuyper College requires an enrollment deposit for all first-year, transfer, international, and readmitted students. The deposit serves as a confirmation of the student's plans to attend Kuyper and applies to a student's account upon enrollment. Enrollment deposits are not refundable after May 1. (If an international student's visa application is denied, we permit a refund with the SEVIS fee deducted.)

#### Enrollment Deposit Amounts:

U.S. first-year students	\$200
Canadian first-year students	\$200
Transfer students	\$200
International students	\$2,000
Readmitted students	\$200

## U.S. and Canadian Students

(Including those living abroad)

- [Admission application](#)
- Official high school transcript (Homeschooled students should list courses taken with grades earned.)
- Official transcripts from colleges previously attended
- Official test scores from ACT, SAT, or CLT (waived if an applicant is over the age of 21, has earned 24 credit hours of transferable college credit, or is a Canadian with cumulative marks of 75% or higher)

## International Students

(Students without U.S. or Canadian citizenship or U.S. permanent residency)

- International Admission Application ([apply.kuyper.edu](http://apply.kuyper.edu)), due **October 1**
- Pay International Application fee of \$25
- Profile of Educational Background
- Official Secondary School Record sent through a NACES member clearinghouse
- Official Transcripts from all universities previously attended
- Academic Recommendation
- Official Test Scores from TOEFL, IELTS, ACT, SAT, or CLT (Please see Test Guidelines below.)
- Copy of Passport or National Identification Card
- Statement of Finances Form with Supporting Documents
- Applicants for the International Ambassador Program must also submit a Pastor's Recommendation and a Support Letter from church denomination (Optional)
- International Ambassador Scholarship, deadline February 1

### Test Guidelines for International Applicants

Kuyper College requires the ACT, SAT, or CLT for international applicants who are in any of the following situations:

- Applicants who will have graduated from a high school in the US
- Applicants who will have graduated from an international school that follows a U.S. high school curriculum
- Applicants who will have graduated from an international school where English is the primary language of instruction
- Applicants who will be transferring from another U.S. college or university where they have earned less than one year of credit (30 credits)
- Applicants who are Canadian citizens with cumulative marks of less than 75%

### English Proficiency Requirements

International applicants who do not meet one of the criteria listed above must submit official scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or other documentation of English language proficiency (such as the SAT or ACT). For information on the TOEFL or IELTS, please see [www.toefl.org](http://www.toefl.org) or [www.ielts.org](http://www.ielts.org) (Minimum scores required for regular admission: Internet-based TOEFL: 79, IELTS: 6.0).

In addition to the testing standards listed above, Kuyper may also judge an applicant's proficiency in English on the basis of the amount of formal classroom instruction in English, grades in English course work, experience in the use of English as a medium of instruction in secondary education, quality of the written essays on the application, and other relevant factors.

## **Visa Procedures for International and Canadian Students**

International students must have a Certificate of Eligibility (I-20) to apply for their student visa and attend college in the US. (Canadian students do not need to apply for a visa, but must have a signed I-20 to be admitted to the US.) International and Canadian students will receive an application for the I-20 following their admission and payment of their enrollment deposit. Upon receipt of the completed I-20 application, we will process official documents. Students must return completed I-20 applications to Kuyper by June 1.

## **International Ambassador Scholarships**

Through the vision and generosity of donors to Kuyper College, we offer the Ambassador Scholarship to selected international students for whom an education and training in ministry may not be available in their home countries. The amount of this scholarship can cover a significant portion of a student's direct educational costs, and we base it on a careful review of the Statement of Finances. Kuyper awards this scholarship with the expectation that after completion of their studies, graduates will return to their home country and serve in an area of ministry for at least two years. If a student is unable to meet that commitment, the scholarship will convert into a Kuyper College Loan, which the student will be responsible to repay in full.

The Scholarship Committee selects scholarship recipients and bases their decision on the Statement of Finances and the student's completed admission file, along with the additional essays required for this particular scholarship. Students must submit all materials by February 1. Current student recipients of the scholarship must also complete a renewal application each year.

Recipients of the Ambassador Scholarship must be enrolled in one of the following programs: Business Leadership, Interdisciplinary Studies, Ministry Leadership, or Social Work.

The Ambassador Scholarship is available to support students working toward their first four-year bachelor's degree at Kuyper College. This means that funding through this scholarship is only available for up to eight semesters (four years) of full-time coursework at Kuyper College or until earning a bachelor's degree, whichever comes first. Students enrolled in one-year certificate or two-year associate programs and those who transfer in credits that reduce the time needed to earn a degree will be eligible for funding accordingly. Any recipient who desires funding beyond these defined periods will need to request special consideration by the Scholarship Committee.

## **Admission with Special Provision**

The Admissions Committee will review applicants who do not meet the minimum academic requirements for regular admission. Upon review, students may gain admission with special provision. Students with special provision status must meet with the Student Success coordinator during their first semester at Kuyper, will receive additional assistance in their transition to college through the Student Success Office, and will enroll in 12 or fewer credit hours of study.

## **Denial of Admission**

The Admissions Committee reserves the right to deny any applicant admission to Kuyper College for any reason deemed appropriate by the committee. If the committee denies students based on concerns about their academic readiness, they may choose to complete twelve concurrent transferable credits at a community college. Upon satisfactory completion of this requirement, students are welcome to reapply to Kuyper College.

## **Dual Enrollment**

The dual enrollment program at Kuyper College allows qualified high school students to take college classes for credit.

Students enroll at a reduced tuition rate. To participate in this program, a student must meet the following criteria:

- Have current standing as a High School junior or senior
- Hold a minimum current GPA of 3.0 and/or 1030 SAT, 20 ACT score, or 60 CLT score
- Receive written permission from High School Counselor or Principal (waived if homeschooled)
- Complete the Part-Time Student Application (registration fee waived)
- Provide official high school transcript and/or SAT/ACT scores or a homeschool transcript
- Meet with a Kuyper Admissions Counselor

## Admission Policies

### Readmission

Students who have previously attended Kuyper College and are seeking readmission must submit the Readmission Application form and, if applicable, provide official transcripts from all other colleges attended for the Admissions Committee to review.

### Transfer Students

During the admission process, the Admissions Committee can accept a transfer student without a submitted high school transcript if their college transcript shows more than 15 credit hours completed and a minimum cumulative GPA of 2.0. The student must provide an official high school transcript prior to matriculation.

### Nondiscriminatory Policy

Title IX of the Education Amendments of 1972 “prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance.” Kuyper College’s designated Title IX Coordinator is the Human Resources Director.

Kuyper College does not discriminate in admission, scholarships, housing, or in any other way on the basis of sex, race, color, national or ethnic origin, or disability. Follow the [grievance policy](#) for inquiries and appeals regarding compliance in these areas.

Kuyper College supports the Americans with Disabilities Act and wishes to offer all students the assistance they need to be successful. The Dean of Students and Work is available to assist students. If students have concerns, they should contact the Dean of Students and Work at 616-988-3654 or [cessenburg@kuyper.edu](mailto:cessenburg@kuyper.edu). If the dean does not offer the assistance students need, students may follow the [grievance policy](#).

### Admission of Veterans

Veterans of U.S. military service members may enroll in Kuyper College under Public Law 550 and receive benefits under the G.I. Bill for which they are eligible. Veterans must file an Application for Education Benefits, Form 222-11990, with Kuyper before or at the time of registration. If the veteran desires advance payment (a check issued before registration), Kuyper College must receive the request six weeks before registration.

### Criminal History Policy

Kuyper College will only consider admitting applicants convicted of a felony and/or who have spent five or more years in prison only after they have been out of prison for two or more years. We will consider applicants who have been adjudicated or convicted of a misdemeanor and/or have spent less than five years in prison for admission to

Kuyper College only after they have been out of prison for one year or more. All applicants involved in adjudication or with a criminal history must disclose this on the application and send criminal records to Kuyper College, after which the Admissions Committee will review them.



# Financial Matters

## College Costs for 2022-2023

Tuition and Room & Board charges are due on or before the first day of classes each semester unless an approved payment plan has been arranged.

### COST SUMMARY (full-time enrollment on campus)

	<b>Semester</b>	<b>Year</b>
Tuition (12-17 credits/semester)	\$12,685	\$25,370
Room & Board (15 meals/week)	\$4,495	\$8,990
<b>Total</b>	<b>\$17,160</b>	<b>\$34,360</b>

### UNDERGRADUATE TUITION\*

	<b>Semester</b>
Full-time (12-17 credits)	\$12,685
Part-time (1-11 credits)	\$1,060/credit
Overload (over 17 credits)	\$700/credit
Summer Courses	\$450/credit
Audit	\$450/credit
Dual Enrollment	\$190/credit
Personal Enrichment	\$225/class

### ROOM & BOARD

	<b>Semester</b>	<b>Year</b>
Unlimited*** meals/week	\$4,495	\$8,990
10 meals/week	\$4,410	\$8,820
5 meals/week (Juniors/Seniors only)	\$3,430	\$6,860

### DEPOSITS

Enrollment (New Undergraduate Students)	\$200
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### GRADUATE TUITION

Master of Ministry	\$450/credit
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### MISCELLANEOUS

Late Payment Fee	\$35
Returned Check Fee (plus exchange fee)	\$45
Payment Plan Set-Up Fee	\$35
Cornerstone & Davenport Collaborative Fees**	

Tuition is due on or before the first day of classes. This does not include Lab Fees for courses with a travel component. Students may elect a deferred payment plan before the first day of class.

\*Includes Tuition charges but not Lab Fees for courses with a travel component.

\*\*Students enrolled in collaborative programs may have additional fees. Please consult the collaborative institution for questions pertaining to these fees.

\*\*\*The “Unlimited meals” option includes one meal per service.

**Please note:** To determine indirect college costs, the State of Michigan recommends that students allocate \$800 for books/supplies and approximately \$975 for travel expenses.

**Also note:** Kuyper College reserves the right to change these costs. Some variation may occur depending on course selection, number of credits, housing, and meal plan selection.

# Financial Aid

Kuyper College provides financial assistance to qualified students through scholarships, grants, loans, and student employment opportunities. We award scholarships on the basis of academic performance and involvement in Christian service. Financial need is the main criterion used in determining the amount of aid given through grants and loans. The financial aid staff works closely with students and their families to access all available resources. All students have the right to request details regarding federal, state, and private scholarships and other financial aid policies, as well as information on campus security and the names and titles of contact personnel.

## Application Procedure

Any student wishing to be considered for financial aid at Kuyper College must be enrolled for at least six credit hours in a degree-seeking program. A student must reapply each year to receive financial aid.

- U.S. students (and those with eligible noncitizen status) must complete the Free Application for Federal Student Aid (FAFSA). The form is online at <https://studentaid.gov/h/apply-for-aid/fafsa>.
- Canadian students must complete the Canadian Financial Aid Application.
- International students must complete the Statement of Finances forms.

## Satisfactory Academic Progress Policy

Kuyper College has a satisfactory academic progress policy that follows guidelines set forth in the Federal Student Aid Handbook. It is as follows:

Cumulative Credit Hours Attempted	Minimum Cumulative GPA for Continuation	Minimum Cumulative GPA for Good Standing	Minimum Percentage of Successful Completion
1-15	1.0	1.5	65%
16-30	1.3	1.6	65%
31-45	1.45	1.75	70%
46-60	1.6	1.9	70%
61-75	1.75	2.0	75%
76-89	1.9	2.0	75%
90+	2.0	2.0	80%

In addition, a student must maintain a cumulative GPA of 2.0 to receive endowed, family, and/or corporate scholarships awarded by Kuyper College.

The percentage of completion is set up so a student will complete 100% of the required work in the maximum 150% timeframe (120/180 hours). Kuyper College allows a lower percentage in the first year and then requires a student to complete an increasing percentage in the following year. This schedule allows students to complete their degree in the 150% timeframe. Students become ineligible when Kuyper determines that they cannot complete their program within 150% of its length. The student must complete 67% of the overall credits attempted to meet this requirement.

When calculating a transfer student's timeframe, we include all credits that Kuyper College has accepted as part of the student's program. Students who choose to attempt a second degree will be allowed a timeframe prorated for the amount of credits needed for that degree. Students who complete their degree requirements for a specific program but continue to take classes cannot receive additional aid unless there is a change of program/degree.

For financial aid purposes, when students do not finish a course that has a withdrawal or an incomplete status by the required date, the course counts as part of the total attempted credits and will affect the student's completion percentage. Kuyper College does not offer remedial coursework, so that part of the Federal regulation does not apply. Since a repeat course receives financial aid, those hours count.

Kuyper College calculates satisfactory academic progress at the end of each semester. Students who do not meet the requirements are put on financial aid warning for one semester. At the end of the warning semester, a student who does not meet satisfactory academic progress cannot receive financial aid until the student reobtains satisfactory academic progress. This policy is in effect for all students attending Kuyper College. Should a student who had not been receiving financial aid decide to apply, satisfactory academic progress requirements are retroactive and cover those semesters for which the student did not receive aid.

The federal government realizes that some special circumstances arise in which students need to appeal dismissal from financial aid. Extreme illness of the student, illness in the student's family, or death of a family member are examples of instances where the government allows an appeal. Other circumstances are left up to Kuyper to decide.

Kuyper College handles Satisfactory Academic Progress Appeals in the following manner:

- Students receive a letter from Kuyper College's Financial Aid Office letting them know that they have not maintained satisfactory academic progress and will not be eligible the following semester for financial aid. The letter includes the option of appeal and gives a deadline when students must submit the appeal, and that documentation must be with the appeal.
- The Scholarship Committee serves as the Satisfactory Academic Progress Appeals Committee and evaluates the appeals; this is not one person's decision.
- Students will receive a letter from the Financial Aid Office letting them know if the committee accepted or denied the appeal. If denied, students must pay for subsequent classes on their own, without financial aid, until they have obtained the required GPA and completion rate.
- If accepted, students must meet with a Student Success Program representative and may have a limit placed on the number of credits they can take during the appeal semester. They may also have a minimum GPA requirement.
- Students who leave Kuyper College and return after taking classes at another college can request that those classes factor into determining their ability to receive aid upon return.

## **Title IV Policy Returns**

The federal government awards Title IV federal financial aid funds under the assumption that students will remain in the classroom for the entire period (semester) for which they received funds. If financial-aid recipients withdraw from school after beginning attendance, Kuyper must determine the amount of Title IV grant or loan assistance earned by students. If the amount disbursed to students is greater than the amount students earned, then students must return the unearned funds to the federal government. If the amount disbursed to students is less than the amount they earned and they are otherwise eligible for the aid, they are eligible to receive a post-withdrawal disbursement of the earned aid that they did not receive.

The Federal Return to Title IV funds calculation (R2T4) determines financial aid refunds. Schools must determine the

amount of aid that students have earned using their last date of attendance. Up through 60% of the payment period, Kuyper uses a pro-rata schedule to determine the amount of federal student funds that students earned. After that point, students qualify as having earned 100% of their federal financial aid.

## **Return of Unearned Title IV Funds**

Students must return unearned funds to the federal government within 45 days of the determined date that the student withdrew.

Students must return federal funds in the following order:

- Unsubsidized (other than parent loans) Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant
- Federal TEACH Grant

Non-federal funds are returned according to their program policy.

## **Determining a Withdrawal Date**

**Official Withdrawal:** We use the date on the official withdrawal form processed by the Registrar's Office or, if known, the last date that the student attended the class.

**Unofficial Withdrawals:** We use the last date an instructor can determine a student was in class by either attendance or completed assignments.

## **Post-Withdrawal Disbursement**

Students who withdraw after the 60% point have no unearned funds. We must still calculate whether a student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when a student withdraws before the Title IV aid is disbursed. The disbursement must go out within 30 days of the determined date that the student withdrew.

## **Federal Financial Aid**

Kuyper College has approval to participate in Title IV federal student aid programs. Students must meet several eligibility requirements to be considered for federal funding:

- Demonstrate financial need according to federal methodology
- Have a high school diploma or GED
- Be enrolled in a degree-seeking or eligible certificate program
- Be a U.S. citizen or eligible noncitizen
- Maintain satisfactory academic progress

## **Federal Pell Grant**

The Federal Pell Grant is a need-based grant available to students who qualify by completing the FAFSA.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

The SEOG is a need-based grant available to students who qualify based upon eligibility for the Federal Pell Grant.

## **Federal Direct Stafford Loans**

Federal Direct Stafford loans are available to all students who complete the FAFSA. The Federal Direct Stafford loan has two categories: subsidized and unsubsidized. With a subsidized loan, the government pays the interest while the student is in college. With an unsubsidized loan, the student is responsible for interest while in college. Payments for Federal Direct Stafford loans begin six months after the student drops below six credit hours or after graduation. Stafford Loan limits are as follows:

Freshmen: \$5,500

Sophomores: \$6,500

Juniors/Seniors: \$7,500

Independent freshmen and sophomores may qualify for an additional \$4,000 in unsubsidized loans. Juniors and seniors may qualify for an additional \$5,000 in unsubsidized loans.

## **Federal Direct PLUS Loans**

Parents may borrow under the Federal Direct PLUS Loan program on behalf of their dependent student. Eligibility for Direct PLUS Loans for parents depends upon creditworthiness. The maximum loan amount is the cost of attendance minus any other financial aid received.

## **Federal Teacher Education Assistance for College and Higher Education Grant (TEACH)**

TEACH Grants are available to qualifying teacher education majors who agree to serve in a high-need field at an elementary school, secondary school, or educational service agency serving students from low-income families and for at least four complete academic years within eight years of completing (or ceasing attendance in) their studies. The program is limited in its availability of majors at Kuyper. TEACH Grant funds convert automatically to a federal direct unsubsidized student loan if you do not meet these service obligations. Interest will be your responsibility beginning with the initial disbursement payment to you on your behalf.

## **State Financial Aid**

The State of Michigan makes assistance available to its residents. Amounts and types of aid vary yearly based on the state's availability of funds.

### **Michigan Tuition Grant (MTG)**

MTG is a need-based award given to students who qualify by completing the FAFSA.

### **Michigan Competitive Scholarship (MCS)**

MCS is a need- and merit-based award given to students who qualify based on completion of the FAFSA and college entrance exam scores.

### **Tuition Incentive Program (TIP)**

The State of Michigan awards TIP to qualifying students—those adopted or on Medicaid—and provides them with a

letter confirming eligibility. Kuyper participates in TIP Phase II.

## **Student Employment**

### **Federal Work-Study Program**

Funds for the Federal Work-Study Program come from the federal government, which awards students federal work-study funds based on their financial need as determined by their completed FAFSA. Students must be U.S. citizens or eligible noncitizens to receive these funds.

### **Federal Community Service Work-Study Program**

This program is a partnership between the federal government and Kuyper College based upon financial need according to a student's FAFSA. This program pays eligible students to volunteer in community organizations, and positions are primarily off-campus. Students must be U.S. citizens or eligible noncitizens.

### **KuyperWorks Work-Study Program**

[KuyperWorks](#) is an innovative program that integrates the learning from college workplace environments with academics to make a student ready for today's careers. The program's purpose is to contribute to the education of the whole person by facilitating institutionally significant opportunities for students to grow in character, work ethic, problem solving, critical thinking, responsibility, time management, leadership, and essential areas of professional competency while at the same time making a quality college education more affordable and accessible.

### **Equal Opportunity**

Kuyper College commits itself to ensuring equal opportunity with respect to both education and employment and does not discriminate on the basis of race, color, religion, age, national origin, gender, or disability. Kuyper College complies with Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1973, and other applicable statutes.

## **Kuyper College Scholarships**

### **Kuyper Academic Scholarships**

Kuyper automatically awards Academic Scholarships to eligible new students soon after the decision to admit them. We base our selection on information collected through the admission process; no further application is necessary. Students must receive an offer for regular admission (without any academic provisions) to be eligible for these scholarships. These merit-based scholarships are renewable for up to four years providing that students maintain the required GPA.

Scholarship levels and renewal criteria are available on the [Kuyper College website](#).

### **Multicultural Scholarship**

Kuyper College gives Multicultural Scholarships ranging from \$500 to \$5,000 annually as part of our efforts to develop a campus that celebrates cultural diversity. To qualify, students must have a GPA of 2.5 or higher. We expect recipients of the Multicultural Scholarship to use their talents at Kuyper College by participating in student leadership and by striving to develop their academic, spiritual, and social leadership skills.

## **Christian Ministry Scholarship**

We offer several Christian Ministry Scholarships each year to incoming dependent students who demonstrate financial need and whose family's primary source of income comes from a parent's involvement in a full-time Christian non-profit organization.

## **Dig “Uncover Your Future” Scholarship**

This is a one-time \$2,000 scholarship to attend Kuyper College awarded to any new student who has completed the Dig program through Calvin Theological Seminary. Kuyper College's vision and purpose is to “equip students with a biblical, Reformed worldview to effectively serve Christ's church and his world,” so those who attend Dig are the type of students who thrive at Kuyper College. This scholarship is yet another way to connect with and serve Dig participants as they explore and prepare for their future as students at Kuyper.

## **Sibling Scholarship**

Kuyper awards the Siblings Scholarships to siblings of students who are concurrently enrolled full-time, in good academic standing, and considered dependents according to the FAFSA.

## **Alumni Scholarships**

We award Alumni Scholarships to dependents of a Kuyper College alumnus(a) who are enrolled full-time and remain in good academic standing.

## **Kuyper College Endowed Scholarships**

Kuyper College is extremely grateful to the many generous donors who have thoughtfully endowed almost 100 scholarships based upon a variety of conditions, including financial need, career interest, and academic achievement. Kuyper's Financial Aid Office awards these scholarships based upon these criteria, along with completion of the FAFSA, a required GPA of 2.0 or higher, and other measures designated by donors. Students desiring additional information should contact the Financial Aid Office.

## **International Ambassador Scholarship**

Kuyper's International Ambassador Scholarship offers qualified young men and women outside the US and Canada education and training in ministry not available in their own country. Recipients must commit to bringing their knowledge and skills gained at Kuyper back to their home country and to serving in an area of ministry for a minimum of two years immediately after graduation. The Ambassador Scholarship can meet a significant portion of an international student's direct educational costs, based upon the need (reflected on the annual Statement of Finances form). Recipients of the Ambassador Scholarship must be enrolled in a Kuyper-provided (non-collaborative) program such as Business Leadership, Interdisciplinary Studies, Ministry Leadership, Social Work, or an associate degree or certificate program. (Graduates failing to return to their home country must repay these scholarship funds in full.) Students desiring additional information should contact the International Student Coordinator in the Enrollment Office.

# **Kuyper College Grants**

## **Church Matching Grant**

A student's church may donate any amount in the student's name and Kuyper College will match up to \$500 per year.

## **Every Square Inch Award**

Students who demonstrate financial need based on the results of the Free Application for Federal Student Aid (FAFSA) and who are enrolled full time are eligible for the Every Square Inch Award.

## **Kuyper College Canadian Aid**

Every Kuyper College student from Canada who completes the Kuyper College Canadian Financial Aid Application (CFAA) receives the Canadian Grant-in-Aid. Canadian Need-Based Grants are available to Canadian students who complete the Kuyper College CFAA and demonstrate financial need (awarded on a rolling basis). Canadian students attending Kuyper College are also eligible for loans through the Canadian Student Loan program.

# **Financial Policies**

## **Prompt Payment**

Tuition and Room & Board charges are due on or before the first day of classes each semester unless students arrange an approved payment plan.

Students who have not met their financial obligations at Kuyper College, including the payment of library and parking fines, will not be able to register for classes the following semester(s) or have their transcripts released until they have paid their accounts. Kuyper policy does not permit any continuing or readmitted students with an unpaid account to enroll in courses until they pay such an account in full or the Business Office accepts a satisfactory payment plan and the Academic Office grants approval.

## **Refund Policies**

The Business Office will make tuition credit, if applicable, upon receipt of a withdrawal notice signed by the Registrar. The date of withdrawal will determine tuition credit. Refunds that involve federal or state grants will be subject to federal or state policy in effect at the time of withdrawal prior to and independent of any refunds made by Kuyper College to the student. Whenever a student becomes eligible for a refund of any type, we will always issue the refund by check. Any student who is suspended or dismissed from Kuyper College is not entitled to any refunds.

## **Room & Board Refunds**

Students who desire to withdraw for personal reasons during the semester will receive a prorated refund to their account of unused Room & Board charges, less a \$200 breach-of-contract fee. The Dean of Students can clarify these arrangements and details.

## **Tuition Credit Refund**

Any student who desires to withdraw from one or more courses must follow the process as outlined in the Academic Office Policies section of the Catalog. Students receiving Financial Aid should contact the Financial Aid Office to find



out how withdrawing could affect their financial aid package.

The credit refunded to a student’s account follows the following schedule based on approval of the withdrawal:

	<b>FA-22 7-Week Courses Current Year Date Range</b>	<b>Percent Refunded</b>
First two weeks	Session A                      Sept 7 - Sept 21	100%
	Session B                      Sept. 7- Sept 21	
After two weeks	After Sep 21, 2022 After Sep 21, 2022	0%

<b>Day of Semester</b>	<b>WI-23 7-Week Courses Current Year Date Range</b>	<b>Percent Refunded</b>
First two weeks	Session A                      Jan 10 - 24, 2023	100%
	Session B                      Jan 10 - 24, 2023	
After two weeks	After Jan 24, 2023 After Jan 24, 2023	0%

# Kuyper College Academic Policies

## Catalog Requirements

The Kuyper College Catalog provides students with the information necessary for them to pursue and complete the academic requirements for their chosen academic program. Students must complete the requirements of the academic program as stated in the catalog current to the time of their enrollment or readmission. However, any changes instituted by academic administration or faculty decision become effective immediately unless otherwise stated; these may differ from the catalog current to the time of a student's entrance.

## Class Sessions

Kuyper College offers residential, hybrid, and online courses. Residential and hybrid class times begin at 8:30 a.m. Monday through Friday and meet once, twice, or three times per week. Evening classes typically begin at 6:00 p.m. and may be residential, hybrid, or online. Most courses that are fully online do not have an assigned meeting time.

## Semesters

The Academic Year commences with the Fall Semester beginning around Labor Day in September, the Winter Semester begins after New Year's Day in January, and two Summer sessions run for eight weeks each from May to August. The current Academic Calendar and Course Schedules are available in the [Academics section](#) of Sakai.

## Course Load Status

A full-time course load at Kuyper College consists of 12 or more credit hours of academic work per semester. Students taking more than 17 credit hours in a semester will incur an additional tuition fee for the additional credit hours. Students who take 9-11 credits classify as three-quarters-time students. Students who take 6-8 credits classify as half-time students. Students who take fewer than 6 credits classify as less-than-half-time students.

## Audit and Personal Enrichment Status

### Audit

Current full-time students may audit one course each semester at no additional charge.

### Personal Enrichment

Kuyper invites individuals from the community to take courses for personal enrichment for the amount listed on the Cost Sheet. The spouse of a full-time student may take one personal enrichment course per semester at no charge. Personal enrichment students attend classes but complete no assignments and receive no credit for the course. Students taking courses on a credit or audit basis are not eligible to take courses on a personal enrichment basis during Fall or Winter Semesters.

## Classification of Students

- Freshman - Students who have completed fewer than 30 credit hours
- Sophomore - Students who have completed between 30 and 59 hours of college credit
- Junior - Students who have completed between 60 and 89 hours of college credit
- Senior - Students who have completed 90 or more hours of college credit

## Academic Advising

Students are ultimately responsible for monitoring their own progress toward graduation and ensuring that they meet all academic requirements. All students have an academic advisor to assist them in meeting their academic requirements. Students meet with their advisors to select course schedules each semester, prepare a route-to-graduation plan, discern professional direction, and discuss dropping or adding courses. The academic advisor can also help direct students to other campus-wide resources as well, such as the Student Success Program and emotional health counseling.

## Graduation Requirements

Students who satisfactorily complete all academic requirements for the bachelor's degree qualify for the degree. Students who satisfactorily complete a two-year curriculum with a 2.0 GPA may apply to receive an associate degree. Only the Registrar can approve the substitution of courses.

Kuyper College will confer a degree to a student upon successful completion of the following measures:

- Overall Program GPA of at least 2.0
- Bible & Theology Major (if applicable) GPA of at least 2.0
- Major-specific GPA of 2.5
- Program and Internship requirements (where applicable)
- Completion of respective Degree Audit form
- Exit Interview

## Commencement Participation

Students who wish to participate in graduation ceremonies must submit their Intent to Graduate form to the Academic Office in advance. Students who do not turn in this form by the posted deadline cannot walk at the Commencement ceremony.

Occasionally, a student will get to graduation and still have outstanding credits remaining due to course offering conflicts or other extenuating circumstances. Students may participate in Commencement with 6 outstanding remaining credits only with prior written approval of the Academic Office.

## Academic Assessment

Kuyper College continually aims to improve student learning and the student experience. We assess our student learning around five overarching Student Learning Outcomes that correlate with the Bible & Theology, Arts & Sciences, and Program outcomes. The faculty have identified key competencies that students can demonstrate through signature assignments to identify whether students are achieving the desired outcomes. For those interested in Kuyper's plan for improving student learning, each of the Program Assessment Plan Curriculum Maps are accessible in the [Academics section](#) of the internal website.

# Academic Office Policies

## Adding and Dropping Courses

If students need to decide whether to add a course or drop a course, they should first consult with their advisors. A course or courses dropped by students during the first seven calendar days after registration will not appear on their academic record. Courses withdrawn by the end of the second week after classes begin will appear on students' academic records as "W." Students must fill out a form and have it signed by the course instructor.

Courses dropped more than two weeks after classes begin result in an F grade, except for unusual circumstances such as serious injury or illness. If students experience extenuating circumstances and wish to petition for a "W" instead of an "F," they must submit a written request to the Registrar that presents the case for the change. The Registrar may consult with the instructor of the course, the Academic Dean, and/or the Academic Affairs Committee to make the decision whether to grant the request.

## Withdrawing from Kuyper College

If a student decides to withdraw entirely from Kuyper, he or she must consult with the academic advisor and complete the online [Exit Interview form](#) available in the Academics section of the internal website. The Academic Office will notify other offices. Depending on when the student withdraws, he or she may be eligible for a refund. See the Refund Policies in the Financial Matters section of this catalog.

Students who discontinue Kuyper after enrolling but wish to return may apply for readmission. Students must complete the requirements of the academic program as stated in the catalog that is current at the time of their readmission. See the [readmissions requirements](#) in the Admissions section of this Catalog.

## Grading Policies

### Distributed Grade Checkpoints

We designed the Grade Checkpoint System to identify and monitor students who are struggling academically at various points in the semester. Faculty members are responsible to keep grades current in the Learning Management System so that students are aware of their standing in classes at any time. The Student Success Program also monitors student grades and will contact students receiving an unsatisfactory grade and provide the opportunity for academic assistance. Especially after two weeks and four weeks of the semester, students can expect the Student Success Program to view grades and offer assistance. Student transcripts only record the final grades; the checkpoint grades only assist students and the Student Success Office in monitoring their academic performance. Official grade reports will be available via the Student Management System portal at the end of each session and each semester.

### Grade Point Average Calculation

Kuyper College calculates a student's GPA by adding the numerical values associated with the letter grade multiplied by the credits per course, then dividing the sum total by the number of attempted credits taken.

Kuyper College bases student GPAs on the following scale:

<b>A</b>	4.00	Distinguished
<b>A-</b>	3.67	Excellent
<b>B+</b>	3.33	Superior
<b>B</b>	3.00	Very Good
<b>B-</b>	2.67	Good
<b>C+</b>	2.33	Fair
<b>C</b>	2.00	Acceptable
<b>C-</b>	1.67	Below Adequate
<b>D</b>	1.00	Minimal Achievement
<b>D-</b>	0.67	Very Minimal Achievement
<b>F</b>	0.00	Failure - Inadequate

**Additional Grading Codes include:**

AU	Audit
CR	Credit
IP	Incomplete
R	Repeat
W	Withdrawal

**Incomplete Grade Code**

Students can receive a grade of Incomplete (IP) on rare occasions when they have work for a course that takes longer than the semester allows, used primarily for extended internships in which a student's internship hours must go longer than the length of the semester. Faculty may grant an IP when a student experiences prolonged illness or hospitalization during a semester. For the Academic Office to record an IP at the end of a semester, the professor must complete the [Incomplete Grade Request Form](#) and receive approval by the Registrar. An IP grade code does not factor into the GPA on a student's transcript. Students should complete coursework for a fall semester class no later than April 1 of that academic year, and students should complete course work for a winter semester and/or summer session class no later than August 30 of that academic year. If the coursework remains incomplete by these deadlines, the student's final grade will be an F.

**Repeating Courses**

Students may repeat a Kuyper College course in which they received a grade point of 1.0 or lower, but they must take the exact course again. When students complete the repeated course, the original grade changes, showing an R (repeat) grade code. The higher grade counts toward the semester and cumulative GPA.

## Dean's List and Academic Achievement Cords

At the end of each fall and winter semester, the Dean's List is published based on the following requirements:

1. A student must earn a 3.5 GPA for that semester and have a 3.2 cumulative GPA.
2. A student must be enrolled as a full-time student (12 or more credit hours).
3. A student must complete all courses by the end of the semester when the faculty reports grades. An incomplete grade code will remove a student's eligibility for the Dean's List.

Kuyper College also recognizes the academic achievements of graduating students by awarding Academic Achievement Cords, which students receive at Honors Convocation and wear at Commencement. The cord colors correspond to students' cumulative GPA:

Gold:	3.90 - 4.00	Summa Cum Laude
Silver:	3.70 - 3.89	Magna Cum Laude
Red:	3.50 - 3.69	Cum Laude

We determine students' eligibility for Academic Achievement Cords at the end of the fall semester, prior to graduation. We calculate the GPA based on work completed through Kuyper College programs only. The final transcript will record honors achieved at the time of degree conferral.

## Official Transcripts

Kuyper College partners with [Parchment](#), a digital credential service. Students may request the release of an official transcript through Parchment on the Kuyper College website by paying the associated \$14 fee (additional fees may apply for international orders). Students have the option to send their transcripts electronically, by mail, or both. If the student has a past-due account, the account will be on hold, and the system will not release the transcript until the account is paid in full. Transcript requests will automatically cancel after 30 days if students do not resolve the business hold. There is no refund for the canceled request. Currently enrolled students may request unofficial transcripts at no charge.

## Academic Probation and Dismissal

Kuyper College requires that its degree-seeking students attain a minimum 2.0 cumulative GPA for the awarding of the B.S., B.S.W., and A.A. degrees. Students must also make reasonable academic progress to receive financial aid, which includes maintaining a 2.0 cumulative GPA. Students who do not fulfill the minimal criteria will move into Academic Probation and will be in jeopardy of losing financial aid if academic performance does not improve. For more information, consult the explanation of [Satisfactory Academic Progress](#) in the Financial Aid section earlier in this catalog.

Students placed on probation may only take up to 12 credit hours per semester (plus physical education) and will have restrictions on the amount they may participate in extracurricular activities.

Based on how far they are in their program, Kuyper will dismiss or place on academic probation students whose cumulative GPA indicates that they are in jeopardy of not meeting graduation requirements (see the Dismissal Probation Chart below). Students whose cumulative GPA is below the corresponding minimum cumulative GPA will be dismissed. Students whose current semester and/or cumulative GPA is above the minimum GPA requirement but below the cumulative GPA requirement for good standing will be placed on academic probation.

Cumulative Credits Attempted*	Cumulative GPA for Dismissal	Semester or Cumulative GPA for Probation
1-16	≤ 1.00	≤ 1.5
17-30	≤ 1.30	≤ 1.6
31-45	≤ 1.45	≤ 1.75
46-60	≤ 1.6	≤ 1.9
61-75	≤ 1.75	< 2.0
76-90	≤ 1.9	< 2.0
91+	< 2.0	< 2.0

The Academic Office will send a letter to inform students of dismissal from Kuyper if it is for academic reasons. The faculty advisor will also receive a copy of the letter. Students dismissed for academic reasons have the opportunity to appeal their dismissal by submitting an electronic letter to the Academic Dean, detailing acknowledgement of the reasons for dismissal, a plan for improvement, and the importance of attending Kuyper College. The Academic Affairs Committee will review this letter. Should they sustain an appeal, the student will be on academic probation and will have to meet with Student Success before the beginning of the next semester to compose and sign an individualized academic contract. This contract may include, but not be limited to, the following:

- Increase cumulative GPA to minimum requirements for good standing
- Attend weekly meetings with Student Success Coaches
- Attend weekly meetings with Student Success staff with honest self-reporting
- Have 100% class attendance unless excused by Student Success staff
- Complete and submit all assignments on time
- Attend all assigned study groups
- Meet other stipulations as deemed necessary

Student Success staff will review student progress, at a minimum, at the various checkpoints throughout the semester. Failure to fulfill any part of the individualized academic contract may be cause for immediate Administrative Withdrawal from Kuyper by the Registrar. Students who are withdrawn in this manner will be liable and must repay Kuyper for any financial aid funds that have to be returned to the federal or state government and any outstanding student account balances. Students who successfully meet the conditions of the individualized academic contract, and the semester and cumulative GPA requirements, will return to regular academic standing.

## Sanctions for Prohibited Conduct

A student may be placed on disciplinary probation for misconduct, including the following: theft, unlawful entry to campus facilities, sexual misconduct, acts of violence, damage to property, and violation of civil statutes and public guidelines, and for disregarding of established rules and regulations of Kuyper College (see the [Student Handbook](#)).

Students who violate College standards will need to meet with the Dean of Students and Work regarding their conduct. Such students may receive a warning about continuing the activity, be placed on personal probation, be

placed under disciplinary probation, or be dismissed from Kuyper.

Disciplinary probation involves exclusion from certain extracurricular activities (student government or yearbook staff) and may include restriction to the campus or suspension from classes for a stated period of time. When placed on disciplinary probation, the student will receive written notification of the action, and the Academic Office will document the decision.

Kuyper College reserves the right to dismiss any student when, in its judgment, the general welfare of the campus community seems to require such an action. The Discipline Committee in consultation with the Dean of Students and Work handles disciplinary probation and dismissal. A student has the right to appeal as described in the [Student Handbook](#).

## **Readmission after Dismissal**

A student dismissed from Kuyper College for academic or behavioral reasons may apply for readmission after one semester. These students must also include a written explanation of their plan to improve their academic success. The Admissions Committee will determine eligibility for readmission, which depends on the individual's ability to demonstrate general aptitude for college work as well as improvement in overall attitude and basic goals as noted in the readmission application.

## **Class Policies**

### **Attendance Policy**

Students must attend classes regularly. Class attendance is necessary for the educational process to be fully effective because students gain significant materials, insights, perspectives, and opinions from class sessions.

Professors establish their own attendance policies, outlined in each course syllabus. Whenever a student does not attend class, the professor will take appropriate action in accordance with the stated attendance policy. However, the Academic Office may withdraw any student who does not attend 40% or more of their class meetings from the course. We will bill and grade the withdrawal in accordance with other policies. Students who miss classes because of an extended illness or an emergency should notify the Academic Office of the situation. Students should consult with their professors to determine what coursework they missed during the absence.

Students who anticipate an absence due to official co-curricular or military participation should consult with the professor in advance and, if possible, complete any scheduled work in advance of the absence. Faculty or others in charge of a co-curricular activity should provide the Academic Office with a list of students participating prior to any activity that would remove students from classes.

### **Test and Examination Policies**

Students must take tests and examinations at the scheduled time. If a student misses a test for a valid reason, a faculty member may allow the student to make up the test the next day or have the student take a make-up test on the last afternoon before final exams begin. If a student misses a test and lacks a valid reason for doing so, the faculty member may refuse to allow the student to take a make-up test and give the student a grade of "0" for the test.

Students must take final examinations as scheduled. However, if a student has three examinations scheduled in one day, the student may contact the instructor to reschedule one of the examinations. Examinations may not be



postponed unless there are extenuating factors; in such cases, the Registrar and individual faculty member must grant permission to reschedule the exam.

## **Standards for Written Work**

Students must carefully and thoughtfully prepare written work. Students must follow the basic standards for written work established in the Written Rhetoric course. Students should take care to acknowledge and document ideas and information, whether quoted or paraphrased, from other sources by using the Modern Language Association (MLA) parenthetical documentation format unless the instructor has given other formatting instructions. Papers that do not meet these standards will receive lower grades, will remain ungraded until proper documentation is in place, or will not be accepted. Issues of plagiarism are below.

## **Academic Dishonesty**

Kuyper College places a high value on academic honesty and student integrity. Academic dishonesty offenses include, but are not limited to, the following: plagiarism, which includes failure to cite sources of outside information used in completing assignments; submitting a paper written by someone other than the student; the exchange of test or exam information with another student; cheating on an examination; assisting a student or receiving help in any capacity with an examination; turning in a paper or assignments used for credit in another class, even if completed by the same student; or any other attempt to deceptively receive an unearned grade. All instances of academic dishonesty will require prompt disciplinary action by Kuyper College.

If instructors find evidence of academic dishonesty, they will assign the grade of “F” for that assignment or exam and inform the Academic Dean by filling out the Academic Dishonesty Form that will be available on file by the Academic Office that a student has committed an act of academic dishonesty. The student will receive a copy of this form via email from the Office of the Dean dated with the day the student received the form. Other penalties may apply, depending on the offense:

- First offense: automatic failure of the assignment
- Second offense: automatic failure of the course and academic probation for the coming semester
- Third offense: automatic failure of the course and automatic dismissal from Kuyper College

**Appeal Procedure:** If a student believes that he or she has not committed an act of academic dishonesty and this is a first-offense incident, he or she may send a written appeal to the Academic Dean. If this is a second- or third-offense incident, a student may appeal in writing to the Academic Dean, asking that the Academic Affairs and Appeals Committee convenes to hear the student plead his or her case. The decision of this committee is final. If a student decides to appeal in writing, the appeal should be in letter format and dated. The student has five business (class) days from the time he or she receives a copy of the Incident of Academic Dishonesty Form to submit an appeal.

## **Veterans’ Administration Benefits**

The Academic Office of Kuyper College certifies students for veterans’ benefits. The State Approving Agency has imposed the following requirements on Kuyper College for students to receive veterans’ benefits:

- Students are responsible for reporting the last date of attendance for any course or courses from which they withdraw or stop attending. If students fail to notify the Registrar that they are withdrawing from one or more courses, the institution will notify the U.S. Department of Veterans’ Affairs that the last date of attendance in

each case was the first day of class.

- When Kuyper College accepts veteran students as transfer students and certifies them for veterans' benefits, Kuyper will give written notification to the students of the credit granted for previous training received elsewhere. Students will be able to see how that training reduces the number of credits necessary to complete the program of study in which they are enrolled. Kuyper will also notify the U.S. Department of Veterans' Affairs of the credit granted and the reduction in training time.

Consistent with the Veterans Benefits and Transition Act of 2018, Kuyper will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that a Chapter 31 or Chapter 33 beneficiary borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the VA.

## Credit Alternatives

### Transfer Credits

Applicants who submit a transcript of courses completed at an accredited college will receive advanced standing or credit, provided that these courses are comparable to courses offered at Kuyper College or fit into Kuyper College's academic program; the grades received for the courses are C (2.0) or better; and the student held good standing at the previous college. Kuyper College may accept up to 75 transfer credits for courses that meet Kuyper's requirements.

Kuyper College will accept transfer credit from the following types of institutions:

1. All regionally-accredited institutions
2. All ABHE-accredited institutions
3. Non-accredited institutions if either the student or the institution supplies to the Academic Office copies of letters from at least three other accredited institutions verifying the acceptability of the non-accredited institution's credit hours

We allow a maximum of 30 credits obtained through transfer of non-classroom-based credit for a bachelor's degree at Kuyper College. We may apply a maximum of 30 credits from all sources and a maximum of 15 credits of non-classroom based credit to an associate's degree. We may apply a maximum of 12 credits from all sources to a Certificate. A maximum of 3 credits may count toward a minor.

A student may only receive transfer credit for up to half of their Bible & Theology course requirements and must take TH344 and at least one of the doctrine courses (TH241 or TH242) at Kuyper College.

### Community College Transfer Credit

For students who have not attained an Associate's degree, we cannot accept more than 60 credit hours for work in accredited community colleges. Courses from a two-year institution cannot transfer as a 300-level or greater course.

Upon a review of the transcript by the Registrar, students who have graduated with an Associate's degree from an accredited and acceptable community college will be eligible to participate in one of Kuyper's modified major programs that reflects they have met all the Arts & Sciences Core requirements, enabling them to complete their Bachelor's degree with only 60 to 66 credits remaining.

Kuyper College is a participating [Michigan Transfer Agreement Institution](#).

## **Current Students**

Current Kuyper College students who desire to take a course at another college and transfer it to Kuyper College must receive approval from the Registrar and their academic advisor, and they must receive a grade of C or better in the course they desire to transfer. Students should complete all their courses through Kuyper College during their final two semesters unless their academic advisor recommends a course and the Registrar approves it. Students requesting the transfer of Social Work credits should also consult the social work program director and the Social Work Program Handbook.

Transfer credits from another institution may not replace an earlier Kuyper College grade.

## **Articulation Agreements**

Kuyper College has established articulation agreements with the Grand Rapids Community College (GRCC), Montcalm Community College (MCC), Bridge Street Ministries (BSM), and Kent Career Technical Center (KCTC) for students to receive transfer credit for the work they previously completed. Students who have completed one of the programs run by Youth With A Mission (YWAM) may also receive transfer credit. For more information about course transfer, please contact the Academic Office.

## **College Credit by Examination**

The following tests are available to Kuyper College students to attain credit by examination:

Advanced Placement Program (AP) – The College Board organization offers this program. Generally, students who receive a grade of three or higher receive credit.

International Baccalaureate (IB) students who receive a grade of five or higher on higher-level classes that relate to the curriculum of Kuyper College will receive credit. Subsidiary-level classes, however, will not receive credit.

College Level Examination Program (CLEP) – Kuyper College will generally grant credit for subject area examinations based on guidelines as established by the College Board. A score of 50 or higher on a CLEP exam will satisfy transfer credit to applicable courses. Where possible, we equate the CLEP subject examinations to existing Kuyper College courses, and examinations can fulfill several general college requirements. Details about the CLEP exams are available from the Academic Office.

## **Independent Study Policies**

Independent study courses are an exception to the normal course offerings at Kuyper College. We decide whether to grant students an independent study based on the following rationale: 1) limited course offerings available for the student, 2) academic scheduling needs of the students, and 3) retention of college tuition funds. A student will not be granted an independent study course based on personal preference in regards to instructor choice or scheduling convenience.

A student applying for an independent study course should first consult the instructor of the course. The instructor has the prerogative to consider such a request or deny the request at the outset. After speaking to the instructor, the student should contact the Registrar to discuss the necessity and viability of the independent study. Next, the student must fill out the [Independent Study Request Forms](#) at least two weeks prior to the start of classes. To ensure educational excellence consistent with other Kuyper College courses, the instructor of the independent study course will provide the student with a well-developed course syllabus and will schedule 30-60 minutes of weekly face-to-face time with the student throughout the semester. The student will be responsible to meet all course expectations as stated in the syllabus. Each independent study course has a surcharge of \$50 per credit.

# CCCU Acadeum Online Courses

Kuyper College participates in Acadeum. As a Home Institution, Kuyper students are able to take approved online courses at other CCCU institutions. Students can take courses if a student needs one or more of the following:

1. An Arts and Science Course we cannot offer on a regular basis (e.g., Biology, American Government, Finance, History, Math, Economics)
2. A course that satisfies prerequisites that are out-of-sequence
3. A course that will assist them in graduating on schedule, approved in consultation with the student's academic advisor
4. Specific courses a student may need due to a scheduling conflict with other required courses and with the approval of the Registrar

## Out-of-State and International Internships

Kuyper students have the opportunity to study in other locations in the US or in many countries abroad. These opportunities offer students the chance to gain college credit, explore another country, and experience a different culture. Students return home with a broader understanding of God and their place in His world. These experiences also strengthen the student's intercultural skills, which many employers and ministries greatly desire. Kuyper's affiliation with the Council of Christian College and Universities (CCCU) opens up a wealth of study abroad programs through the Best Semester program.

Students can apply financial aid to any of the off-campus programs with which Kuyper has a partnership, and the classes in the program, if approved by the Registrar, can apply to a degree at Kuyper. Because Kuyper College grants credit, payment for tuition and fees will go through Kuyper College. The student will never pay less than the current Kuyper College cost for full-time tuition and room and board (10-meal plan). Any additional costs will be billed to the student's account. Students in the collaborative Davenport program are not eligible for institutional aid from Kuyper College.

Students must meet the eligibility requirements and follow the application process to participate in one of these programs. Students should begin working with their academic advisor far in advance to carefully plan for their internship. We will approve a limited number of students for participation in these international or out-of-state internship programs each semester.

For a complete description of the policy and process to follow and the most up-to-date list of all the programs, please visit the [Student Resources](#) page on the internal website.

## Student Success

The Student Success Program (SSP) serves all students by employing peer tutors, arranging for study partners, coaching students in time management and study skills, providing alternative testing and assistive technology, and counseling students with academic needs. The SSP also coaches students individually in academically related areas, advocates for students with professors, and provides resources for testing and evaluation of learning disabilities and learning differences. The goal of the SSP is for all students to become confident learners.

For Kuyper to provide accommodations to a student with a learning disability, the SSP must have current and comprehensive documentation on file. If the student is not already in possession of this documentation, they should

contact their former school to obtain the proper forms. This documentation typically describes the criteria and testing given, including aptitude; academic achievement in reading, math, oral and written language; information processing; recommendations for appropriate accommodations, treatment, medication, auxiliary aids; and credentials of the diagnosing professional. New students who have not undergone prior testing for learning disabilities/differences and/or ADHD are welcome to come to the SSP to discuss options. The SSP can refer students to physicians in the area who will perform a complete battery of learning evaluations.

The Kuyper campus is barrier free. Students with disabilities that may hinder them in classroom and academic activities should contact the Coordinator of Student Success in the SSP. Students whose disabilities affect their mobility or limit participation in social activities should contact the Student Development Office. Specific services we offer for students with disabilities include the following:

### **Alternative Testing Arrangements**

Kuyper College has adopted the “time-and-a-half or two-times” rule for students who require extended time on tests. Depending on the professor’s wishes and the student’s ability, we will administer a test with the regular allotted time, plus half of that time; or twice the allotted time. Kuyper College reserves the authority to place all students who require testing accommodations in the same section.

### **Audio Books**

The *Learning Ally* is the chief provider of accessible and effective educational solutions to enable personal achievement when access and reading are barriers to learning. The SSP can assist with registering for these services and will take responsibility for ordering audio textbooks.

### **Note-Taking**

Students with documented learning disabilities can contact the SSP for help obtaining notes for a particular course. The SSP coordinates the gathering of notes and printed lecture outlines for students. Often, another student in the same section will photocopy his or her lecture notes and distribute them to students who need them.

### **Services for Students with Disabilities**

Kuyper College seeks to accommodate and embrace students who may have physical or learning disabilities. Kuyper College will make reasonable accommodations for students with disabilities in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Kuyper College will not alter standards or change essential elements of courses or programs. To gain access to these accommodations and services, students should contact the coordinator of Student Success before the beginning of the term and provide complete and current documentation of their learning disability. Kuyper College’s goal is for students to become confident learners and achieve maturity and independence.

The Academic Office monitors students’ academic progression through an early alert and grade checkpoints. If a student is struggling in several courses, the SSP will contact him or her to offer assistance. However, it is Kuyper College’s policy that Kuyper does not make initial contact with parents. Parents are free to contact the SSP with questions, but the SSP can only discuss a student if he or she has signed a FERPA release form for that purpose. Kuyper College strongly encourages parents to communicate with their children about their grades and academic progress throughout the semester.

## Counseling

As part of the commitment Kuyper College has to helping students thrive in all areas of life, Kuyper offers counseling services at no cost to students through a partnership with 3rd Chair, a local counseling center specializing in working with young adults. Students are able to meet with a counselor for individual counseling, couple counseling, group counseling, crisis management, and/or training and education workshops. Students make use of counseling services for a variety of reasons. Some are looking for help adjusting to college life, while others want to learn how to be more effective in developing and maintaining friendships. Still others use the counseling services as they struggle with emotional issues such as depression, anxiety, or unresolved childhood trauma. Students may also utilize the counseling services because they desire to discuss their beliefs or current life situations. Whatever the reason, these services exist so that students can make the most of their time at Kuyper College. No-cost services may be limited to 10 sessions, depending on availability. To make an appointment, students should speak with a counselor directly or email the counseling center.

## The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student records. FERPA provides for the right of the student to inspect and review educational records, to seek to amend those records, and to limit disclosure of information from the records. FERPA protects currently enrolled or formerly enrolled students, regardless of their age or status in regard to parental dependency.

With certain exceptions, a student has rights of access to those records that are directly related to him or her and that Kuyper College maintains. “Educational records” include any records in the possession of an employee, which are sharable with or accessible to another Kuyper individual. These records may be handwritten or in the form of print, magnetic tape, film, or other media. These records would include transcripts or other records obtained from a school in which a student was previously enrolled.

Kuyper College releases official transcripts only when requested in writing by the student through [Parchment](#). Kuyper College may disclose information about a student without violating FERPA through “directory information.” This generally includes a student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and other similar information. A student may restrict the release of his or her directory information by making a request in writing to the Registrar. In certain other situations, student consent is not required to disclose educational information. Exceptions include the following:

1. To school officials who have “legitimate educational interests”
2. To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs
3. In connection with financial aid, including Veterans’ benefits
4. To organizations conducting studies for or on behalf of educational institutions
5. To accrediting organizations
6. To parents of a dependent student (as defined by Internal Revenue Code)
7. To parents of a student under 21 years of age regarding violation of any law or institutional policy governing the use of alcohol or a controlled substance
8. To comply with a judicial order or subpoena
9. In a health or safety emergency
10. Releasing directory information
11. Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence

We will always handle requests to disclose educational information with caution and approach them on a case-by-case basis. To obtain information protected by FERPA a student may request information by completing the Student Access to Educational Records form. Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should contact the Academic Office for proper procedures.

## **Policy for Complaints**

Students who have a legitimate complaint regarding some aspect of the activity of Kuyper should bring the complaint to the supervisor responsible for the area.

Students who have grievances related to course grades, classroom decorum, or other course- and program-related issues should address their concerns first with the instructor of the course and/or program director. If the students are not satisfied with the resolution, they may address their concerns to the Academic Dean within 15 business days of the incident. The Academic Office will respond to any grievance within 10 business days. If the matter remains unresolved, the Academic Dean will bring the matter to the Academic Affairs Committee.

# Kuyper College Academic Programs

## Degrees and Majors

Kuyper College offers three undergraduate degrees: Bachelor of Science degree, the Bachelor of Social Work degree, and the Associate of Arts degree. The Certificate of Christian Foundations is also available for students interested in a one-year program.

Students pursuing the Bachelor of Science degree may choose from five majors: Business Leadership, General Studies, Interdisciplinary Studies, Ministry Leadership, and Teacher Education. Within the Interdisciplinary Studies program, students may also choose a major that uses up to three courses in collaboration with Cornerstone University. Students pursuing the Bachelor of Social Work major in Social Work. Every student may customize their own program by selecting from one of Kuyper's minors.

## Student Learning Outcomes

As Kuyper College equips thoughtful Christian leaders for service, students need to attain a level of proficiency in the following curricular student learning outcomes:

- 1. Formulate, articulate, and apply a biblical, Reformed worldview**
  - 1.1 Synthesize content and basic themes of the Bible
  - 1.2 Explain basic biblical concepts from a Reformed perspective
  - 1.3 Apply biblical principles to intellectual, ethical, spiritual, and social issues
- 2. Examine and critically engage the development and diversity of ideas, individuals, groups, and cultures**
  - 2.1 Understand the importance of diversity of human life and culture
  - 2.2 Communicate the gospel to diverse persons and groups
  - 2.3 Demonstrate awareness of the variety of social, economic, religious, and cultural factors that affect current local and global issues
- 3. Communicate effectively using a variety of media**
  - 3.1 Write effectively using the conventions of academic English and appropriate rhetorical development
  - 3.2 Prepare and deliver clear and substantive oral presentations
  - 3.3 Synthesize well-crafted format and substantive content to transmit messages through visual and audio media and technologies
- 4. Demonstrate information literacy skills that are foundational to lifelong learning**
  - 4.1 Identify when research is needed
  - 4.2 Locate quality information by applying appropriate evaluation methods
  - 4.3 Use information ethically and responsibly
  - 4.4 Develop credible messages supported by research
  - 4.5 Integrate information across disciplinary boundaries to solve problems and think creatively about issues
- 5. Demonstrate effective skills in their chosen field of service**
  - 5.1 Identify gifts and strengths
  - 5.2 Employ gifts and strengths as a professional or volunteer
  - 5.3 Demonstrate the professional skills of the chosen vocation



# Bachelor Degrees Curriculum

The curriculum of the Bachelor degree programs provide for the development of foundational skills, information, values, and attitudes necessary to assist students' intellectual and spiritual growth for effective Christian leadership in the church and the world.

The Bachelor degree consists of four main components, which have a minimum total requirement of 120 credits.

<b>Bible &amp; Theology</b>	<b>Arts &amp; Sciences</b>	<b>Major</b>	<b>Minor / Electives</b>
21-30 credits	33 credits	36-48 credits	15-24 credits

**Bible & Theology:** Every student must attain at least 21 credits in this area. Some programs require 30 credits of Bible & Theology courses and a 2.5 minimum GPA in Bible & Theology courses, which amounts to a second major. Students whose program does not have this requirement may still choose to obtain the “Double Major” by taking three additional courses to meet the Bible & Theology major requirements for credits and GPA.

These courses in biblical studies, theological studies, and spiritual formation enable students to understand the Bible, develop their theological perspective, and mature in their Christian life. While teaching from a Reformed perspective, the professors respect and engage with other Christian viewpoints.

Upon completion of the Bible & Theology core, students will be able to

1. Synthesize the content of the Bible and the biblical narrative.
2. Correctly employ the basic principles and tools of biblical interpretation.
3. Synthesize the Reformed theological themes of redemptive history.
4. Develop an understanding and practice of spiritual disciplines that contribute to Christian formation.
5. Apply a Reformed worldview to contemporary issues and alternative worldviews.

**Arts & Sciences:** Every student must attain at least 33 credits in courses that introduce students to a variety of general or liberal arts subjects. These courses assist students in gaining an understanding of the world and the thought patterns that affect the world and aids them in developing ways to address people and issues in contemporary culture with a sensitivity toward people from other cultures.

Upon completion of the Arts & Sciences courses, students will

1. Better understand their roles as image-bearers under God's sovereign rule and within his created world.
2. Develop qualitative and quantitative analytical skills and demonstrate their application.
3. Be able to communicate effectively in oral and written forms.
4. Develop a foundation for a life of learning, social engagement, and personal improvement.

For students to attain these outcomes and for Kuyper College to assess these outcomes, certain courses will not receive transfer credit from other institutions or examinations in most cases. These include VO 101 Kuyper Seminar, CO 203 Advanced Rhetoric, CO/MI 323 Intercultural Communication, and SW 334 Human Diversity. Certain majors also have specific requirements regarding particular Arts & Sciences courses. Please consult your program below and your faculty advisor or the Registrar regarding these requirements.

# BUSINESS LEADERSHIP

## Program Faculty

Marc Andreas, M.B.A., Associate Professor and Program Director of Business Leadership

*Alexandria Baldrige*, M.B.A., Instructor of Business and Marketing

*Lynne Heyne*, C.P.A.; B.B.A., Instructor of Accounting

*Eric Hoogstra*, Ph.D., Instructor of Finance and Accounting

*Donne Larner*, D.B.A., Instructor of Accounting

*Attab Obande*, M.B.A., Instructor of Business Leadership

*Zena Patillo*, M.A., Instructor of Business Leadership

*Karla Velis-Brito*, B.S., Instructor of Business Leadership

*Dustie Wiggins*, J.D., Instructor of Business Law

## Program Overview

The purpose of the Business Leadership program is to integrate good theology with good business theory to prepare globally competent business leaders to fulfill their calling. During their time of study, students will gain competencies that will prepare them for a variety of organizational settings where skills in business, leadership, and organizational planning are vital. We equip graduates to be successful both within existing corporate structures and as entrepreneurs and business professionals in the marketplace.

The term “business leadership” is intentional, as we recognize that leadership in the organizations where our graduates will serve goes beyond traditional organizational management or business administration. The curriculum is not just marketing, nor finance, nor accounting, nor international business. It is broader, more general. It satisfies all of the basic competencies of a business degree, but with the added foci of theological and biblical grounding and global awareness. Graduates from this program are qualified to pursue further graduate studies in an M.B.A. and other business-related programs.

## Program Graduation Requirements

To be eligible to graduate with a Business Leadership major, the student must

- Maintain a minimum cumulative GPA of 2.0.
- Maintain a minimum GPA of 2.5 in all Business Leadership courses.

## Program Learning Outcomes

Students graduating from the Business Leadership Program at Kuyper College will demonstrate

1. Servant Leadership: Value the personal, interpersonal, and organizational benefits of practicing servant leadership.
2. Business Literacy: Demonstrate business literacy in their analysis, construction, and communication of business information and financial statements.
3. Strategic Thinking: Appraise market trends, both internally and externally, to build a stronger organization.
4. Innovation: Develop skills in business innovation to create enduring value in people’s lives.
5. Ethical Soundness: Integrate their Christian faith with their professional practices.

## Business Leadership Major Program Requirements

<b>Bible &amp; Theology Core</b>			<b>21</b>	<b>Arts &amp; Sciences Core</b>			<b>33</b>			
BI 101	Intro. to Biblical Interpretation	3		CO 103	Oral Rhetoric	3				
BI 111	Old Testament Survey	3		CO 203	Written Rhetoric + Lab	4				
BI 112	New Testament Survey	3		CO ____	Literature Course	3				
TH 241	Christian Doctrine I	3		CO/MI 323	Intercultural Communication*	3				
BI/TH —	Bible or Theology Elective	3		HI/GV __	History or Government Course	3				
BI 307	Spiritual Formation	3		MA/PS 340	Social Science Statistics	3				
TH 344	Principles & Practices of Reformed Worldview	3		PE ____	Health & Fitness Courses	3				
<i>Students in this program may earn a Bible &amp; Theology Major by taking the additional three required courses.</i>				PH 232	Intro. to Philosophy	3				
				SC 215	Human Biological Science	3				
				SW 334	Human Diversity*	3				
				VO 101	Kuyper Seminar*	1				
				VO 102	College Success	1				
			<b>Business Leadership Major</b>			<b>39</b>	<b>Minor</b>			<b>15</b>
			BU 152	Intro. to Business & Leadership**	3		Students may select any minor, which consists of five (5) courses, to supplement their major and customize their program. Minors include the following:  <b>Social Media &amp; Marketing</b> <b>Youth Ministry</b> <b>Biblical Greek</b>  See the complete list of Minors on page 69.			
BU 220	Business Economics	3								
BU 252	Marketing & Sales	3								
BU 299	Accounting I	3								
BU 300	Accounting II	3								
BU 311	Entrepreneurship	3								
BU 360	Finance	3								
BU 412	Business Law & Ethics	3								
BU 430	Non-Profit Management	3								
BU 450	Internship & Seminar	3								
BU 472	Strategy Management	3								
BU 499	Capstone**	3								
MI 357	Business as Mission**	3								
<b>General Electives</b>							<b>12</b>			

**Total Requirements:** 120 credits

\* Transfer courses are generally not accepted for these courses. See the Registrar for more details.

\*\* These courses have been identified as Interdisciplinary Bible-related courses as defined by the ABHE.

## Business Leadership Major: 2+2 *For students with an Associates Degree*

<b>Bible &amp; Theology Core</b>			<b>21</b>	Arts & Sciences Core fulfilled by AA
BI 101	Intro. to Biblical Interpretation	3		
BI 111	Old Testament Survey	3		
BI 112	New Testament Survey	3		
TH 241	Christian Doctrine I	3		
BI/TH —	Bible or Theology Elective	3		
BI 307	Spiritual Formation	3		
TH 344	Principles & Practices of Reformed Worldview	3		
<p><i>Students in this program may earn a Bible &amp; Theology Major by taking the additional three required courses.</i></p>				
<b>Business Leadership Major</b>			<b>42</b>	
BU 152	Intro. to Business & Leadership**	3		
BU 220	Business Economics	3		
BU 252	Marketing & Sales	3		
BU 299	Accounting I	3		
BU 300	Accounting II	3		
BU 311	Entrepreneurship	3		
BU 360	Finance	3		
BU 412	Business Law & Ethics	3		
BU 430	Non-Profit Management	3		
BU 450	Internship & Seminar	3		
BU 472	Strategy Management	3		
BU 499	Capstone**	3		
MI 357	Business as Mission**	3		
MA/PS340	Social Science Statistics	3		

**Total:** 63 credits

\*\* *These courses classify as Interdisciplinary Bible-related courses as defined by the ABHE.*

# GENERAL STUDIES

## Program Faculty

Andrew Zwart, M.Ed., Assistant Professor of Interdisciplinary Studies and Interdisciplinary Studies Program Director

*Justin Burdine*, Ph.D., Instructor of Biology

*Steve DeGroot*, Ph.D., Instructor of Psychology

*Andrea Fryling*, Ph.D., Instructor of English & Communications

*Jeffrey Jacobs*, Ph.D., Instructor of Social Science Statistics

*Melissa Okenka*, M.A., Instructor of Communications

*Sheri Rogers*, M.A., Instructor of American Government

*John Sparks*, M.S., Instructor of Physical Education

## Program Overview

The General Studies program is designed to provide students with a meaningful undergraduate program emphasizing a biblical, Reformed worldview. To accumulate the minimum total requirement of 120 credits, students in this program complete 30 credits of Bible & Theology as well as the Arts & Sciences Core and then choose a wide variety of courses that will help prepare them for ministry and vocation. General Studies majors may also choose to include one or more minors as part of their program.

## Program Outcomes

Upon completion of the General Studies program, student will be able to

1. Articulate a Reformed biblical and theological perspective on Scripture and theology.
2. Demonstrate abilities in critical reading and thinking, skills in effective communication, basic appreciation of the creative arts, and an understanding of culture and values.
3. Utilize knowledge and skills learned through the selected courses.

## General Studies Program Requirements

Bible & Theology			30	Arts & Sciences Core			33
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4		
BI 112	New Testament Survey	3	CO ___	Literature Course	3		
TH 241	Christian Doctrine I	3	CO/MI 323	Intercultural Communication*	3		
TH 242	Christian Doctrine II	3	HI/GV ___	History or Government Course	3		
BI 307	Spiritual Formation	3	MA ___	Math Course	3		
BI —	Old Testament Elective	3	PE ___	Health & Fitness Courses	3		
BI —	New Testament Elective	3	PH 232	Intro. to Philosophy	3		
TH —	Theology Elective	3	SC 215	Human Biological Science	3		
TH 344	Principles & Practices of Reformed Worldview	3	SW 334	Human Diversity*	3		
			VO 101	Kuyper Seminar*	1		
			VO 102	College Success	1		

<b>General Studies Major</b>	<b>45</b>	<b>Minor</b>	<b>15</b>
Any collection of courses from the Kuyper curriculum that do not fulfill any other requirements and totals the required 45 credits for this component.		Minors include the following:  <b>Social Media &amp; Marketing</b> <b>Youth Ministry</b> <b>Biblical Greek</b>  See the complete list of Minors on page 69.	

**Total Requirements:** 120 credits \* *Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

### **General Studies Major: 2+2** *For students with an Associates Degree*

<b>Bible &amp; Theology Major</b>	<b>30</b>	<b>Minor</b>	<b>15</b>
BI 101 Intro. to Biblical Interpretation 3 BI 111 Old Testament Survey 3 BI 112 New Testament Survey 3 TH 241 Christian Doctrine I 3 TH 242 Christian Doctrine II 3 BI 307 Spiritual Formation 3 BI — Old Testament Elective 3 BI — New Testament Elective 3 TH — Theology Elective 3 TH 344 Principles & Practices of Reformed Worldview 3		Minors include the following:  <b>Social Media &amp; Marketing</b> <b>Youth Ministry</b> <b>Biblical Greek</b>	
<b>General Studies Major</b>			
Any remaining courses that are needed to make up the remaining 32 required credits		See the complete list of Minors on page 69.	

**Total Requirements:** 62 credits

*The student is responsible to work with the Registrar concerning transfer courses that will fulfill A&S requirements*

*\*Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

# INTERDISCIPLINARY STUDIES

## **Program Faculty:**

Andrew Zwart, M.Ed., Assistant Professor of Interdisciplinary Studies and Interdisciplinary Studies Program Director

*Justin Burdine*, Ph.D., Instructor of Biology

*Steve DeGroot*, Ph.D., Instructor of Psychology

*Andrea Fryling*, Ph.D., Instructor of English & Communications

*Jeffrey Jacobs*, Ph.D., Instructor of Social Science Statistics

*Melissa Okenka*, M.A., Instructor of Communications

*Sheri Rogers*, M.A., Instructor of American Government

*John Sparks*, M.S., Instructor of Physical Education

## **Program Overview:**

Intended for students who wish to pursue more than one area of study while gaining a solid core of Bible and theology, the Interdisciplinary Studies program provides an avenue for students to design a personalized field of inquiry. An Interdisciplinary Studies major draws from multiple academic fields to provide students with a Christian college experience that will equip them for their vocational objectives. Students work with an advisor to create an independent educational plan that addresses their unique interests and goals.

Interdisciplinary Studies students have two options to fulfill the 45 credits required for this major:

1. Design a customized major that lies outside the boundaries of traditional majors from the Kuyper curriculum. At least fifteen credits must be upper-level junior or senior courses taken at Kuyper College. These courses may not overlap with the core requirements of the bachelor's degree.
2. Select one of the tailored majors that utilizes courses in collaboration with Cornerstone University (Communications and Psychology). Students selecting this option must go through the application and admission process of the applicable college, typically at the end of their second semester, since many of their courses will be taken there.

With either option, students take an introductory course, a capstone, and an internship at Kuyper College to achieve the intended outcomes of their program.

## **Program Graduation Requirements:**

To be eligible to graduate with an Interdisciplinary major, the student must

- Have and maintain a minimum cumulative GPA of 2.5.
- Maintain a minimum GPA of 2.5 in their Bible & Theology major.

## **Program Learning Outcomes**

Upon completion of the Interdisciplinary Studies program, students will

1. Develop skills of self-direction as they articulate their vocational goal and design their own program curriculum.
2. Develop the ability to synthesize knowledge from a number of different disciplines and apply this interdisciplinary approach to a particular question/issue in their vocational field.
3. Assess their own learning and growth in their vocational field of study and apply this to their chosen question/issue related to this field.
4. Become more familiar with the practice of their vocational field and conduct primary research in that area.

## Interdisciplinary Studies Major Program Requirements

<b>Bible &amp; Theology Major</b>			<b>30</b>	<b>Arts &amp; Sciences Core</b>			<b>33</b>
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4		
BI 112	New Testament Survey	3	CO ____	Literature Course	3		
TH 241	Christian Doctrine I	3	CO/MI 323	Intercultural Communication*	3		
TH 242	Christian Doctrine II	3	HI/GV ____	History or Government Course	3		
BI 307	Spiritual Formation	3	MA ____	Math course	3		
BI —	Old Testament Elective	3	PE ____	Health & Fitness Courses	3		
BI —	New Testament Elective	3	PH 232	Introduction to Philosophy	3		
TH —	Theology Elective	3	SC 215	Human Biological Science	3		
TH 344	Principles & Practices of Reformed Worldview	3	SW 334	Human Diversity	3		
			VO 101	Kuyper Seminar*	1		
			VO 102	College Success**	1		
<b>Interdisciplinary Studies Major</b>			<b>42</b>	<b>General Electives</b>			<b>15</b>
ID 301	Intro. to Interdisciplinary Studies	1	Students may select an additional minor, which consists of four (4) courses, or may allow five (5) courses of their choosing to fill general electives. Minors include the following:				
ID 448	Interdisciplinary Capstone Research	2					
VO 450	Professional Internship	3					
Concentrations (as outlined by the student)		36	<p><b>Social Media &amp; Marketing</b></p> <p><b>Youth Ministry</b></p> <p><b>Biblical Greek</b></p> <p>See the complete list of minors on page 69.</p>				

**Total Requirements:** 120 credits

*\*Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

*\*\*VO 102 is not required for transfer students. See Registrar for options.*



## Interdisciplinary Studies Major: 2+2 *For students with an Associates Degree*

<b>Bible &amp; Theology Major</b>			<b>30</b>	A&S Core fulfilled by AA
BI 101	Intro. to Biblical Interpretation	3		
BI 111	Old Testament Survey	3		
BI 112	New Testament Survey	3		
TH 241	Christian Doctrine I	3		
TH 242	Christian Doctrine II	3		
BI 307	Spiritual Formation	3		
BI —	Old Testament Elective	3		
BI —	New Testament Elective	3		
TH —	Theology Elective	3		
TH 344	Principles & Practices of Reformed Worldview	3		
<b>Interdisciplinary Studies Major</b>			<b>30</b>	
ID 301	Intro. to Interdisciplinary Studies	1		
ID 448	Interdisciplinary Capstone Research	2		
VO 450	Professional Internship	3		
Concentrations (as outlined by the student)		24		

**Total Kuyper College Requirements:** 60 credits

*No transfer courses may be used for the Kuyper courses above, including the minor courses, while utilizing the 2+2 agreement.*

*\*Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

## Communication Studies Focus Requirements, IDS (Cornerstone Collaboration)

<b>Bible &amp; Theology Major</b>			<b>30</b>	<b>Arts &amp; Sciences Core</b>			<b>33</b>
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4		
BI 112	New Testament Survey	3	CO ____	Literature Course	3		
TH 241	Christian Doctrine I	3	MI 421	Islamicism	3		
TH 242	Christian Doctrine II	3	HI/GV ____	History or Government Course	3		
BI 307	Spiritual Formation	3	MA/PS 340	Social Science Statistics	3		
BI —	Old Testament Elective	3	PE ____	Health & Fitness Courses	3		
BI —	New Testament Elective	3	PH 232	Intro. to Philosophy	3		
TH —	Theology Elective	3	SC 215	Human Biological Science	3		
TH 344	Principles & Practices of Reformed Worldview	3	SW 334	Human Diversity*	3		
			VO 101	Kuyper Seminar*	1		
			VO 102	College Success	1		
<b>Communication Studies Major</b>			<b>42</b>	<b>Minor or General Electives</b>			<b>15</b>
BU 240	Social Media Management	3	<p>Students may select any minor, which consists of five (5) courses, or may use any 12 credits to fulfill general elective requirements. Minors include the following:</p> <p style="text-align: center;"><b>Social Media &amp; Marketing</b>  <b>Youth Ministry</b>  <b>Biblical Greek</b></p> <p>See the complete list of minors on page 69.</p>				
BU 252	Marketing and Sales	3					
CO 230	Communicating in the Age of Social Media	3					
CO/MI 323	Intercultural Communication	3					
CO 306	Linguistics	3					
CO 325	Interpersonal & Group Communication	3					
COM 315	Communication Theory (CU)**	3					
COM 326	Organizational Communication (CU)**	3					
CO 360	Creative Writing	3					
CO 395	Communication Research Methods	3					
COM 433	Nonverbal Communication (CU)**	3					
ID 301	Intro. to Interdisciplinary Studies	1					
IDS 108	Service Foundations	0					
ID 447	Interdisciplinary Capstone Research	2					
ML 413	Advanced Teaching and Communication Skills for Ministry	3					
VO 450	Professional Internship	3	<b>General Electives</b>			<b>3</b>	

**Total Requirements:** 120 credits

\* *Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

\*\* *Courses subject to change based on Cornerstone University's Catalog offerings.*

**Communication Studies Focus, IDS: 2+2** (Cornerstone Collaboration, *For students with an Associates Degree*)

<b>Bible &amp; Theology Major</b>			<b>30</b>	
BI 101	Intro. to Biblical Interpretation	3		
BI 111	Old Testament Survey	3		
BI 112	New Testament Survey	3		
TH 241	Christian Doctrine I	3		
TH 242	Christian Doctrine II	3		
BI 307	Spiritual Formation	3		A&S Core fulfilled by AA Speech*
BI —	Old Testament Elective	3		
BI —	New Testament Elective	3		
TH —	Theology Elective	3		
TH 344	Principles & Practices of Reformed Worldview	3		
<b>Communication Studies Major</b>			<b>33</b>	
BU 240	Social Media Management	3		
BU 252	Marketing and Sales	3		
CO 230	Communicating in the Age of Social Media	3		
CO/MI 323	Intercultural Communication	3		
CO 306	Linguistics	3		
CO 325	Interpersonal & Group Communication	3		
COM 315	Communication Theory (CU)**	3		
COM 326	Organizational Communication (CU)**	3		
CO 360	Creative Writing	3		
CO 395	Communication Research Methods	3		
COM 433	Nonverbal Communication (CU)**	3		
ID 301	Intro. to Interdisciplinary Studies	1		
ID 447	Interdisciplinary Capstone Research	2		
IDS 108	Service Foundations	0		
ML 413	Advanced Teaching and Communication Skills for Ministry	3		
VO 450	Professional Internship	3		

**Total Kuyper College Requirements: 63 credits**

*If students use transfer courses for the major courses, other courses may be required; see your advisor and the Registrar for details.*

*\*A Speech class must be part of the AA or the student should take Speech at Kuyper.*

*\*\* Courses subject to change based on Cornerstone University's Catalog offerings.*

## Psychology Focus Requirements, IDS (Cornerstone Collaboration)

<b>Bible &amp; Theology Major</b>			<b>30</b>	<b>Arts &amp; Sciences Core</b>			<b>34</b>					
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3							
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4							
BI 112	New Testament Survey	3	CO ____	Literature Course	3							
TH 241	Christian Doctrine I	3	CO/MI 323	Intercultural Communication*	3							
TH 242	Christian Doctrine II	3	HI/GV __	History or Government Course	3							
BI 307	Spiritual Formation	3	MA/PS 340	Social Science Statistics	3							
BI —	Old Testament Elective	3	PE ____	Health & Fitness Courses	3							
BI —	New Testament Elective	3	PH 232	Intro. to Philosophy	3							
TH —	Theology Elective	3	BIO 161	Human Biology (CU)**	4							
TH 344	Principles & Practices of Reformed Worldview	3	SW 334	Human Diversity*	3							
			VO 101	Kuyper Seminar*	1							
			VO 102	College Success	1							
<b>Psychology Major</b>			<b>39</b>	<b>Minor</b>			<b>15</b>					
ID 301	Intro. to Interdisciplinary Studies	1	<p>Students may select any minor, which consists of five (5) courses, or may use any 12 credits to fulfill general elective requirements. Minors include the following:</p> <p><b>Social Media &amp; Marketing</b></p> <p><b>Youth Ministry</b></p> <p><b>Biblical Greek</b></p> <p>See the complete list of minors on page 69.</p>									
ID 447	Interdisciplinary Capstone Research	2										
IDS 108	Service Foundations	0										
PS 111	General Psychology	3										
PS/YM 460	Abnormal Psychology	3										
ED/PS 336	Developmental Psychology	3										
SO 361	Introduction to Counseling Skills	3										
FAM 211	Relationships (CU)**	3										
FAM 451	Marriage & Family Counseling (CU)**	3										
PSY 322	Theories of Personality(CU)**	3										
PSY 422	Systems of Psychology (CU)**	3										
PSY 441	Physiological Psychology (CU)**	3										
PSY 453	Integrated Stats/Research I (CU)**	3										
PSY 454	Integrated Stats/Research II (CU)**	3										
VO 450	Professional Internship	3										
								<b>General Electives</b>			<b>6</b>	

**Total Requirements:** 121 credits

\* Transfer courses are generally not accepted for these courses. See the Registrar for more details.

\*\* Courses subject to change based on Cornerstone University's Catalog offerings.

**Psychology Focus, IDS: 2+2 (Cornerstone Collaboration)** *For students with an Associates Degree*

<b>Bible &amp; Theology Major</b>			<b>30</b>	
BI 101	Intro. to Biblical Interpretation	3		A&S Core fulfilled by AA Human Biology*
BI 111	Old Testament Survey	3		
BI 112	New Testament Survey	3		
TH 241	Christian Doctrine I	3		
TH 242	Christian Doctrine II	3		
BI 307	Spiritual Formation	3		
BI —	Old Testament Elective	3		
BI —	New Testament Elective	3		
TH —	Theology Elective	3		
TH 344	Principles & Practices of Reformed Worldview	3		
<b>Psychology Major</b>			<b>33</b>	
ID 301	Intro. to Interdisciplinary Studies	1		
ID 447	Interdisciplinary Capstone Research	2		
IDS 108	Service Foundations	0		
PS 111	General Psychology	3		
PS/YM 460	Abnormal Psychology	3		
ED/PS 336	Developmental Psychology	3		
SO 361	Introduction to Counseling Skills	3		
FAM 211	Relationships (CU)**	3		
FAM 451	Marriage & Family Counseling (CU)**	3		
PSY 322	Theories of Personality(CU)**	3		
PSY 422	Systems of Psychology (CU)**	3		
PSY 441	Physiological Psychology (CU)**	3		
PSY 453	Integrated Stats/Research I (CU)**	3		
PSY 454	Integrated Stats/Research II (CU)**	3		
VO 450	Professional Internship	3		

**Total Kuyper College Requirements: 63 credits**

*If students use transfer courses for the major courses, other courses may be required; see your advisor and the Registrar for details.*

*\*A human biology course must be part of the AA degree or that course may be required to begin Cornerstone courses.*

*\*\* Courses subject to change based on Cornerstone University's Catalog offerings.*

# MINISTRY LEADERSHIP

## Program Faculty

Richelle White, Ph.D., Professor of Youth Ministry and Ministry Leadership Program Director  
Tim Howerzyl, Ph.D., Associate Professor of Theological Studies and Graduate Program Director  
Lisa Hoogeboom, D.Min., Professor of Intercultural and Biblical Studies  
Dan Kroeze, Ph.D., Professor of Biblical Studies  
*Joyce Borger*, M.Div., Instructor of Theology of Worship  
*Wendy Fisher*, M.Div., Instructor of Spiritual Formation  
*Mike Gafa*, M.Min., Instructor of Bible & Theology  
*Carol Leonard*, Th.D., Instructor of Biblical & Theological Studies  
*Mike McCarty*, M.Div., Instructor of Bible & Theology  
*Brian Telzerom*, D.Min., Instructor of Youth Ministry  
*Lemuel Ustia*, Ed.D., Instructor of Bible Theology

## Program Overview

Ministry Leadership is an integrated program that provides a strong set of skills and competencies for numerous areas of ministry, preparing students to successfully meet the demands of today's expanding and changing ministry environments. Throughout the program, classroom learning combines with real-life ministry experience, including practicum experiences and a supervised internship. This program aims to enable students to faithfully utilize their gifts and strengths, whether they serve in the local church, youth ministry, global missions, intercultural settings, or parachurch organizations.

The flexibility of the program offers students the opportunity to discern their specific calling through the major courses, and have the option to select a minor in one of these areas: Biblical Greek, Social Media and Marketing, or Youth Ministry. These provide a flexible focus for students to deepen and expand their study in areas that fit their vocational goals. Graduates from this program qualify to pursue seminary or graduate studies in M.Div., M.T.S., M.Min., and other master's-level ministry- or theology-related programs.

## Program Graduation Requirements:

Students choosing the Ministry Leadership Major normally make a formal application to the program in the second semester of their sophomore year. Students must maintain a minimum cumulative GPA of 2.0 and a minimum GPA of 2.5 in both the Bible & Theology major and the Ministry Leadership major.

## Program Outcomes

Upon completion of the Ministry Leadership program, students will be able to

1. Understand the nature and scope of God's global mission and our faithful participation.
2. Serve others in and through the church by using God's given gifts and strengths.
3. Communicate scripture and theological truths effectively in a variety of ministry settings.
4. Demonstrate leadership skills to equip, disciple, and care for others.

### Advanced Standing Opportunities for Master's Programs

Kuyper College has established agreements with Calvin Theological Seminary (CTS) and Grand Rapids Theological Seminary (GRTS). Students may attain advanced standing in two ways: passing the corresponding advanced-placement exam or receiving credit for demonstrating sufficient quality of work in the Kuyper course. Each seminary also offers courses that a qualified undergraduate student may take and receive credit toward their Bachelor's degree at Kuyper College. Students pursuing this option must meet the entrance requirements of the respective seminary and observe their Student Handbook guidelines.

<b>Kuyper College Course(s)</b>	<b>Calvin Theological Seminary Equivalent</b>
BI 111 Old Testament Survey BI 112 New Testament Survey	716 Bible Survey (Exam)
MI 421 Islamics	718 Christian Engagement with World Religions (Exam)
HI 361 History of Christianity	304 The Church in Historical Context I <b>OR</b> 305 The Church in Historical Context II (Exam)
TH 344 Principles & Practices of Reformed Worldview TH 458 Creeds and Confessions	303 Christian Theology in Reformed Confessions (Exam)
GR 501 Intro to New Testament Greek I GR 502 Intro to New Testament GreekII GR 503 New Testament Greek Exegesis GR 504 New Testament Greek Hermeneutics	302 Greek Fundamentals I 410 Greek Fundamentals II

<b>Kuyper College Course(s)</b>	<b>Grand Rapids Theological Seminary Equivalent</b>
MI 121 Introduction to Missions	MIN-560 Global Impact: Biblical Theology of Mission
ML 210 Leadership & Admin.	MIN-510 Organizational Leadership
BI 307 Spiritual Formation	MIN-500 Spiritual Formation
TH 344 Principles & Practices of Reformed Worldview	THE-572 Christian Worldview
GR 501 Intro to New Testament Greek I GR 502 Intro to New Testament GreekII GR 503 New Testament Greek Exegesis GR 504 New Testament Greek Hermeneutics	BBL-510 Greek I BBL-511 Greek II BBL-672 New Testament Studies I: Intro. to Exegesis General Elective

## Ministry Leadership Major Program Requirements

<b>Bible &amp; Theology Major</b>			<b>30</b>	<b>Arts &amp; Sciences Core</b>			<b>33</b>
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4		
BI 112	New Testament Survey	3	CO ____	Literature Course	3		
TH 241	Christian Doctrine I	3	CO/MI 323	Intercultural Communication*	3		
TH 242	Christian Doctrine II	3	HI/GV __	History or Government Course	3		
BI 307	Spiritual Formation	3	MA/PS 340	Social Science Statistics	3		
BI —	Old Testament Elective	3	PE ____	Health & Fitness Courses	3		
BI —	New Testament Elective	3	PH 232	Intro. to Philosophy	3		
TH —	Theology Elective	3	SC 215	Human Biological Science	3		
TH 344	Principles & Practices of Reformed Worldview	3	SW 334	Human Diversity*	3		
			VO 101	Kuyper Success*	1		
			VO 102	College Success	1		
<b>Ministry Leadership Major</b>			<b>36</b>	<b>Minor</b>			<b>15</b>
ML 110	Teaching the Bible	3	<p>Students may select any minor, which consists of five (5) courses, or may use any 12 credits to fulfill general elective requirements. Minors include the following:</p> <p><b>Social Media &amp; Marketing</b>  <b>Youth Ministry</b>  <b>Biblical Greek</b></p> <p>See the list of minors on page 69.</p>				
MI 121	Intro to Missions	3					
ML/TH 200	Foundations of Ministry	3					
ML 210	Leadership & Admin.	3					
ML 201	Practicum I	1					
ML 202	Practicum II	1					
ML 203	Practicum III	1					
ML 336	Relational Ministry	3					
HI 361	History of World Christianity	3					
ML 413	Advanced Teaching & Communication Skills for Ministry	3					
MI 421	Islamics	3					
ML 423	Issues in Youth Ministry	3					
TH 450	History and Theology of Worship	3					
ML 450	Ministry Leadership Internship	3					
				<b>General Electives</b>			<b>6</b>

**Total Requirements:** 120 credits

*\*Transfer courses are generally not accepted for these courses. See the Registrar for more details.*



## Ministry Leadership Major: 2+2 *For students with an Associates Degree*

<b>Bible &amp; Theology Major</b>			<b>30</b>	A&S Core fulfilled by AA
BI 101	Intro. to Biblical Interpretation	3		
BI 111	Old Testament Survey	3		
BI 112	New Testament Survey	3		
TH 241	Christian Doctrine I	3		
TH 242	Christian Doctrine II	3		
BI 307	Spiritual Formation	3		
BI —	Old Testament Elective	3		
BI —	New Testament Elective	3		
TH —	Theology Elective	3		
TH 344	Principles & Practices of Reformed Worldview	3		
<b>Ministry Leadership Major</b>			<b>33</b>	
ML 110	Teaching the Bible	3		
MI 121	Introduction to Missions	3		
ML/TH 200	Foundations of Ministry	3		
ML 210	Leadership & Admin.	3		
ML 201	Practicum I	1		
ML 202	Practicum II	1		
ML 203	Practicum III	1		
ML 336	Relational Ministry	3		
ML 413	Advanced Teaching & Communication Skills for Ministry	3		
CO/MI 323	Intercultural Communication			
<b>OR</b> MI421	Islamic	3		
ML 423	Issues in Youth Ministry	3		
TH 450	History and Theology of Worship	3		
ML 450	Ministry Leadership Internship	3		

**Total Requirements:** 63 credits

*If students use transfer courses for the major courses, other courses may be required; see your advisor and the Registrar for details.*

*\*Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

# SOCIAL WORK (BSW)

## Program Faculty

*Jennifer Colin*, L.M.S.W., Assistant Professor of Social Work and Social Work Program Director

*Kelli Hoffman*, M.S.W., Assistant Professor of Social Work and Director of Field Practicum

*Pilar Meyer-Dunning*, M.S.W., Instructor of Social Work

*Heather O'Brien*, M.S.W., Instructor of Social Work

*Rachelle Rosario*, M.S.W., Instructor of Social Work

## Program Overview

The mission of Kuyper College's baccalaureate Social Work Program is to equip students with the knowledge, values, and skills for generalist practice in entry-level social work positions within the framework of a biblical, Reformed worldview.

The goals of the social work program at Kuyper College are as follows:

1. To prepare students for generalist social work practice in entry-level positions with individuals, families, groups, organizations, and communities.
2. To integrate a biblical, Reformed world and life view with the knowledge, values, and skills of generalist social work practice.

Students will develop generalist social work practice skills to work in public and private social-service systems and international settings. The program strives to enable students to integrate their Christian worldview and social work education into their professional practice.

## Program Admission Requirements and Procedures

Students choosing social work as a major must complete a formal application to the Social Work Program. To be eligible for admission and continuation in the program, students must

- Apply by December 1 of their sophomore year
- Have a minimum cumulative GPA of 2.2 and a minimum cumulative GPA of 2.5 in all social work courses.
- Have completed or currently be enrolled in
  - PS 111 Introduction to Psychology
  - SO 111 Introduction to Sociology
  - SW 222 Introduction to Social Work
  - SW 227 Human Behavior in the Social Environment I
- Complete and submit an application for admission to the Social Work Program director.
- Submit an autobiographical statement.
- Submit letters of recommendation from a faculty member outside the Social Work Program, an employer or volunteer coordinator (preferably related to the "helping" profession), and a pastor or adult friend.
- Interview with the social work faculty.

The Social Work Admissions Committee, upon review of an application, will make one of the following decisions:

- Accepted – Candidate meets all criteria
- Conditional acceptance – Candidate is accepted and met most criteria, but some areas still require completion
- Decision on hold – Candidate must meet criteria or conditions before committee will reconsider admission
- Not admitted – Deficiencies beyond foreseeable remediation prohibit admission

## **Program Outcomes**

Upon completion of the program, students will be able to accomplish the following competencies:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Advance Human and Social, Racial, Economic, and Environmental Justice
- Competency 3: Engage in Anti-Racism, Diversity, Equity, and Inclusion (ADEI) Practice
- Competency 4: Engage in Practice-Informed Research and Research-Informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations, and Communities
- Competency 7: Assess Individuals, Families, Groups, Organizations, and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations, and Communities
- Competency 9: Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities
- Competency 10: Understand the Biblical Reformed Worldview

## **Life Experience Policy**

The Kuyper College Social Work Program does not give academic credit for life or previous work experience, in whole or in part, to satisfy any course requirement within the professional curriculum, including the field practicum.

## **International Social Work Experience**

The Social Work Program provides opportunities for overseas social work experience in locations such as the Dominican Republic, Uganda, and Ecuador. These experiences broaden students' education in global awareness and practice. For more information, contact the Social Work Program Director and see the information on [Out-of-State and International Internships](#) in the catalog and the internal website.

## Social Work Program Requirements

<b>Bible &amp; Theology Core</b>			<b>21</b>	<b>Arts &amp; Sciences Core</b>			<b>39</b>			
BI 101	Intro. to Biblical Interpretation	3		CO 103	Oral Rhetoric	3				
BI 111	Old Testament Survey	3		CO 203	Written Rhetoric + Lab	4				
BI 112	New Testament Survey	3		CO ____	Literature Course	3				
TH 241	Christian Doctrine I	3		CO/MI 323	Intercultural Communication*	3				
BI/TH —	Bible or Theology Elective	3		GV 110	American Government	3				
BI 307	Spiritual Formation	3		MA/PS 340	Social Science Statistics	3				
TH 344	Principles & Practices of Reformed Worldview	3		PE ____	Health & Fitness Courses	3				
<i>Students in this program may earn a Bible &amp; Theology Major by taking the additional three required courses.</i>				PH 232	Intro. to Philosophy	3				
				PS 111	General Psychology	3				
				SC 215	Human Biological Science	3				
				SO 211	Intro. to Sociology	3				
				SW 334	Human Diversity*	3				
				VO 101	Kuype Seminar*	1				
				VO 102	College Success	1				
			<b>Social Work Major</b>			<b>42</b>	<b>Minor</b>			<b>15</b>
			SW 222	Introduction to Social Work**	3		Students may select any minor, which consists of five (5) courses, to supplement their major and customize their program. Minors include the following:  <b>Social Media &amp; Marketing</b> <b>Youth Ministry</b> <b>Biblical Greek</b>  See the list of <a href="#">Minors</a> on page 67.			
			SW 227	Human Behavior / Social Environment I**	3					
			SW 228	Human Behavior / Social Environment II	3					
			SW 320	(Generalist Practice I) Individuals & Families	3					
SW 340	Social Work Research	3								
SW 364	(Generalist Practice II) Social Work with Groups	3								
SW 419	Social Welfare Policy Analysis	3								
SW 424	(Generalist Practice III) SW with Communities	3								
SW 443	Social Work Field Practicum I	5								
SW 445	Field Practicum Senior Seminar I	1								
SW 446	Social Work Field Practicum II	5								
SW 448	Field Practicum Senior Seminar II	1								
SW 460	International Social Work	3								
SW 480	Social Work Capstone**	3		<b>General Electives</b>			<b>3</b>			

### Total Requirements: 120 credits

\* Transfer courses are generally not accepted for these courses. See the Registrar for more details.

\*\* These courses have been identified as Interdisciplinary Bible-related courses as defined by the ABHE. Normally, a student may not receive transfer credit for these courses.

## FRESHMAN YEAR

Fall Semester			Winter Semester		
BI 111	Old Testament Survey	3 credits	BI 112	New Testament Survey	3 credits
CO 103	Oral Rhetoric	3 credits	PS 111	General Psychology	3 credits
SW 222	Intro to Social Work	3 credits	MI 323	Intercultural Communication	3 credits
BI 101	Biblical Interpretation	3 credits	SO 211	Introduction to Sociology	3 credits
VO 101	Kuyper Seminar	1 credit	CO 203	Written Rhetoric + Lab	4 credits
VO 102	College Success	1 credit			

## SOPHOMORE YEAR

Fall Semester			Winter Semester		
TH 241	Christian Doctrine 1	3 credits	TH/BI ____	Bible or Theology Elective	3 credits
____	Elective	3 credits	CO ____	Literature Elective	3 credits
SW 227	Human Behav in Soc Envir I	3 credits	SW 228	Human Behav in Soc Envir II	3 credits
PE ____	Physical Education	2 +1 credits	PH 232	Introduction to Philosophy	3 credits
SC 215	Human Biological Science	3 credits	____	Elective	3 credits

## JUNIOR YEAR

Fall Semester			Winter Semester		
SW 460	International Social Work	3 credits	BI 307	Spiritual Formation	3 credits
SW 334	Human Diversity	3 credits	GV 110	American Government	3 credits
SW 320	(Gen Prac I) Individ/Family	3 credits	TH 334	Princ & Prac of Reform Wldvw	3 credits
____	Elective	3 credits	SW 364	(Gen Prac II) SW with Groups	3 credits
PS 340	Social Science Statistics	3 credits	SW 340	Social Work Research	3 credits

## SENIOR YEAR

Fall Semester			Winter Semester		
SW 419	Social Welfare Policy Analysis	3 credits	SW 424	(Gen Prac III) SW/Communities	3 credits
SW 443	Field Practicum I (200 hours)	5 credits	SW 446	Field Practicum II (200 hours)	5 credits
SW 445	Field Prac Sr Seminar I	1 credit	SW 448	Field Prac Sr Seminar II	1 credit
____	Elective	3 credits	SW 480	Social Work Capstone	3 credits
____	Elective	3 credits	____	Elective	3 credits

## Social Work Major 2+2 Prime

Bible & Theology Core			21	Arts & Sciences Core			15*
BI 101	Intro. to Biblical Interpretation	3					
BI 111	Old Testament Survey	3					
BI 112	New Testament Survey	3					
TH 241	Christian Doctrine I	3					
BI/TH __	Bible or Theology Elective	3					
BI 307	Spiritual Formation	3		GV 110	American Government		3
TH 344	Principles & Practices of Reformed Worldview	3		MA/PS 340	Social Science Statistics		3
				PS 111	General Psychology		3
				SC 215	Human Biological Science		3
				SO 211	Intro. to Sociology		3
<i>Students in this program may earn a Bible &amp; Theology Major by taking the additional three required courses.</i>							
Social Work Major			45				
SW 222	Introduction to Social Work**	3					
SW 227	Human Behavior / Social Environment I**	3					
SW 228	Human Behavior / Social Environment II	3					
SW 320	(Generalist Practice I) Individuals & Families	3					
SW 334	Human Diversity**						
SW 340	Social Work Research	3					
SW 364	(Generalist Practice II) Social Work with Groups	3					
SW 419	Social Welfare Policy Analysis	3					
SW 424	(Generalist Practice III) SW with Communities	3					
SW 443	Social Work Field Practicum I	5					
SW 445	Field Practicum Senior Seminar I	1					
SW 446	Social Work Field Practicum II	5					
SW 448	Field Practicum Senior Seminar II	1					
SW 460	International Social Work	3					
SW 480	Social Work Capstone**	3					

**Total Requirements:** 66\* credits

*\*If a student has not met Arts and Sciences pre-requisite courses, the program may be longer than 66 credits.*

*\*\* These courses have been identified as Interdisciplinary Bible-related courses as defined by the ABHE. Normally, a student may not receive transfer credit for these courses.*

## Bachelor of Social Work (Dual Degree - Davenport)

Students who successfully complete this program will receive both a Bachelor of Social Work from Kuyper College and a Bachelor of Applied Science from Davenport University. Students will complete Kuyper's Social Work major and Bible & Theology core while completing Integrative Professional Studies coursework at Davenport.

<b>Bible &amp; Theology Core (Kuyper courses)</b>			<b>21</b>	<b>Arts &amp; Sciences Core (Davenport courses)</b>			<b>58</b>
BI 101	Intro. to Biblical Interpretation	3		ENGL 109	Composition	3	
BI 111	Old Testament Survey	3		ENGL 110	Advanced Composition	3	
BI 112	New Testament Survey	3		ENGL 311	Professional Writing	3	
TH 241	Christian Doctrine I	3		COMM 120	Presentation Techniques	3	
BI/TH —	Bible or Theology Elective	3		ACES 100	Achieving Career and Education Success	3	
BI 307	Spiritual Formation	3		BUSN 210	Professional Ethics	3	
TH 344	Principles & Practices of Reformed Worldview	3		HSAD 301	Cultural Issues in Health Care	3	
<i>Students in this program may earn a Bible &amp; Theology Major by taking the additional three required courses.</i>				PSYC 303	Psychosocial Health Concerns	3	
				SOSC 201	Diversity in Society	3	
<b>Social Work Major (Kuyper courses)</b>			<b>45</b>	SOSC 301	Globalization and World Diversity	3	
				MGMT 211	Management Foundations	3	
GV 110	American Government	3		MGMT 321	Organizational Behavior	3	
SW 222	Introduction to Social Work**	3		MATH 125	Intermediate Algebra	3	
SW 227	Human Behavior / Social Environment I**	3		STAT 219	Introduction to Biostatistic		
SW 228	Human Behavior / Social Environment II	3		OR STAT 220	Introduction to Statistics	3	
SW 320	(Generalist Practice I) Individuals & Families	3		PSYC 101	Introductory Psychology	3	
SW 340	Social Work Research	3		SOCY 101	Introductory Sociology	3	
SW 364	(Generalist Practice II) Social Work with Groups	3		PSYC 201	Abnormal Psychology	3	
SW 419	Social Welfare Policy Analysis	3		BIOL 120	Essentials of Anatomy and Physiology	4	
SW 424	(Generalist Practice III) SW with Communities	3		PSYC 127	Healthy Living	3	
SW 443	Social Work Field Practicum I	5					
SW 445	Field Practicum Senior Seminar I	1					
SW 446	Social Work Field Practicum II	5					
SW 448	Field Practicum Senior Seminar II	1					
SW 460	International Social Work	3					
SW 480	Social Work Capstone**	3					

**Total Requirements:** 124 credits

\*\* These courses have been identified as Interdisciplinary Bible-related courses as defined by the ABHE. Normally, a student may not receive transfer credit for these courses. Courses subject to change based on Davenport University's course offerings.

## Social Work (Davenport) Suggested Four-Year Sequence

### Year 1

Fall Semester	Winter Semester
<b>Davenport</b> ACES 100 Achieving Career and Education Success 3 ENGL 109 Composition 3 MATH 120 College Mathematics 3 or 125  <b>Kuyper</b> BI 101 Biblical Interpretation 3 SW 222 Introduction to Social Work 3	<b>Davenport</b> ENGL 110 Advanced Composition 3 PSYC 101 Introductory Psychology 3 STAT 220 Statistics 3 or 219  <b>Kuyper</b> BI 112 New Testament Survey 3 GV 110 American Government 3

### Year 2

Fall Semester	Winter Semester
<b>Davenport</b> BIO 120 Essentials of Anatomy & Physiology 4 SOCY 101 Introduction to Sociology 3 COMM 120 Presentation Techniques 3  <b>Kuyper</b> BI 111* Old Testament Survey 3 SW 227 Human Behavior/Social Environment I 3 SW 460 International Social Work 3	<b>Davenport</b> MGMT 211 Management Foundations 3 PSYC 201 Abnormal Psychology 3 SOSC 201 Diversity in Society 3  <b>Kuyper</b> SW228 Human Behavior/Social Environment II 3 BI/TH Bible/Theology elective 3

\*BI 111 (Old Testament Survey) recommendation: Take online during SUMMER after Year 1

### Year 3

Fall Semester	Winter Semester
<b>Davenport</b> MGMT 321 Organizational Behavior 3 PSYC 127 Healthy Living 3  <b>Kuyper</b> SW 320 Individuals and Families 3 TH 241 Christian Doctrine I 3 BI 307 Spiritual Formation 3	<b>Davenport</b> ENGL 311 Professional Writing 3 HSAD 301 Cultural Issues in Health Care 3  <b>Kuyper</b> SW 340 Social Work Research 3 SW 364 Social Work with Groups 3 TH 344 Practices & Principles of a Reformed WV 3

### Year 4

Fall Semester	Winter Semester
<b>Davenport</b> SOSC 301 Globalization and World Diversity 3 BUS 210 Professional Ethics 3  <b>Kuyper</b> SW 419 Social Welfare Policy Analysis 3 SW 443 Field Practicum I (200 hours) 5 SW 445 Field Practicum Seminar 1	<b>Davenport</b> PSYC 303 Psychosocial Health Concerns 3  <b>Kuyper</b> SW 424 Social Work with Communities 3 SW 446 Field Practicum II (200 hours) 5 SW 448 Field Practicum Seminar II 1 SW 480 Social Work Capstone 3

**Summary:** 58 credits from Davenport University/66 credits from Kuyper College: **124** Total Credits



# TEACHER EDUCATION

Kuyper College's teacher education program, which offers both elementary and secondary education degrees, is a collaborative program with Cornerstone University. This joint teacher education program is ideal for students who want to teach and who also want to expand their understanding of God, His word, and His world. Cornerstone University has a high-quality teacher education program and shares Kuyper College's vision for Christian service.

The purpose of the program is to prepare students to serve as teachers in public or Christian schools. The program prepares students by helping them to develop the knowledge, skills, and Christian character; to think critically; to work toward making positive changes in themselves and their society; to function as servant leaders in their school and community; and to bring glory to God.

Along with Cornerstone, we offer a carefully sequenced teacher education program that integrates the knowledge base needed for teaching subject area content with the developmental skills necessary for effective instruction, enabling students to achieve their goals. In five years, students receive a Bachelor of Science degree from Kuyper College, a Bachelor of Arts degree from Cornerstone, and certification in elementary or secondary education. Together, the two colleges provide a program that will educate students to be teachers and equip them for Christian service.

Students normally apply to Cornerstone University in their sophomore year and typically complete all their Kuyper College requirements in the first three years while concurrently taking some courses at Cornerstone, then complete the remaining requirements entirely at Cornerstone in their final two years. Students fulfill the education major and minor program requirements according to Cornerstone University's policies.

Because each program is unique, specific details and course requirements are available in the Registrar's Office and require the student to work in close consultation with their Kuyper College and Cornerstone University advisors to successfully meet Program Requirements.

## Education - Elementary

Elementary Education students interested in Michigan Certification select from two options: the Planned Program Option I or the Comprehensive Major Option II.

<b>Bible &amp; Theology Major</b>			<b>30</b>	<b>Arts &amp; Sciences Core</b>			<b>30</b>
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4		
BI 112	New Testament Survey	3	CO ____	Literature Course	3		
TH 241	Christian Doctrine I	3	CO/MI 323	Intercultural Communication	3		
TH 242	Christian Doctrine II	3	MA ____	Math Course	3		
BI 307	Spiritual Formation	3	PE ____	Health & Fitness Courses	3		
BI —	Old Testament Elective	3	PH 232	Intro. to Philosophy	3		
BI —	New Testament Elective	3	SC 215	Human Biological Science*	3		
TH —	Theology Elective	3	SW 334	Human Diversity	3		
TH 344	Principles & Practices of Reformed Worldview	3	VO 101	Kuyper Seminar	1		
			VO 102	College Success	1		

*\*A Cornerstone University science course may be required depending on the student's desired major and/or minor.*

In addition to the Bible/Theology major and the Arts & Sciences Core above, elementary education students take

- I. Elementary Required courses, 24 credits
- II. Professional Education Courses, 29 credits
- III. Option I (Planned Program) or Option II (Comprehensive Major)
  - A. Option I Planned Program (credit load information is available from the Cornerstone Teacher Education Division)
    1. Content Subject: Integrated Science, Language Arts Group, or Social Studies Group OR
    2. Triple Minor Combination (K-3)
  - B. Option II Comprehensive Major Program, up to 56 credits.

## Secondary Education

<b>Bible &amp; Theology Major</b>			<b>30</b>	<b>Arts &amp; Sciences Core</b>			<b>24</b>
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric	3		
BI 112	New Testament Survey	3	CO/MI 323	Intercultural Communication*	3		
TH 241	Christian Doctrine I	3	MA ____	Math Course	3		
TH 242	Christian Doctrine II	3	PE ____	Health & Fitness Courses	3		
BI 307	Spiritual Formation	3	PH 232	Intro. to Philosophy	3		
BI —	Old Testament Elective	3	SC ____	Science Course	3		
BI —	New Testament Elective	3	VO 101	Kuyper Seminar	1		
			VO 102	College Success	1		
TH —	Theology Elective	3					
TH 344	Principles & Practices of Reformed Worldview	3					
			<b>Secondary Education Major</b>			<b>30-51</b>	
<b>Education Courses</b>			<b>38</b>				
EDU 230	Prin and Phil of Education (CU)	3	Students select one of these majors: <b>Biology (34)</b> <b>Communication Arts (33)</b> <b>English (30)</b> <b>History (30)</b> <b>Integrated Comprehensive Science (51)</b> <b>Integrated Science (43)</b> <b>Learning Disabilities (34)</b> <b>Mathematics (33)</b> <b>Physical Education (36)</b> <b>Social Studies (36)</b>				
EDU 231	School Observation Practicum (CU)	1					
EDU 251	Educational Psychology	3					
EDU 262	Educational Technology (CU)	3					
EDU 344	Content Area Literacy including Learners With Special Needs & Field Experience (CU)	3					
EDU 363	Diverse Populations & Differentiated Instruction (CU)	3					
EDU 382	Teacher Assistant Practicum (CU)	2					
EDU 430	Capstone Seminar: Directed Teaching (CU)	2					
_____	Major Method Course (CU)	3					
_____	Minor Method Course (CU)	3					
EDU 484	Directed Teaching Internship (CU)	12	<b>Secondary Education Minor</b>				
			<b>18-27</b>				
			Students select one of these minors: <b>Biology (27)</b> <b>Chemistry (22)</b> <b>Communication Arts (21)</b> <b>English (18)</b> <b>History (18)</b> <b>Mathematics (24)</b> <b>Physical Education (24)</b> <b>Psychology (21)</b> <b>TESOL (21)</b>				

# Minors

## Biblical Greek

This minor enables students to read the New Testament in Greek. The sequence introduces students to the foundational vocabulary, grammar, and literary features used by the New Testament writers so that they can better understand, interpret, and communicate the message of God's Word for dealing with questions related to the nature of the Bible, the history of the original-language text, and the various approaches used for translation. Students must have a 2.75 cumulative GPA and receive approval from the instructor to participate in these courses.

<b>Biblical Greek</b>		<b>15</b>
This minor consists of five (5) courses:		
CO 306	Linguistics	3
GR 103	New Testament Greek I	3
GR 104	New Testament Greek II	3
GR 203	New Testament Greek Exegesis I	3
GR 204	New Testament Greek Exegesis II	3

## Social Media & Marketing

This minor explores the latest digital communication opportunities in our society and equips students with the skills to manage social media communication, create digital and print newsletters, manage websites, facilitate email marketing campaigns, and communicate using other platforms. This minor will equip students with these skills and include an opportunity to become certified in social media through a recognized industry leader.

<b>Social Media &amp; Marketing</b>		<b>15</b>
Requires five (5) courses:		
BU 240	Social Media Management	3
BU 252	Marketing & Sales	3
BU 330	Global Business Environment	3
BU 353	Market Research	3
CO 230	Communication in the Age of Social Media	3
CO 325	Interpersonal & Group Communication	3

*\* If this course is required for the student's major, it cannot be used for the minor.  
Consult with your advisor and the Registrar.*

## Youth Ministry

The Youth Ministry minor specifically prepares students to engage the current youth culture with the gospel of Jesus Christ through intentional relationships that embody truth and love. Students are able to pursue their passion and purpose for ministry so they can effectively serve in a youth ministry context, such as traditional youth pastor roles, parachurch ministries, community youth agencies, international training organizations, or missionary settings.

<b>Youth Ministry</b>		<b>15</b>
Requires five (5) courses:		
ML 336	Relational Ministry*	3
ML 423	Issues in Ministry*	3
ML 451	Ministry Leadership Internship II	3
Any two (2) of the following:		
YM 310	Pastoral Care with Adolescents	3
YM 311	Youth Ministry in the Urban Setting	3
YM 411	Christian Camping & Retreats	3
YM 433	Contemporary Youth Culture	3

*\* These courses are also required in the Ministry Leadership major and can fulfill requirements for both the major and the minor.*

# Associate Degrees

## Associate of Arts

The purpose of this program is to provide a solid foundation in biblical studies and arts & sciences.

### Program Outcomes:

Upon graduation, students will be able to

- Understand the biblical narrative and Christian scholarship.
- Utilize effective communication skills (oral, visual, and written).
- Develop a foundation for lifelong learning, social engagement, and personal improvement.

<b>Bible &amp; Theology Courses</b>			<b>18</b>	<b>Arts &amp; Sciences Core</b>			<b>30</b>
BI 101	Intro. to Biblical Interpretation	3	CO 103	Oral Rhetoric	3		
BI 111	Old Testament Survey	3	CO 203	Written Rhetoric + Lab	4		
BI 112	New Testament Survey	3	CO/MI 323	Intercultural Communication*	3		
TH 241	Christian Doctrine I	3	HI/GV __	History or Government Course	3		
BI 307	Spiritual Formation	3	MA __	Math Course	3		
BI/TH__	Bible/Theology Elective	3	PE __	Health & Fitness Courses	3		
<b>Ministry Leadership Courses</b>			<b>6</b>	PH 232	Intro. to Philosophy	3	
				SC 215	Human Biological Science	3	
ML 110	Teaching the Bible	3	SW 334	Human Diversity* OR	3		
ML 210	Leadership and Administration	3	PS111	General Psychology			
<b>General Electives</b>			<b>6</b>	VO 101	Kuyper Seminar*	1	
				VO 102	College Success	1	

**Total Requirements:** 60 credits

*\* Transfer courses are generally not accepted for these courses. See the Registrar for more details.*

# Associate of Arts with Business Leadership Emphasis

## Associates of Arts with Business Leadership Emphasis Outcomes:

Upon graduation, students in this program with a Business emphasis will be able to

- Understand the biblical narrative and Christian scholarship.
- Utilize effective communication skills (oral, visual, and written).
- Develop a foundation for a life of learning, social engagement, and personal improvement.
- Employ principles of business, including relating to constituents, economics, and accounting.

<b>Bible &amp; Theology Courses</b>		<b>12</b>	<b>Arts &amp; Sciences Core</b>		<b>29</b>
BI 101	Intro. to Biblical Interpretation	3			
BI 111	Old Testament Survey	3	CO 203	Advanced Rhetoric	3
BI 112	New Testament Survey	3			
BI/TH —	Bible or Theology Elective	3	CO ____	Literature Course	
<b>Business Emphasis</b>		<b>21</b>		OR	
BU 152	Intro. to Business & Leadership	3	CO 103	Oral Rhetoric	3
BU 220	Business Economics	3	CO/MI 323	Intercultural Communication*	3
BU 299	Accounting I	3	HI/GV __	History or Government Course	3
Choose any four (4) of the following courses:			MA/PS 340	Social Science Statistics	3
BU 200	Leadership Theory	3	PE 112	Fitness for Life	2
BU 252	Marketing & Sales	3	PH 232	Intro. to Philosophy	3
BU 240	Social Media Management	3	SC 215	Human Biological Science	3
			SW 334	Human Diversity*	
				OR	3
BU 300	Accounting II	3	PS 111	General Psychology	
BU 311	Entrepreneurship	3	VO 101	Kuyper Seminar*	1
BU 330	Global Business Environment	3	VO 102	College Success	1
BU 430	Non-Profit Management	3			
CO 230	Communication in the Age of Social Media	3			
MI 357	Business as Mission	3			

**Total Requirements:** 62 credits

\* Transfer courses are generally not accepted for these courses. See the Registrar for more details.

# Certificate of Christian Foundations

In one year of study, students can enhance their career preparation or explore their calling by developing a foundation of biblical and theological understanding and essential competencies for any field. The Certificate of Christian Foundations validates student learning. For students who may pursue additional education at another college or university, Kuyper's accreditation with the HLC and the ABHE enables them to transfer these credits to many other colleges and universities. Students must complete a minimum of 30 credits at Kuyper College to earn the Certificate.

<b>Christian Foundations</b>		<b>30</b>
Students select out of the following courses:		
BI 101	Intro. to Biblical Interpretation	3
BI 111	Old Testament Survey	3
BI 112	New Testament Survey	3
TH 241	Christian Doctrine I	3
TH 242	Christian Doctrine II	3
BI 307	Spiritual Formation	3
CO 203	Advanced Rhetoric	4
CO/MI 323	Intercultural Communication	3
VO 101	Kuyper Seminar	1
VO 102	College Success	1
HI 361	History of World Christianity	3
MA/PS 340	Social Science Statistics	3
MI 121	Introduction to Missions	3
ML 110	Teaching the Bible	3
PH 232	Introduction to Philosophy	3
PS 111	General Psychology	3
SC 215	Human Biological Science	3
SW 334	Human Diversity	3
ML/TH 200	Foundations for Ministry and Theology	3

**Total Requirements:** 30 credits



# Course Descriptions

## **BI 101 Introduction to Biblical Interpretation**

3 credit hours

This course explores the basic principles of biblical interpretation and provides students with the necessary tools for reading, studying, and understanding the Bible and applying its teaching to ministry in today's church and cultures. This course is a prerequisite for any Bible elective course. Fall.

## **BI 111 Old Testament Survey**

3 credit hours

This course provides a basic introduction to the Old Testament and emphasizes the historical background and content of each Old Testament book. Students will learn how these books laid the foundation for God's story of salvation history, providing a basis for a biblical worldview. We will examine the impact of the Old Testament for today and develop a biblically-informed theology that equips us for everyday living. This course is a prerequisite for an Old Testament Bible elective course. Fall.

## **BI 112 New Testament Survey**

3 credit hours

This course provides a basic introduction to the New Testament and emphasizes the historical background and content of each New Testament book along with how these books contribute to God's continuing story of salvation history, providing a basis for a biblical worldview. We examine the impact of the New Testament for today and develop a biblically-informed theology that equips us for everyday living. This course is normally a prerequisite for any New Testament Bible elective course. Winter.

## **BI 307 Spiritual Formation**

3 credit hours

This course introduces the biblical and theological principles of spiritual formation. We devote particular attention to how individuals grow in deeper communion and intimacy with their triune God. Articulating and cultivating a biblically balanced and healthy practice of spirituality for daily living will also receive emphasis. Fall & Winter.

## **BI 312 The Gospel of John (NT elective)**

3 credit hours

This course is an expository study of the Gospel of John. It explains the purposes and structure of the book and discusses its major themes from a historical, expositional, and theological perspective. In this course, we also interpret and apply its message to today's church and culture. Fall.

## **BI 323 Israel Study Tour: Journey to the Land of the Text (OT or NT elective)**

3 credit hours

This course is an intensive 14-day study in Israel integrated with field trips designed to introduce students to the geography, history, and archaeology of Israel. Students will experience on-site lectures and tours of locations significant for better understanding the biblical text and Christian history. The aim of this course is to give students a thorough overview of the land of Israel as the setting from which the meaning of the Bible takes shape. It progresses from the Old Testament people of Israel in the land to the life of Jesus in Galilee, and addresses matters of culture, geography, theology, and history in a way that opens up new avenues for understanding the people of the Bible and their world. This course also has important implications for understanding the environmental influence upon spirituality and ministry in modern contexts. Nowhere on earth can the larger story of God be told more effectively than in the land of the Bible. There, also, we can address the life of the heart as students worship and see the presence of God. Spring.

## **BI 328 Acts (NT elective)**

3 credit hours

This course is an expository study of the book of Acts. It explains the purposes and structure of the book and

discusses its major themes. The course focuses on the fulfillment of Old Testament prophecy, the mission and message of the early church, the work of the Holy Spirit, the inclusion of the Gentiles in the people of God, the life and organization of the early church, and its value for today's church. Winter.

**BI 331 Pauline Epistles I (NT elective)** 3 credit hours

This course is an expository study of Paul's epistles to the Thessalonians and Corinthians. It explores the biblical, theological, practical, and spiritual insights of these epistles and seeks to interpret and apply these insights to today's church and culture.

**BI 335 Pentateuch (OT elective)** 3 credit hours

This course studies the content, theology, and form of the first five books of the Old Testament. It explains the purposes and structure of the books and discusses their major themes from a historical, expositional, and theological perspective, applying these insights to today's church and culture. Winter.

**BI 342 Wisdom Literature (OT elective)** 3 credit hours

This course examines the wisdom literature in the Old Testament books of Job, Proverbs, Ecclesiastes, and Song of Solomon. We also examine the setting, development, and interpretation of the wisdom tradition, its impact on the New Testament, and its relevance to the formulation of the biblical and Reformed worldview. Winter.

**BI 344 Pauline Epistles II (NT elective)** 3 credit hours

This course interprets and applies Paul's epistles to the Galatians and Romans. It explains the purposes and structure of the books and discusses their major themes from a historical, expositional, and theological perspective. Fall.

**BI 346 Gospels (NT elective)** 3 credit hours

This course explores and compares the characteristics and structure of each of the synoptic gospels, the unifying theme of the kingdom of God, and the fundamental features of the life of Jesus.

**BI 360 The Psalms (OT elective)** 3 credit hours

This course examines the poetic qualities, historical context, theological themes, and literary types of selected psalms with attention given to ways in which to incorporate these psalms into worship settings and apply the messages to today's context.

**BI 447 Major Prophets (OT elective)** 3 credit hours

This course examines selected portions of the Old Testament's major prophets: Isaiah, Jeremiah, Ezekiel, and Daniel. It explains the purposes and structure of the books and discusses their major themes from a historical, expositional, and theological perspective, and we explore the impact of the prophets for today's church and culture. Fall.

**BI 448 Into and Out of the Land: The Narrative Books (OT elective)** 3 credit hours

This course is a survey and analysis of the historical books of the Old Testament: Joshua, Judges, Ruth, Samuel, Kings, Ezra, and Nehemiah. Beginning with the entry into Canaan of the nation of Israel under Joshua to the rebuilding of the wall of Jerusalem under Nehemiah, we examine the history of God's people. We give special attention to the faithfulness of God working to prepare Israel for the coming of the Messiah and a mission to the world and to the meaning and message the Church receives from these books today. Fall.

**BI 449 Minor Prophets (OT elective)** 3 credit hours

This course examines selected portions of the minor prophets in the Old Testament: Hosea through Malachi. It

explains the purposes and structure of the books and discusses their major themes from a historical, expositional, and theological perspective. We will also explore the impact of the prophets for today's church and culture.

**BI 451 Hebrews (NT elective)** 3 credit hours

This course interprets and applies the book of Hebrews. It explains the purposes and structure of the book and discusses its major themes from a historical, expositional, and theological perspective.

**BI 452 Pauline Epistles III (NT elective)** 3 credit hours

This course interprets and applies the prison and pastoral epistles of Paul: Ephesians, Colossians, Philippians, I and II Timothy, and Titus. It explains the purposes and structures of the books and discusses their major themes from a historical, expositional, and theological perspective.

**BI 453 General Epistles (NT elective)** 3 credit hours

This course interprets and applies the general epistles. It explains the purposes and structures of the books and discusses their major themes from a historical, expositional, and theological perspective. Fall.

**BI 454 Revelation (NT elective)** 3 credit hours

This course interprets the New Testament apocalypse, Revelation, examining a variety of interpretations of the book. It explains the purpose and structure of the book and discusses and applies its major themes from a historical, expositional, and theological perspective for today's church and culture. Winter.

**BU 152 Introduction to Business and Leadership** 3 credit hours

This introductory course covers all major aspects of business and provides a foundation for future courses in the Business Leadership program. The course also includes theories of leadership and the Christ-centered leadership model, an introduction to communication styles and skills essential to succeed in leadership roles within a business and/or nonprofit ministry. Fall.

**BU 180 Business of Sports** 3 credit hours

This course introduces students to the business side of sports as they the management and leadership necessary to run a sports organization. Students will learn about the marketing, financial, human resources, strategic planning and other aspects of running a sports organization at the high school, collegiate, and professional levels. Students will learn and discuss a Biblical view of competition, leadership, and see how sports fits into a healthy and holistic life.

**BU 200 Leadership Theory** 3 credit hours

This course design exposes students in practical ways to leadership theory through an examination of historical leadership theoretical perspectives and an examination of current leadership literature in a student's chosen field.

**BU 220 Business Economics** 3 credit hours

This course covers microeconomic and macroeconomic concepts that affect both the national and international economies. Topics of this course include determinants of Gross National Product, unemployment, inflation, and economic growth. We will also consider monetary and fiscal policy, supply and demand, market pricing strategies, cost determination, and profit maximization. Fall.

**BU 230 Leadership in the National Parks** 3 credit hours

This course enables students to learn and see Biblical themes of stewardship applied in the leadership of some of the most recognized treasures of the US. Students will learn about and evaluate the leadership and management of

financial, social, and environmental resources of several national parks. The course begins with 3-5 days of in-class learning regarding the newest and best theories in leadership and business principles. The course then concludes with a 9-11 day trip in May to visit 3-4 national parks around the US. Visits to national parks will include meeting, learning from, and interviewing national park staff regarding the leadership and management challenges when running a national park. Spring.

**BU 240 Social Media Management**

3 credit hours

This course will provide students with an overview of the major concepts in starting and managing social media websites. Students will study the most commonly used social media sites, evaluating how companies use marketing and communication to achieve organizational objectives. Students will learn to analyze marketing strategies used by businesses and nonprofits, including churches and ministries. Social media sites will include Facebook, Twitter, YouTube, LinkedIn, Instagram, Pinterest, SnapChat, and possibly others. The final exam for the course is a Hootsuite exam where students have an opportunity to become Social Media Certified.

**BU 252 Marketing and Sales**

3 credit hours

This course studies the analysis and strategic integration of theories of marketing and sales including advertising, public relations, social media, consumer behavior, market segmentation, brand awareness and positioning, pricing, promotion, channels, and new product development. We also cover sales strategies, techniques, role plays, group projects, and presentations. Fall.

**BU 299 Principles of Accounting I**

3 credit hours

This course is an introduction to the basic principles of accounting and application of these principles in a business context. Topics include the appropriate recording of business transactions, measurement of assets, liability, revenue, expenses and owners' equity, and development of corporate financial statements, with an emphasis on interpretation and understanding the effects that various transactions have on these statements. We also highlight international accounting concepts and ethics. Fall.

**BU 300 Principles of Accounting II**

3 credit hours

Building on BU 299, we develop the basics of financial accounting so students can understand and apply accounting information to management uses. Topics include various costing methodologies, cost behavior, pricing, planning and budgeting, performance measurement, control of organizational activities, and effective decision making. Winter.

**BU 311 Entrepreneurship**

3 credit hours

This course will look specifically at the success factors necessary for the starting and running of a business enterprise. Topics for this course will include development of a business concept, external environmental scans, development of a target market, product and pricing strategies, financial projections, business funding, and the development of a business plan. This course will also look at strategic integration, ethical considerations, and international issues. Fall.

**BU 330 Global Business Environment**

3 credit hours

This course incorporates principles of leadership, economics, accounting, and marketing from a global perspective, with emphasis on cultural intelligence (CQ), international, and ethical implications. Winter.

**BU 360 Finance**

3 credit hours

Combining accounting and economic skills, this course is an overview of financial management for business majors. Students will explore the source and use of funds, time value of money, stock and bond valuation, capital budgeting, cost of capital, securities markets, and international finance. Fall.

**BU 390 Catalyst Leadership Experience** 3 credit hours  
This course is designed for Kuyper students interested in doing an in-depth study on leadership principles from a Christian perspective from some of the nation's most prominent leadership experts. The course meets weekly for one hour throughout the semester and centers around attending the Catalyst Conference in Atlanta, Georgia, for a 4-day trip in early October, joining thousands of pastors and church leaders. The conference is an opportunity to hear from leading authors, pastors, professors, and experts in a wide range of leadership topics. Throughout the semester, students will listen to Catalyst podcasts and read books by Catalyst speakers that will require papers and discussion on a wide range of leadership topics. Fall.

**BU 412 Business Law and Ethics** 3 credit hours  
Students will explore foundational knowledge of the structure of the legal system with an eye toward becoming ethical business leaders. We will unpack and apply the basics of the legal environment of business: constitutional law, torts, contracts, product liability, administrative law, and government regulation of business. Winter.

**BU 430 Nonprofit Management** 3 credit hours  
This course will develop the various factors specific to the effective running of a not-for-profit organization. Course topics include management issues, fundraising, fund accounting, reporting requirements, and donor management..

**BU 450 Business Internship and Seminar** 3 credit hours  
The internship and seminar experience enables juniors and seniors to further enhance their overall educational experience by transferring previous course learning into action. The internship requires a minimum of 120 hours of work at an organization approved by the Program Director of the Business Leadership Department. A weekly 1-hour seminar accompanies the internship experience to help students process and discuss the learning they apply in different organizations.

**BU 472 Strategy Management** 3 credit hours  
This course will explore the various areas necessary to develop and manage different types of strategies for an organization. Students will study environmental scans, competitive analysis, SWOTs, creating, and sustaining competitive advantage as they learn to apply these principles in an online business simulation. Fall.

**BU 499 Capstone: Economy, Society, & Values** 3 credit hours  
This course provides a Biblical approach to business within the context of a comprehensive vision of social flourishing. This involves the integration of skills, experiences, and concepts from previous coursework into a framework for understanding and implementing a biblical form of leadership in a wide variety of professional settings. A view of work, conceived of fundamentally as service to others, as a divine ordinance and how it interrelates with other institutions, including family, church, and government, will promote an informed appreciation for the importance of business and economic aspects of life.

**CO 103 Oral Rhetoric** 3 credit hours  
This course involves the study of basic principles in introductory public speaking, emphasizing thesis, speaking modes and occasions, organization strategies, and audience considerations. We will discuss the ethics of speaking. Students will practice their speaking, presentation, listening and evaluation skills, and appropriate use of visual aids.

**CO 203 Advanced Rhetoric with Lab** 4 credit hours  
Students in this class will explore social issues to produce research-based academic papers and expand skills including critical thinking, evaluation of sources, information literacy, and appropriate use of both primary and secondary

research. Emphasis will be placed on selecting and using appropriate rhetorical strategies and engagement in worldview analysis of chosen topics. Fall and Winter.

**CO 210 Introduction to Literature** 3 credit hours

This course is an introduction to reading literature within various genres. Students learn to read various types of literature to see what truths the literature reveals about ourselves and the people around us whom God has sent us to minister, thus making us more empathetic messengers of the gospel in all areas of life. Special emphasis is on the fundamental elements of literature, methods of understanding the meanings of the literature, and the role of imaginative literature has on shaping and reflecting culture.

**CO 242 Literature and Worldview** 3 credit hours

During the Enlightenment, many thinkers sought to understand the world and the universe through reason and logic, often rather than faith; in fact, many thinkers openly opposed the notion of faith. The primary goal of this course is to expose students to the different worldviews that have surfaced since the Enlightenment and their opposition to or reconciliation with a worldview defined by faith. These movements, such as Romanticism, Existentialism, Modernism, and Postmodernism, have been both historical and artistic. By reading poetry, fiction, and non-fiction, as well as analyzing art and film, this class will investigate the underlying assumptions and beliefs of each movement, how each movement expresses its worldview through literature and art, and whether these movements are in any way compatible with Christianity.

**CO 306 Linguistics** 3 credit hours

A study of the nature and function of language, this course will include study of the major areas of linguistics including phonetics, morphology, phonology, syntax, and semantics. It also includes applications to language acquisition and procedures for implementation of theory into practice in the ESL classroom.

**CO 320 English Grammar** 3 credit hours

The focus of this course is a review of the fundamentals of English grammar for the purpose of better understanding of grammar as it relates to writing and to the teaching of English, language arts, and English as a Second Language. Discussions will include the place of grammar in teaching, as well as how context influences grammar and how grammar influences writing style. Fall.

**CO 325 Interpersonal and Group Communication** 3 credit hours

This course will focus on communication theories and concepts that affect our personal and professional relationships. The first part of the class will explore and discuss topics such as perception, personal identity, listening, culture, verbal and nonverbal messages, conflict and self disclosure. Group and team communication, as well as some key features of organizational communication, will also be studied.

**CO 360 Creative Writing** 3 credit hours

This course emphasizes the skill of writing as an art form, focusing on the genres of nonfiction, creative essays, fiction, poetry (both free and formal verse), drama, and devotional writing.

**CO/MI 222 Race and Ethnicity in Mainstream Movies** 3 credit hours

Movies play a central role in how people understand race, racial categories, and ethnic cultural identities. In “Race and Ethnicity in Mainstream Movies,” students will explore the ongoing dialogue about race and the movies by examining Hollywood’s evolving portrayal of people of color. By incorporating a biblical worldview and theological analysis, they will discern, critique, and evaluate racial and ethnic themes in mainstream movies. They will also investigate how

minority filmmakers present self-image as an alternative to mainstream views. Centered largely on viewings and discussions of full-length feature films, this course is an introduction to understanding race in mainstream Hollywood.

**CO/MI 323 Intercultural Communication**

3 credit hours

This course develops skills in communication behavior necessary for building and maintaining relationships and communication across cultures. We examine the influence of perceptions, verbal and nonverbal styles, thinking modes, symbols, and values on communication between individuals of different cultures and backgrounds. Fall and Winter.

**ED 251 Educational Psychology**

3 credit hours

This course examines principles of psychology as applied to the educational process. It includes characteristics of the individual learner, the classroom, the instructor, methods and techniques, and assessment. The course content contributes to a better understanding of both learning and developmental theories and provides insight on how to integrate those theories into practice to make good decisions in the classroom.

**ED/PS 336 Developmental Psychology**

3 credit hours

This course is a study of the theories and research concerning lifespan development. We study the physical, emotional, cognitive, social, moral, and spiritual aspects of human development across the lifespan. Discussions include issues related to the relationship between Christian thought and the various developmental models. Prerequisite: PS 111 or permission from instructor.

**GV 110 American Government**

3 credit hours

This course is a survey of American national politics. Topics include government functions, constitutional foundations, and an understanding of the democratic process. This is a required course for all social work majors.

**HI 250 Popular Music and American History**

3 credit hours

Recent approaches to history have focused not only on important figures and events but also on a common experience of history. In other words, history affects every one of us, and in turn, each one of us affects history. Considering this, historians now spend more time researching and writing about voices that have been traditionally marginalized throughout history. In this vein, the course will examine the history of the second half of the 20th century through the lens of popular music. After all, the popular music of this time period was created and consumed by regular people, people who held little power yet created cultural artifacts that would have enormous influence on American events and culture.

**HI 361 History of World Christianity**

3 credit hours

This course includes a survey and study of the major persons, movements, events, ideas, and doctrines that have shaped the Christian church from the first century to the present.

**ID 301 Introduction to Interdisciplinary Studies**

1 credit hour

This course helps prepare students for their major by introducing them to the language and issues within the field of interdisciplinary studies. With this knowledge, students will then design their own learning outcomes and curriculum plan for their major. In addition, during this course, students will begin a professional portfolio that they will work on throughout their junior and senior years in the interdisciplinary program. Fall.

**ID 447 Interdisciplinary Capstone Research**

2 credit hours

As the capstone to the Interdisciplinary Studies Program, this course asks students to synthesize the knowledge and skills they have attained throughout their tenure at Kuyper. Drawing from their portfolios, they will begin this course

by posing a research question related to their chosen field or vocation. Then, under close guidance and supervision, they will conduct both secondary and primary research to produce a thesis that answers this question. Their final thesis will become a vital part of their portfolio and will offer evidence to future employers that they are well acquainted with the questions and debates within their chosen vocation.

**MA/PS 340 Social Science Statistics**

3 credit hours

An introduction to statistics as a liberal arts discipline, this course will not be primarily a “number-crunching” course, though many statistical formulae will be presented in context. The emphasis of the course will be on developing an understanding of the principles and concepts underlying the use of statistics in liberal arts and social science applications. Topics of exploration include the formulation of questions and hypotheses, appropriate experimental design, sampling methodology, data analysis, and the presentation of results using graphical summaries and proper statistical notation. Students will also gain familiarity with the use of statistical software technologies. Fall.

**MI 121 Introduction to Missions**

3 credit hours

This course explores the concept of *misseo dei*, i.e., the mission of God; provides the biblical foundation for mission; follows the trajectory of missions throughout history; and helps students develop and practice valuable skills as they join in the mission narrative. Fall and Winter.

**MI 200 Ministering Interculturally**

3 credit hours

With an emphasis on incarnational ministry, this course prepares students for living and ministering in cross-cultural situations through an immersion experience in Guatemala. The course includes lectures, discussions, and visits with people living and working cross-culturally who combine word and deed in their ministries. We will discuss cross-cultural behavior, beliefs, and values, and the influence of history and politics on Guatemalan society and the church, in the context of ministry. Spring.

**MI 334 World Religions**

3 credit hours

This is an introduction to the study of religion with specific attention to major world religions and their variants, and the development of a Christian approach to their adherents. Field trips to visit a Buddhist temple, a Hindu temple, a Muslim mosque, a Sikh Gurdwara, and a Jewish synagogue are mandatory for all students. A lab fee of \$30 is required.

**MI 354 Fundamentals of Community Development**

3 credit hours

This course is designed around the latest philosophies of community development. Students will be exposed to both local and international development work and will learn the fundamental principles of community audit, appreciative inquiry, asset-based community development, participatory rural appraisal (PRA), and the Vella principles. Non-governmental organization (NGO) development practitioners will give a presentation. Students will demonstrate skills for formulating, resourcing, implementing, monitoring, and evaluating development projects. This course will often meet off-campus at a community development site. Fall.

**MI 357 Business as Mission**

3 credits

This introductory course connects a biblical worldview and a kingdom perspective with the spiritual dynamics of business as mission. In this course, students will integrate sound business practices with ministry objectives and apply business principles to a mission context. This course will also prepare students to consider how they can become involved in self-supported ministries, particularly in restricted countries. Topics considered are business acumen, theological and ethical soundness, and initiative, and possible measurement is a sample business-as-missions project proposal.



**MI 421 Islamics** 3 credit hours  
This class helps students value the uniqueness of individuals and cultures, develop a God-like love for all people, and gain skills in interacting with people who follow the Islamic tradition. This course explores the history, beliefs, practices, and worldview of Muslims through readings (including the Qur'an), lectures, and face-to-face interaction with Muslims. A lab fee for travel expenses to relevant sites is required. Fall.

**ML 110 Teaching the Bible** 3 credit hours  
Scripture is God's biography. It is God's story of His relationship with his people. Teaching God's story and making disciples is a calling that requires planning and preparation. This course assists in training and equipping students to teach the Bible by exploring the principles modeled by Jesus, the Master Teacher.

**ML/TH 200 Foundations for Ministry and Theology** 3 credit hours  
The Ministry Leadership Practicum experience will assess students, developing their potential and helping them match their gifts and abilities with their interests in ministry. They will be guided into the kinds of service that can prepare them for vocational ministry.

**ML 201, 202, 203 Ministry Leadership Practicum** 1 credit hour each  
The Ministry Leadership Practicum is intended to maximize each student's potential and match each student's gifts and abilities with his or her interests. Students interested in specific ministry careers will receive guidance into the kinds of service (whether church, para-church, non-profit, etc.) that can prepare them for their intended areas of vocational ministry, thereby confirming their educational path

**ML 210 Leadership & Administration** 3 credit hours  
This course focuses on leadership theory and the process of administration of educational ministry in the local church: organization, planning, innovation, delegating, decision making, recruitment, retention, supervision, and evaluation of various contemporary leadership theories. Fall.

**ML 336 Relational Ministry** 3 credit hours  
This course explores the intricacies of a bedrock approach to youth ministry/relational ministry. Topics include initiating relationships, developing mentors, guiding discipleship, facilitating small groups, and practicing pastoral care skills. Winter.

**ML 413 Advanced Teaching and Communication Skills for Ministry** 3 credit hours  
Designed to train and equip students in advanced communication skills for ministry, this course equips students to develop their teaching, preaching, and storytelling skills to share the Gospel with others. They will learn to listen, speak, and communicate for change. Pre-requisites: ML 110 and CO 103.

**ML 450 Ministry Leadership Internship** 3 credit hours  
Kuyper's senior-level internship includes a 1-2 semester placement in a church, ministry, parachurch, or community ministry. Students will experience connection within a context through building relationships, working on a team, engaging with ministry participants, and completing administrative tasks. Ministry leaders will supervise and mentor them and provide opportunities for them to lead, teach/preach, and develop ministry programming. In addition, they will gather weekly with their peers to debrief and engage in discussion about ministry issues.

**ML 451 Ministry Leadership Internship II** 3 credit hours  
For those required to do a second internship as part of a minor, the ministry leadership internship and seminar will

provide the student with continued hands-on experience to apply the learning principles, skills, and techniques from the classroom, which gives students an opportunity to have practical learning experience in the field of ministry. Having appropriate on-site supervision and oversight is essential, and thus the on-site internship supervisor should be viewed as a mentor, teacher, and guide. Successful students will complete 120 hours at their internship placement.

**MW 210 Principles of Biblical Worship**

3 credit hours

This course provides an overview to understanding the biblical principles of worship. Scripture reveals many biblical themes that guide Christians in understanding the nature of God and how we are to approach and respond to God's presence. A significant component of this course is the integration and practical application of biblical principles to contemporary worship life. Fall.

**PE 101 Golf**

2 credit hours

This course will introduce the student to the rules of the game, proper etiquette when on the course, and some skills in swinging a club to be able to participate in one of the most popular charitable event activities. Class time will involve learning the rules and observing the basic element of the game as well as learning to physically swing the club through the use of a simulator. The course will conclude with a trip to an actual course to put into practice the learning from the classroom and simulator. Winter.

**PE 103 Cardio Cross Training**

1 credit hour

This course is a personal fitness course designed to provide the student with the knowledge necessary to maintain an active lifestyle. The emphasis in this course will be fitness development and maintenance through various cardiovascular modalities. This course also involves participation in conditioning activities, lectures, journals, discussions, and testing. Winter.

**PE 112 Fitness for Life**

2 credit hours

This course is an introduction to the fundamentals of wellness, emphasizing a lifelong commitment and Christian response to health and fitness. It emphasizes the importance of physical wellness through lab experiences.

**PE 122 Weight Training**

1 credit hour

This is a course designed to provide students with basic techniques and instruction in strength training and how it relates to general health. Students will have opportunity to develop a personalized strength training program.

**PH 232 Introduction to Philosophy**

3 credit hours

This course is an introduction to the nature, tasks, and skills of philosophy. Students will engage foundational philosophical issues by critically examining readings by classic and contemporary philosophers. This course includes an assessment of the value of philosophy for Christian life and ministry. Fall and Winter.

**PS 111 General Psychology**

3 credit hours

This course is a survey of psychology as an empirical and behavioral science with a consideration of some of its underlying philosophical presuppositions in light of a Christian worldview. We will survey the topics of human development, learning and memory, sensation and perception, basic neuroanatomy, personality, psychopathology, and social psychology. Fall & Winter.

**PS/YM 460 Abnormal Psychology**

3 credit hours

This course is a survey of the full range of psychological disorders as presented in the *Diagnostic and Statistical Manual of Mental Disorders* using a bio-psycho-social perspective. We will give critical consideration to the prevailing theories of

etiology, diagnostics, and treatment. Winter.

**SC 215 Human Biological Science**

3 credit hours

This course is an introduction to the principles and concepts of human biology and the history and philosophy of biological thought for the general college student. We will study the nature of human biological science using such topics as physiology, anatomy, genetics, development, ecology, and origins. Fall and Winter.

**SO 211 Introduction to Sociology**

3 credit hours

This course is an introduction to the discipline of sociology, the study of human interaction and social life. Specific areas of knowledge include social research, culture, social deviance, social groups, social stratification, family and gender, social inequalities, and social movements. Winter.

**SO 361 Introduction to Counseling Skills**

3 credit hours

This course introduces the principles and practice of the helping process with an emphasis on the development of communication skills as well as interviewing and counseling techniques that contribute to effective problem solving. Integration of professional ethics and a Christian framework toward counseling will be explored. Typically PS111 is a prerequisite for this course.

**SW 222 Introduction to Social Work**

3 credit hours

This course is an introduction to the social work profession, the social service delivery system, the generalist perspective and the generalist model. Areas of examination include social work history, values, theory, policy, roles, ethics, career opportunities, and social work's contribution to social welfare institutions. An overview of the diverse populations served and their services will be explored. Students will be challenged to examine their own values and aspirations with respect to the profession. Students will "job shadow" a social worker in the field and participate in various projects, field trips, and simulations. This course is required of all social work majors. Open to all students.

**SW 227 and SW 228 Human Behavior in the Social Environment I and II**

3 credit hours each

These two courses address how human behavior is influenced by and influences families, groups, organizations, and communities. Behavior will be investigated in light of a generalist ecological perspective and look at the relationship among biological, social, psychological, cultural, and spiritual systems as they affect and are affected by human behavior. The individual is seen as being a part of each of these systems simultaneously as they interact with each other. All social work majors must take these courses, but they are open to all students. Students must complete SW 227 before taking SW 228. Prerequisites: general education core. Fall and Winter.

**SW 320 (Generalist Practice I) Individuals and Families**

3 credit hours

This course is the first in a sequence of three generalist practice courses in the social work curriculum. SW 320 includes the study of the generalist practice model for individuals and families and explores theory and stages involved in working with clients. Students learn generalist interviewing practice skills related to engagement, bio-psycho-social-spiritual assessment, professional values and ethics, data collection, developing social histories, problem solving, formulating goals, evaluation, termination, and human diversity sensitivity. Prerequisites: admission into the BSW program, SW 228. Fall.

**SW 334 Human Diversity**

3 credit hours

What is Human Diversity? Why is it important? Why is cultural competence necessary? Students will explore these questions within the context of North American social structures and intercultural dynamics. As they do so, they will examine why cultural competence is essential to faithfully engage and explore issues of human diversity as well as

construct a biblically-reformed life- and worldview. This multidimensional course investigates the seven dimensions of diversity and how they are impacted by discrimination, economic deprivation, and oppression. This course seeks to open students' minds to people, cultures, and opportunities so that they can become conscious of the beauty of human diversity in God's good world.

**SW 340 Social Work Research**

3 credit hours

This course is an orientation to the logic, methods, and practice evaluation of generalist social work scientific research. Basic theory of research design and analysis and an introduction to qualitative and quantitative research methods are focus areas. Students will understand how research methods can be used to problem-solve and evaluate all levels of generalist social work practice. Prerequisites: CO 203, MA/PS 340, PH 232, SW 320. Winter.

**SW 364 (Generalist Practice II) Social Work with Groups**

3 credit hours

This course is an introduction to generalist practice with treatment and task groups. We will examine generalist social group-work history, stages, diversity, mutual aid, roles, values, communication, leadership, ethics, boundaries, theory, norms, and interventions. Social work with groups will also look at the dynamics of resistance, evaluation, termination, and a strengths orientation. Students practice group-work skills through simulations, role playing, and experiential exercises. Prerequisite: admission into the BSW program, SW 320. Winter.

**SW 419 Social Welfare Policy Analysis**

3 credit hours

This course is an analysis and evaluation of social welfare policies and programs as responses to defined social problems in their historical, political, and economic contexts. We evaluate policies from a generalist perspective and generalist model and introduce an overview of the history of social welfare. Students will explore the relationship between social work values and the development of social welfare policies and the provision of social work programs. We address themes of poverty, advocacy, civil rights, mental health, homelessness, racism, sexism, child welfare, political justice, and economic justice. Prerequisites: SW 340, SW 364, history elective, and GV 110. This course is open to all students with permission from the Registrar. Fall.

**SW 424 (Generalist Practice III) Communities and Organizations**

3 credit hours

This course is the study of generalist practice with communities and organizations. Students will learn how to mobilize community resources for vulnerable populations and understand how advocacy and social planning impact organizational functioning and change. Students will learn the political, economic, and social contexts of community organization and what types of interventions bring about social change, and they will examine inter-organizational relationships and community problem-solving models. Prerequisites: admission into the BSW program, SW 419. Winter.

**SW 443 and SW 446 Social Work Field Practicum I and II**

5 credit hours each

This is a two-semester (400 hours, two days a week) field-placement experience in a professional social work setting. Students put into practice their generalist model, knowledge, skills, social work values, ethics, and a Reformed worldview perspective. MSW social work professionals in multiple agencies, churches, schools, hospitals, nursing homes, community centers, and organizations in the West Michigan area will supervise students. Prerequisites: admission into the BSW program, faculty approval. Students must take these courses concurrently with SW 445 and SW 448. Fall and Winter.

**SW 445 & SW 448 Field Practicum Senior Seminar I and II**

1 credit hour each

This capstone seminar takes place weekly to review and critically analyze students' field practicum experiences. Students' integration of the generalist model, social work skills, knowledge, values, and concepts—along with their

Reformed worldview perspective learned in previous coursework—receive special attention as they practice in the professional arena. Prerequisites: admission into the BSW program, general education core. Students must take these courses concurrently with SW 443 & SW 446. Fall and Winter.

**SW 460 International Social Work**

3 credit hours

This course is an orientation to international social work from a generalist perspective. Students will learn about global social issues such as human rights, international women's issues, global interdependence, models of development, AIDS, refugees and immigration, poverty, international social welfare policies, ethics, global strategies for change, child welfare, and political, economic, and environmental injustices from a generalist perspective. Students will develop solutions from a generalist model. Prerequisite: SW 419.

**SW 480 Social Work Capstone**

3 credit hours

The capstone course is an upper-division course in which students demonstrate and hone all the skills and knowledge that they have learned in the major. This course ties together the key learning objectives and competencies that faculty expect the student to have learned during the major. The capstone course offers students the opportunity to summarize, evaluate, and integrate some or all of their college experience. This course will examine how professional identity, self-reflection, ethics, social work practice methods, diversity awareness, assessment, commitment to social justice, knowledge of theory and research methods, and related critical thinking skills fit together to inform quality social work practice and leadership. Prerequisites: Admission into the program, SW 419. Winter.

**TH 241 Christian Doctrine I**

3 credit hours

This is an introductory course to the foundational teachings ("doctrines") of the Christian faith. This course focuses primarily on the central topics of studying theology (Prolegomena), the Triune God (Theology Proper), the Person and Work of the Messiah (Christology), and Aspects of Salvation (Soteriology). Pre-requisites: BI 101, BI 111, and BI 112. Fall.

**TH 242 Christian Doctrine II**

3 credit hours

This course is the second of two survey courses in the area of Christian doctrine. It concentrates on the biblical teachings regarding creation (General Revelation), humanity (Anthropology), sin (Hamartiology), the church (Ecclesiology), and the last things (Eschatology). Prerequisites: BI 101, BI 111, BI 112, and TH241. Winter.

**TH 344 Principles and Practices of Reformed Worldview**

3 credit hours

This course examines a biblical, Reformed worldview through the lens of John Calvin's life and the tradition of his theology. The course focuses on comparing and contrasting the Reformed worldview with various modern and postmodern worldviews, and on gaining skills in utilizing a biblical, Reformed worldview to address the social and ethical issues of contemporary culture. Fall and Winter. Prerequisite: TH241.

**Theology Electives:** TH 241 is a prerequisite for all theology electives.

**TH 358 Christian Ethics**

3 credit hours

This course examines the philosophical and theological foundations of a variety of ethical theories and practices with a view toward gaining skills in ethical decision making from a Christian perspective. The course focuses on the ethical perspectives found in the decalogue for developing a comprehensive model for Christian ethics.

**TH 420 Theology of the Holy Spirit**

3 credit hours

This course explores key doctrines related to the person and work of the Holy Spirit utilizing the fields of biblical,

systematic, historical, and practical theology. In particular, it investigates the Spirit's work in creation, revelation, salvation, the church, and the future. Significant historical and contemporary issues in Pentecostal, Evangelical, and Reformed traditions will also be areas of focus.

**TH 433 Christ and Culture**

3 credit hours

How do Christians provide a theological account of our view of culture? How do we link the cultural mandate of Genesis 1:26-31 with the Great Commission? How does humanity's calling in creation connect to our calling in redemption? How does the divinity and humanity of Jesus Christ affect our understanding of culture? How do we engage contemporary social, economic, and political issues in a way that is distinctively Christian and also contributes to the common good? This course seeks to unpack these questions by providing a biblical and theological account of human culture and utilize this framework to address contemporary concerns.

**TH 434 Male and Female: Marriage, Family, Sexuality, and Ministry**

3 credit hours

This course discusses marriage, family, and sexuality in theological and biblical perspective. The course discusses topics such as theology of the body, the purpose of marriage, a theology of the family, and a theological account of how human sexuality fits within our understanding of marriage and the family. The course will also use the preceding topics as a basis for addressing contemporary discussion about the roles of men and women in various ministries. Readings will range from ancient to contemporary sources and will be from both scholarly and popular sources.

**TH 450 History and Theology of Worship**

3 credit hours

This course recognizes that application with understanding must begin with the awareness of theology and history. Students will trace the development of Trinitarian Christian worship through history, with particular attention given to one theological emphasis in each time period studied. Primarily focusing on Reformed worship values as developed through history, this class will also examine the broader church movement in worship and its impact on ministry today.

**TH 458 Creeds and Confessions**

3 credit hours

This course contributes to the articulation of a biblical, Reformed worldview by studying the doctrinal themes of Scripture as summarized in the Apostles, Nicene, and Athanasian Creeds, Belgic Confession, Canons of Dort, and the Heidelberg Catechism. We highlight the historical context of the documents and their relevance to today's church and culture.

**VO 101 Kuyper Seminar**

1 credit hour

This course serves as an introduction to all students new to Kuyper. In this class, students consider what it means to be called to serve God in the present moment and beyond. To this end, students will reflect on the nature of calling, identify their areas of both strength and growth, and study how a Reformed Worldview can aid them in turning their calling into action.

**VO 102 College Success**

1 credit hour

This course serves as an introduction for students new to college. In this class, students will continue to consider what it means to be called by God to be a college student. Throughout this course, students will hear from a number of different speakers on topics specifically relevant to first-time college students. These include mental health, self-care, a fixed vs. growth mindset, digital hygiene, procrastination, and living in community.

**VO 201 Professional Practicum**

1 credit hour

This course consists of a practicum placement in a setting related to the student's field of study and informed by their vocational interests. It includes a 3-session seminar concurrent to the practicum experience. In the seminar, each student is encouraged to consider and engage with ethical, pastoral, social, theological, leadership, etc. issues facing professionals in their field of study, workplace readiness, and the integration of faith and work with classmates and instructor. Through this practicum experience, the student should gain vocational and educational clarity.

**VO 450 Professional Internship**

3 credit hours

This course consists of an internship placement in a setting related to the student's field of study in the Kuyper College/Cornerstone University Collaborative, non-Education, program. This course includes an embedded seminar concurrent to the internship experience. In the seminar, each student is encouraged to consider ethical, social, theological, etc. issues facing professionals in their field of study, workplace readiness, and the integration of faith and work. Students must complete a specific number of hours in their internship placement.

**YM 310 Pastoral Care with Adolescents**

3 credit hours

Caring for adolescents is important and necessary. This course will equip and empower students as they explore and practice methods of caring for adolescents. Learning about adolescent development, the role of identity, and factors that affect identity formation will prepare them to come alongside young people and help them through the challenges of adolescence. As caregivers, students will examine their pastoral role by considering the necessity of personal development, interpersonal skills, experiential learning, empathy, listening, and other skill-building exercises as they become thoughtful, caring, and reflective caregivers.

**YM 311 Youth Ministry in the Urban Setting**

3 credit hours

What do people see when they visualize the "urban community"? This course will expose students to visions for youth ministry in the urban context. As the students explore the term "urban," they will focus on life in the inner city, the youth who live with its challenges, and the opportunities to serve as Christ's disciples in those settings. Urban youth ministry is not one-size-fits-all, but a beautiful, creative, and transformative variety of approaches to live and embody the Gospel with urban youth.

**YM 423 Issues in Youth Ministry**

3 credit hours

This course focuses on advanced topics in youth ministry including, but not limited to, local partnerships, family and community systems, self-care in ministry, practical case studies, issues related to the emergent church, and discussion of God, the gospel, and film. Fall.

**YM 433 Contemporary Youth Culture**

3 credit hours

This course explores the complex dynamics of contemporary youth culture as it surfaces in a unique era of social and philosophical change. Both larger cultural shifts and pop cultural trends will be critiqued theologically and engaged from the standpoint of youth ministry and the church as a whole. Prerequisite: ML 110 or ML/TH 200. Fall.

# Kuyper College Graduate Studies

## MASTER OF MINISTRY

### Program Faculty

Tim Howerzyl, Ph.D., Associate Professor of Theological Studies and Graduate Program Director

Richelle White, Ph.D., Professor of Youth Ministry and Ministry Leadership Program Director

Dan Kroeze, Ph.D., Professor of Biblical Studies

*Carol Leonard*, Th.D., Instructor of Biblical & Theological Studies

### Program Overview

The Master of Ministry is a graduate program that integrates practice-oriented biblical, theological, and ministry-specific courses to meet the needs of graduate students who are currently engaged, or intending future engagement, in various ministry contexts. The curriculum of the Master of Ministry degree program seeks to advance a person's skills in effectively communicating scriptural and theological truths, enhance one's leadership and discipleship skills at both the organizational and interpersonal levels, and cultivate a sustainable ministry lifestyle.

The curriculum is a Blended Program utilizing hybrid and online courses that complete a 36-credit degree comprising 6 required 3-credit core courses, a 3-credit capstone course, and the choice of 5 3-credit specialty courses. The core and capstone courses are all offered as hybrid courses. Some of the specialty courses are hybrid and some are fully online. The implementation of an e-portfolio will facilitate the collection of student work developed across the curriculum. All course offerings are 8 weeks in length.

### Program Outcomes

Both throughout and upon completion of the Master of Ministry program, students will

1. communicate scripture and theological truths effectively in a variety of ministry settings.
2. develop habits of spiritual growth and an increased self-awareness of one's ministry calling.
3. employ leadership skills on an organizational and interpersonal level in order to disciple and care for others.

### Program Requirements

Core Courses (Hybrid)		18	Specialty Courses (Hybrid and Online)	15
BI 511	Preaching and Teaching the Old Testament	3	Students select five (5) courses from the Specialty Courses offered. See course descriptions below for course selections.	
BI 512	Preaching and Teaching the New Testament	3		
BI 507	Discipleship & Spiritual Formation	3		
ML 521	Pastoral Counseling & Care	3		
TH 511	Contemporary Theological Issues	3		
TH 521	Mission of the Church	3		
			<b>Capstone (Hybrid)</b>	<b>3</b>
			ID 535 Capstone in Ministry	3

**Total Requirements: 36 credits**



# Graduate Course Descriptions

## Core Courses

### **BI 507 Discipleship & Spiritual Formation**

3 credit hours

This course focuses on the Christian leader as a person in a continual process of personal growth and as one who leads others in Spirit-empowered transformation. Students will explore the Scriptural, historical, cultural, and developmental aspects of spiritual formation with special attention given to cultivating an environment for individual and corporate transformation. Participants will work to design a healthy process for deepening spiritual formation in their own local contexts that is realistic, relevant, and responsive to God's grace.

### **BI 511 Preaching and Teaching the Old Testament**

3 credit hours

This course is devoted to the hermeneutical and homiletical problem of preaching from the Old Testament. This course will examine the challenges, both hermeneutical and homiletical, of preaching Christ from the Old Testament. Interpretation of Old Testament passages in their historical and cultural context, the bridging, and the task of preaching Christ from these passages will receive special attention.

### **BI 512 Preaching and Teaching the New Testament**

3 credit hours

This course addresses the students' understanding and use of the New Testament in their own faith development and in their teaching, preaching, and service to God's world through the ministry of the church. Students will become better acquainted with the themes of the biblical drama centered upon Jesus and the New Testament's bearing on current issues and ministry. Hermeneutics, theological vision, and cultural analysis, as well as sensitivity to the hearers, come together to communicate the Good News about and from God for the life of the listening community.

### **ML 521 Pastoral Counseling and Care**

3 credit hours

This course develops and enhances skills in pastoral presence, listening, and care. Students will learn the biblical and theological foundations for care ministry and identify key principles and issues related to caregiving within the church. Through self-study tools, students will grow in self-awareness to better care for the needs of others. This course aims to be practical and flexible, with an emphasis on skill development and practice. It is suitable to varying levels of experience and a variety of ministry contexts.

### **TH 511 Contemporary Theological Issues**

3 credit hours

This course addresses contemporary theological issues with a view toward equipping church leaders to walk through important and complex questions of theology and ministry. This course seeks to bridge the academy and the local church and develop "pastor-theologians" who are theologically literate, pastorally astute, and pedagogically thoughtful.

### **TH 521 Mission of the Church**

3 credit hours

This course articulates a theological vision of the church as people called to participate in God's kingdom mission. Understanding the biblical roots of the church's mission, a coherent integration of the church's worship, preaching, teaching, and evangelism, and a clear sense of the church's relation to the world will enhance this vision.

## Specialty Courses

### **BI 521 Towards a Biblical Theology of Discipleship** 3 credit hours

This course will explore the biblical and theological basis of discipleship and critique select understandings of discipleship used by the church in light of our post-Christian cultural context. This will include an examination of the relationship between evangelism and discipleship to develop a holistic understanding of spiritual formation. Each student will develop a workshop on the relationships between evangelism, discipleship, and spiritual formation for use in ministry.

### **GR 501 Introduction to New Testament Greek I** 3 credit hours

This course is a study of basic vocabulary and grammar of the Greek language of the New Testament for the purpose of reading, understanding, and interpreting the Bible, using selections from the New Testament for all assignments and tests. Students must have a cumulative of 2.75 GPA and receive instructor approval to begin Greek courses.

### **GR 502 Introduction to New Testament Greek II** 3 credit hours

This course is a study of basic vocabulary and grammar of the Greek language of the New Testament for the purpose of interpretation, using selections from the New Testament for all assignments and tests.

### **GR 503 New Testament Greek Exegesis** 3 credit hours

This course focuses on translating selections of each of the 4 Gospels and applying exegetical principles that affect reading, understanding, and interpreting the Bible.

### **GR 504 New Testament Greek Hermeneutics** 3 credit hours

This course focuses on reading and applying exegetical principles to selections from New Testament epistles that affect teaching and preaching God's Word. It includes study of Pauline letter structure, an introduction to textual criticism, an overview of Bible translation issues, and an interpretation project.

### **ID 502 Cultural Dynamics Influencing Ministry** 3 credit hours

Cultural trends and debates impact churches in a variety of ways. This course will explore the impact of consumerism, technocapitalism, postmodernism, economics, ethics, identity, sexuality, etc. on the church's understanding of its place and role in contemporary culture. The course will examine the select issues from a variety of perspectives in light of Scripture and theology to offer a valid critique of the trends and assist the student in developing a culturally savvy and accessible ministry.

### **ML 511 Financial Management in Ministry and Fundraising** 3 credit hours

This course explores the principles of financial management at the personal and organizational levels as well as principles of fundraising. The course provides an introduction to basic accounting practices, budgeting, and financial forecasting so the students appreciate the connection between vision, mission, and financial matters. The student will examine the challenges of managing one's personal finances in light of biblical teaching on stewardship and tithing. The course will also explore fundraising, including identifying, establishing, nurturing, asking, and following through with potential donors. Students will analyze a ministry's financial management, develop a personal financial plan, and a personal or organizational fundraising plan.

### **ML 522 Church Outreach and Missions** 3 credit hours

Students will examine the biblical and theological basis of mission and outreach as well as its practice in the life and ministry of the local church. Through readings, lecture, and discussion, they will explore the relationship between

evangelism, discipleship, service, and social concerns in both the local and global context to develop a holistic understanding of mission and outreach. Emphasis of the course assignments will be on the students' own ministry contexts.

### **ML 535 Issue(s) in Ministry**

An intense investigation of a ministry issue designed to foster reflective-practitioners. The issue under investigation will shape the course strategy and the approach to said issue. At a minimum, it will include 300 pages of reading and an applied project. With variation in topic, this course may be taken more than once. The Graduate Program Director must approve the course.

### **TH 525 Worship Theology in Practice**

3 credit hours

This course will engage with the Calvin Institute for Christian Worship's annual Symposium on Worship to explore how theological convictions are represented in worship. Students will become familiar with a theological framework for worship that is trinitarian, formative, and dialogic. We will observe how that framework is present throughout the Symposium in order to gain insight into how students can integrate a theology of worship in their own ministry contexts. Students will also consider the relationship between worship, evangelism, justice, and piety as we observe how these themes are represented throughout the Symposium and in their ministry contexts.

### **ML 541 Leadership Strategies and Development**

3 credit hours

This course surveys select leadership theories and strategies in light of the biblical and theological teaching on leadership. We will examine how our cultural understanding of leadership informs the church's understanding in this area. Topics will include team building, conflict management, assessment, and feedback. Through select assessment tools, readings, and reflection, students will assess their leadership skills, develop a philosophy of leadership position paper, and create a professional development plan focused on leadership.

### **TH 531 Models of Ministry**

3 credit hours

This course is an investigation of select ministry models employed by churches to understand themselves and inform their ministry strategies. We will explore ministry models culturally, biblically, and theologically to appreciate their respective contributions to one's ministry strategy. Each student will prepare a critique of a church or parachurch's philosophy of ministry and present the findings as a case study.

### **PS 511 Human Development**

3 credit hours

An intensive survey of theories of human development and investigation into the current findings of neurosciences, neurobiology, and neuroeducation for understanding human development, the teaching-learning process, preaching, pastoral care, and mental health.

### **TH 536 Christian Formation in the Age of Social Media**

3 credit hours

This course explores the rise of a technologically-driven society and its impact on people's spiritual lives. With a focus on social networking, we will explore technology's impact on people's understanding of self, relationships, and community as well as its implications for evangelism and discipleship. Each student will be challenged to develop community digital citizen standards that can be used to equip others on civil discourse and behavior.

### **YM 531 Ministry to At-Risk Youth**

3 credit hours

This course is designed to enable students to develop a strategy for working with at-risk youth. Students will engage at-risk youth, develop strategies for engaging at-risk youth in ministry, equip congregations to care for a wide variety of young people, and be familiar with the youth ministry literature in this area. Particular attention will be given to

developing a holistic Christian approach for effective mentoring and intervention, making it useful for those serving in churches, parachurch ministries and within social service agencies. This course emphasizes incarnational presence, the role of small-group Bible studies, and mentoring.

## **Capstone Course**

### **ID 535 Capstone in Ministry**

3 credit hours

This seminar provides students with the opportunity to assess their learning throughout the Master of Ministry program and develop a professional development plan for their next seasons of ministry. Drawing on the artifacts in their e-portfolio, students will identify the biblical and theological themes present in their work, critique their work, and discern how they have matured in light of their findings and interactions with the other students and their colleagues in ministry.

## **Additional and Future Courses**

Course offerings and titles may differ as ministry needs change and specific student outcomes are required by the communities we are serving through this program.

# **Admissions**

## **Admission Requirements**

Students applying for admission to Kuyper College should support our commitments to high Christian ideals and strong academic, spiritual, emotional, social, and physical development that is shaped by Scripture, guided by the Holy Spirit, and informed by Kuyper College's Doctrinal Statement. Kuyper College is unable to accept International Students into the Master of Ministry program at this time.

### **Academic Criteria**

The applicant should have an undergraduate degree from an accredited college or university and a GPA of 2.75 or better (or 3.00 during the senior year) on a 4.00 scale and be invested in a non-profit ministry context that can serve as a learning community throughout the program.

Applicants invested in a non-profit ministry context with an undergraduate degree from an accredited college or university with a GPA below 2.75 may apply for conditional admittance (probationary) to the program. The Graduate Program Director may grant probationary status to applicants who provide evidence that they are able to academically perform at the level expected.

### **Applicants from Unaccredited Colleges**

Students who graduated from unaccredited colleges with a cumulative GPA of 2.75 or better and are invested in a non-profit ministry context may receive conditional admission (see below). In addition to the required application material, the student should provide evidence of the breadth and quality of their programs.

### **Applicants with Extensive Ministry Experience and Training**

Applicants with extensive ministry experience and training who hold at least an Associate degree and/or a Professional Certification(s) and are invested in non-profit ministry context are encouraged to contact the Graduate Program Director ([thowerzyl@kuyper.edu](mailto:thowerzyl@kuyper.edu)) to explore whether one's prior learning satisfies the requirements for

conditional admittance into the program. Admission to the Master of Ministry program for applicants applying with extensive ministry experience and training is at the discretion of the Graduate Program Director and the Master of Ministry Program Coordinator.

## **Qualified Undergraduate Students**

Kuyper College undergraduate students with a cumulative 3.65 GPA after completing 60 hours of coursework and who are serving in a non-profit ministry, may apply for concurrent enrollment in the Master of Ministry program. Qualified undergraduate students may use up to eighteen (18) graduate credit hours to satisfy their undergraduate course requirements. Please contact the Graduate Program Director for more information and an application.

## **Admission Process**

Prospective students must complete the online application for the Master of Ministry program on the [Kuyper College website](#), provide a professional reference from a previous or current ministry supervisor (the application will ask for this person's name and email address), submit with your application a 1-2 page essay describing your educational goals and reasons for applying to the graduate program, and send official transcripts from all previously attended institutions of higher learning directly to Kuyper College Admissions Office. Applications are considered on a rolling basis: no enrollment deposit required.

## **Categories of Acceptance**

### **Unconditional Admission**

Those who have met all admission requirements are accepted unconditionally.

### **Conditional Admission**

Students who do not meet all admission requirements may be conditionally accepted and, upon meeting the requirements stated, are granted unconditional status. Reasons for conditional admission include the following:

1. A student's GPA is lower than the required 2.75 and therefore must complete nine credit hours of coursework with a 2.75 or higher GPA to continue.
2. A student graduating from an unaccredited undergraduate institution must complete nine credit hours of coursework with a 2.75 or higher GPA to continue.
3. A student's admission file is incomplete. An omission of any required components for the admission process (i.e. recommendation, official transcripts) classifies as an incomplete file.

### **Admission as a Guest Student or Continuing Education Student**

Most students taking courses in the program will be working toward a degree; however, sometimes special admission status is granted to students who have reason to take one or more courses but who do not desire the degree. Special admissions students must provide an official transcript from the college/university or seminary from which they have received a degree or where they are presently pursuing a graduate degree. Students admitted as special admission students may complete no more than nine credit hours under this category. Examples of students granted special admission follow:

1. A guest student who is accepted into another graduate program but who needs a course for transfer purposes.
2. A student who already holds an undergraduate or graduate degree but who wants to take a course or courses for continuing education.

**Qualified Undergraduate Student**

This category is assigned to students taking courses for concurrent credit. (See the Requirements for Admission section entitled “Qualified Undergraduate Students”).

# Academic Policies and Procedures

## Education Procedures

Blended and Online learning refers to courses in which the student and faculty members are at a distance from each other for part or a whole course.

1. Students accepted into the program should complete the Orientation Course in Sakai. They will receive directions for accessing this course with their acceptance notification.
2. In consultation with the Graduate Program Director, students prepare a schedule for completion of their programs.
3. Students register for courses online.
4. Once registered for a course, students will gain access to their course(s) in Sakai three weeks before the start date.
5. Required and recommended course materials are available through several online vendors.
6. Students complete the course requirements as prescribed in each course syllabus.
7. Students communicate with faculty members and advisers in person or via voice or video calls and email as needed. Office hours are provided to the students at the beginning of each course.
8. During the first half of their final semester, students must file the online Intent to Graduate Form.
9. Kuyper College awards degrees in late April or early May.

## Academic Honesty Policy

Kuyper College students must exemplify high Christian ideals and strong academic, spiritual, emotional, social, and physical development that are shaped by Scripture and guided by the Holy Spirit in all matters, including their academic work. The Higher Education Opportunity Act requires confirmation that each distance learning student verifies their identity and that the academic assignments completed are their own work. To ensure compliance with this requirement, Kuyper College requires that each student sign an Academic Honesty Agreement for each course taken. By agreeing with this document, you are giving us your electronic signature, certifying that all work you submit in your name, completed solely by you.

**Definition:** Breach of this Academic Honesty Agreement includes, but is not limited to, plagiarism, cheating or assisting a student on an examination, or any other attempt to deceptively receive an unearned grade. Each level and consequent penalty is described below as quoted from the Kuyper College Catalog:

**Plagiarism:** Students commit plagiarism when they fail to cite sources of outside information used in completing assignments or by submitting a paper written by someone other than the student.

For demonstrable plagiarism in a paper, students will receive a minimum penalty of "F" on that paper. The second offense will result in failure of the course, and the student will be placed on academic probation for the coming semester. The third offense will result in automatic failure of the course and dismissal from Kuyper College.

**Cheating:** Students are prohibited from sharing test or exam information with another student, assisting another student, or receiving help in any capacity with an examination or attempting to deceptively receive an unearned grade. For demonstrable cheating, students will receive a minimum penalty of "F" for the assignment. The second offense will result in failure of the course, and the student will be placed on academic probation for the coming semester. The third offense will result in automatic failure of the course and dismissal from Kuyper College.

**Determination:** Each faculty member determines the level and extent of plagiarism and/or cheating on an assignment. After conferring with the Graduate Program Director, who notifies the Academic Dean, the professor determines and enforces the consequence for the violation. Students may appeal a decision in writing to the Academic Dean within five business (class) days after receiving a copy of the Incident of Academic Dishonesty Form.

## Testing

Each student is asked to supply the Graduate Program Office with the name of a proctor who will administer/supervise tests when required. The proctor should not be a member of the student's family and preferably should be an educator or professional person. The proctor should verify in writing that he or she personally knows the student or has viewed the student's government-issued photo identification. The proctor will receive directions on supervising the test from the Graduate Program Office, supervise them, and certify the student's identity and integrity of the assessment for the Graduate Program Office.

## Academic Load

The 36-graduate-credit program can be completed in as little as two years if a student takes four courses each term. For financial aid purposes, six graduate hours is considered full-time. Students may take no more than nine semester hours during any semester in which they are on probation or not in good standing.

## Grading Scale

<b>A</b>	100-94	4.0	Distinguished
<b>A-</b>	93-90	3.67	Excellent
<b>B+</b>	89-87	3.33	Superior
<b>B</b>	86-83	3.0	Very Good
<b>B-</b>	82-80	2.67	Good
<b>C</b>	79-70	2.0	Acceptable Achievement
<b>D</b>	69-60	1.0	Minimal Achievement
<b>F</b>	59 or below	0	Failure - Inadequate Achievement
<b>I</b>	Incomplete		
<b>W</b>	Withdrawal		



# Course Schedule Changes

## Adding and Dropping Courses

The last day to add a course is seven days after the course has begun. A-session or AB-session courses may be dropped within seven days of its start date without penalty: The course(s) will not appear on a student's transcript. Because Financial aid distributes funds only at the semester's start, the seven-day drop period does not occur at the start of B-session courses; students can drop B-session courses within the first seven days of the semester.

### Withdrawing from a Course

If a student withdraws from a course more than seven days after the start date and but before completing 14 days, a grade of "W" will be received. If a student withdraws after 14 days, the grade of "F" shall automatically be assigned, except upon written authorization by the Graduate Program Director that completion of the course is unlikely due to extenuating circumstances beyond the student's control. In the event of such authorization, the student shall receive the grade of "W." (See "Refunds," in the Financial Information section). The course will appear on a student's transcript without grade-point penalty.

### Incomplete Policy

An incomplete grade may be awarded to a student who has been prevented from completing the assignments in a course due to extenuating circumstances beyond their control. In each case, the situation must be discussed with the professor and Graduate Program Director, and an agreement for an incomplete approved before an incomplete is given. The "I" must be removed within five weeks of the end of the course or a permanent grade of "F" will be negotiated with the instructor and approved by the Graduate Program Director.

## Continuing in the Program

### Time Limit

Students must complete all degree requirements within seven calendar years from the time of enrollment in their first class. Students admitted as a Qualified Undergraduate Student begin their seven-year time limit with the semester following the completion of their undergraduate degree.

### Minimum Grade Point Average

Students must maintain a 2.75 grade point average to remain in the program and to graduate.

### Leave of Absence

Students must make continuous progress towards completing degree requirements during the seven-year time limit. They should be enrolled in at least one class every term. Students may apply for a leave of absence from the graduate work by filing a "Leave of Absence" form with the Graduate Program Director. They should file the form immediately upon determining that they cannot take courses for two or more consecutive terms. A leave of absence does not generally negate the seven-year time limit policy.

## Repeating a Course

Any time after 12 hours of study that a student's cumulative GPA falls below 2.75, the student is placed on academic probation and may not continue, except to repeat courses already taken. No course may be repeated more than once. The grade for the second course will be the final grade and will be used in any grade point computation. All grades will be placed on the transcript with an indication that the course has been repeated. Veterans should consult the Registrar or their V.A. representative regarding the latest regulation relative to repeating a course.

## Admission to Candidacy

A student admitted into candidacy status has demonstrated the ability to successfully complete a graduate program at Kuyper College. Students may apply at any time after completing all admission requirements and nine hours of graduate coursework at Kuyper College with a 2.75 GPA or higher. Students should complete the “Admission to Candidacy” form prior to the final semester preceding graduation.

## Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of student records. FERPA provides for the right of the student to inspect and review educational records, to seek to amend those records, and to limit disclosure of information from the records. FERPA protects currently enrolled or formerly enrolled students, regardless of their age or status in regard to parental dependency.

With certain exceptions, a student has rights of access to those records that are directly related to him or her and that Kuyper College maintains. “Educational records” include any records in the possession of an employee, which are sharable with or accessible to another Kuyper individual. These records may be handwritten or in the form of print, magnetic tape, film, or other media. These records would include transcripts or other records obtained from a school in which a student was previously enrolled.

Kuyper College releases official transcripts only when requested in writing by the student through [Parchment](#). Kuyper College may disclose information about a student without violating FERPA through “directory information.” This generally includes a student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, and other similar information. A student may restrict the release of his or her directory information by making a request in writing to the Registrar. In certain other situations, student consent is not required to disclose educational information. Exceptions include the following:

1. To school officials who have “legitimate educational interests”
2. To federal, state, and local authorities involving an audit or evaluation of compliance with educational programs
3. In connection with financial aid, including Veterans’ benefits
4. To organizations conducting studies for or on behalf of educational institutions
5. To accrediting organizations
6. To parents of a dependent student (as defined by Internal Revenue Code)
7. To parents of a student under 21 years of age regarding violation of any law or institutional policy governing the use of alcohol or a controlled substance
8. To comply with a judicial order or subpoena
9. In a health or safety emergency
10. Releasing directory information
11. Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence

We will always handle requests to disclose educational information with caution and approach them on a case-by-case basis. To obtain information protected by FERPA a student may request information by completing the Student Access to Educational Records form. Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should contact the Academic Office for proper procedures.

## **Official Grades and Transcripts**

The [Registrar's Office](#) maintains official grades. Official transcripts are released only when requested through Kuyper College website: Kuyper College uses [Parchment](#), an outside vendor, to provide electronic or mailed transcripts. Transcripts will be withheld if the student has a past-due account with Kuyper College.

## **Transfer of Credits**

Students may transfer up to nine hours into a graduate program from a regionally and/or ATS-accredited college, university, or seminary. No course credit older than ten years will transfer to Kuyper. Courses transferred should be very similar to those for which they are substituting.

## **Graduation Requirements**

1. The student must complete 36 hours of graduate coursework.
2. The student must maintain a grade point average of 2.75 (on a 4.00 scale) to graduate.
3. The student must normally complete the program within seven years.
4. The student must complete the "Admission to Candidacy" form.
5. During the first-half of the final semester, students must complete the Intent to Graduate form.
6. Occasionally, a student will get to graduation and still have outstanding credits remaining due to course offering conflicts or other extenuating circumstances. A student may participate in Commencement with 3 outstanding remaining credits only with prior written approval of the Academic Office.

## **Withdrawal from Kuyper College**

All official withdrawals from Kuyper are made through the Graduate Program Director and the Registrar.

# Financial Matters

## Educational Costs

Kuyper College makes a concerted effort to keep educational costs at a minimum. The total of the various charges is far less than the actual cost to educate each student enrolled at Kuyper College. The remainder of the actual cost, over and beyond what the student pays, is provided mainly through gifts from individuals, churches, and foundations. It is important that each student realizes the commitment of both alumni and friends to the furthering of the work of the Lord through the contributions made for his or her education. The trustees reserve the right to change the schedule of tuition and fees at any time without notice.

Academic expenses include tuition, books and postage, a graduation fee, and reapplication fee, if applicable.

## Financial Policies

### Prompt Payment

Students must pay their accounts in full by the first day of classes for each session or establish an acceptable payment plan with the Business Office. Students may make payments through Kuyper's online payment system.

Students who have not met their financial obligations at Kuyper will not be able to enroll the following semester nor have their transcripts released until they have paid their accounts in full.

### Course Refund Policies

The Business Office will make payment, if applicable, upon receipt of a withdrawal notice signed by the Registrar. Tuition credit will be determined on the basis of the date of withdrawal. Whenever a student becomes eligible for a refund of any type, such refund will always be issued by check. Any student who is suspended or dismissed from Kuyper College shall not be entitled to any refunds.

Students who withdraw from an A or AB-session course within the first fourteen days will receive a 100% tuition refund. Students who withdraw within fifteen to twenty-eight days will receive a 50% refund. No refunds are given after 28 days into the term.

## Financial Aid

Because financial aid is not as readily available to graduate students, Kuyper College has intentionally kept graduate tuition and fee costs low. Federal Direct Loans are available to students.

The Federal Direct Loan Program is a low-interest loan funded, insured, and guaranteed by the federal government. To qualify, graduate students must complete the Free Application for Federal Student Aid (FAFSA) and be enrolled in at least six (6) credit hours. Qualifying graduate students can borrow up to the federal Cost of Attendance (COA), which allows for tuition, books, personal expenses, and transportation.

Special programs such as Veteran's Benefits, Social Security, and Vocational Rehabilitation are available to specifically qualified full-time students. Contact the local office of the appropriate agency to investigate these resources.

# Student Services

## Orientation and Academic Advising

An Online orientation course is available in Sakai. This is a self-paced course that students are expected to complete prior to starting the Master of Ministry. The Office of Distance Learning plans and directs new student orientation to the program. The Graduate Program Director and the Registrar advise students in course selection and provide ongoing support as needed by telephone, video conferencing, and email.

The Information Technology Office provides a username and password to all students, which they will use for email correspondence and to access the online learning management software, Sakai.

Students must purchase their own books through an online retailer.

## Zondervan Library Services

The mission of Zondervan Library is to support the academic objectives, programs and curriculum of Kuyper College by providing appropriate resources and services. In-person and online learning students may communicate with the Library by email ([library@kuyper.edu](mailto:library@kuyper.edu)), through the “Ask A Librarian” feature of Kuyper OneSearch, and by telephone (616-988-3700). The library provides access to print and electronic formats of books and journals, and provides free access to other collections through partner libraries, Cornerstone University/Grand Rapids Theological Seminary and Puritan Reformed Theological Seminary, Michigan libraries through MelCat and U.S. libraries through interlibrary loan.

Access to the Zondervan Library catalog as well as other academic electronic resources, including many full-text databases and ebooks, are available through the Library website and the College course management system, Sakai. The Library Resources tab in Sakai also features Library information, resource guides, and access to Kuyper OneSearch and all other e-resources. Students will need their Kuyper College username and password to access college resources.

The Zondervan Library will loan up to 12 items at one time from the circulating collection to off-campus students in the US for a period of five weeks. Requests may be submitted by email. These items may be renewed once by phone, email, or online if no holds have been placed on the item. The student is responsible for any return postage.

Students engaged in course-related research may also make interlibrary loan requests. Interlibrary loans often involve waiting time. Therefore, off-campus students are encouraged to seek a library near their residence or workplace that will provide interlibrary loan service. The library staff, upon request, will assist off-campus students in obtaining permission to use a library in their local area and attempt to negotiate a reasonable cooperative agreement to extend library services to Kuyper College students. Seminary and university libraries often provide guest privileges.

The Library cannot provide photocopies of required reading assignments; this practice could be construed as “the related or concerted reproduction...of the same material,” which is not covered by Section 108(g) of the Copyright Act of 1976. The library will provide copies of articles and/or selections from non-circulating material for independent research purposes, subject to the provisions and restrictions of U.S. copyright laws.

## Career Services

The mission of Kuyper College’s Career Services is to guide students and alumni through a life-planning process. This process includes the development of professional skills, opportunity awareness, personalized assessment, and exposure to out-of-classroom learning experiences. Our objective is to collaborate with Kuyper’s academic and

non-academic departments to equip students to integrate their faith and learning, making a positive impact for Christ and His Kingdom. Available services include the following:

- Individual assistance for any part of your job search, including résumé and cover letter writing, networking, and interviewing skills.
- Career counseling and guidance through personality inventories such as StrengthsFinder and Myers-Briggs.
- Career development events.

To access Career Services, contact [KuyperWorks](#), and you will be contacted to schedule an online meeting with our career coach.

## Services for Students with Disabilities

Kuyper College accepts students who meet its admission requirements without regard to disability. Some students with disabilities can cope sufficiently to handle college-level work without additional help. Some can handle college work with additional help, and some cannot handle college-level work with the reasonable help Kuyper College is able to provide. Therefore, Kuyper collects information about student needs and reports on the accommodations available as far in advance as possible.

Through the Student Success Program (SSP), Kuyper seeks to eliminate the barriers that students with disabilities encounter and to work with them to achieve and maintain their autonomy. To request accommodations, students with disabilities must submit either an Individualized Educational Plan (IEP) or 504 Plan stating services received in high school or other educational institutions to the SSP. If neither of these documents is available, current documentation from a physician or psychologist defining the student's disability is required. While Kuyper does not diagnose disabilities, the SSP can refer the student to local examiners who can make a diagnosis at the student's expense.

Typically, the Student Success staff communicates with the students with disabilities regarding the level of help they need before they begin course work and what Kuyper can provide. Accommodations might include any of the following: extended test time, oral administration of tests, testing in a separate room, regular meetings with a coach in Student Success, audio recorded textbooks or electronic reader, and advanced copies of course materials.

The SSP notifies appropriate faculty members of the support needed by students with disabilities. The SSP can also notify 3rd Chair, our on-campus Counseling providers, who can offer counseling sessions to help with adjustment to higher education, if requested. Students who desire continuing accommodations must meet with the SSP before the beginning of each term.

The quality and quantity of work required of students with disabilities is equal to that of other students. Students unable to perform at a college level will be helped to identify ways to exercise their particular gifts that do not require a college education.

# Kuyper College Leadership Team

*Patricia Harris*, President

B.A. (Calvin College, 1981), M.T.S. (Calvin Theological Seminary, 1992), Ed.D. (George Fox University, 2013)

*Ken Capisciolto*, Vice President for College Advancement

B.A. (Hope College, 1981), M.B.A. (Grand Valley State University, 1990)

*Timothy J. Detwiler*, Academic Dean, Administrative Faculty

B.A. (Cedarville University, 1977), M.A. (Temple University, 1982), Ph.D. (The Pennsylvania State University, 1991)

*Curtis Essenburg*, Dean of Students and Work

B.S. (Kuyper College, 2006), M.Ed. (Grand Valley State University, 2008)

*Christine Mulka*, Controller and Chief Financial Officer

B.A. (Aquinas College, 1993)

# Kuyper College Faculty

*Marc Andreas*, Associate Professor of Business Leadership and Business Leadership Program Director

B.A. (University of Iowa, 1996), M.B.A. (University of Iowa, 2001)

*Jennifer Colin*, Assistant Professor of Social Work and Program Director

B.A. (Taylor University, 1996), M.S.W. (Grand Valley State University, 1998), M.Ed. (Grand Valley State University, 2012), M.E.D.L. (Central Michigan University, 2016)

*Timothy J. Detwiler*, Academic Dean, Administrative Faculty

B.A. (Cedarville University, 1977), M.A. (Temple University, 1982), Ph.D. (The Pennsylvania State University, 1991)

*Andrea Fryling*, Registrar, Administrative Faculty

A.A. (Grand Rapids Community College, 2006), B.A. (Grand Valley State University, 2008), M.A. (Northern Illinois University, 2010), Ph.D. (Northern Illinois University, 2017)

*Patricia Harris*, President

B.A. (Calvin College, 1981), M.T.S. (Calvin Theological Seminary, 1992), Ed.D. (George Fox University, 2013)

*Kelli Hoffman*, Assistant Professor of Social Work and Field Practicum Director

B.S.W. (Kuyper College, 2007), M.S.W. (Dominican University, 2009)

*Lisa Hoogeboom*, Professor of Intercultural and Biblical Studies

B.A. (Calvin College, 1989), M.T.S. (Calvin Theological Seminary, 2007), D.Min. (Gordon-Conwell Theological Seminary, 2017)

*Tim Howerzyl*, Assistant Professor of Theological Studies and Graduate Program Director

B.A. (Calvin College, 1995), M.Div. (Calvin Theological Seminary, 1999), D.Min. (Fuller Theological Seminary, 2015)

*Daniel Kroeze*, Professor of Biblical Studies

B.A. (Calvin College, 1982), M.Div. (Fuller Theological Seminary, 1986), M.A. (University of Wisconsin, 1992), Ph.D. (University of Wisconsin, 2003)

*Michelle Norquist*, Director of Library Services

B.S.W. (Calvin College, 1991), M.L.I.S. (Wayne State University, 1997)

*Richelle B. White*, Professor of Youth Ministry and Ministry Leadership Program Director

B.S. (Millersville University of Pennsylvania, 1991), M.S. (Coppin State College, 1995), M.Div. (Wesley Theological Seminary, 2001), M.A. (Union Presbyterian Seminary, 2005), Ph.D. (Union Presbyterian Seminary, 2011)

*Andrew Zwart*, Assistant Professor of Interdisciplinary Studies and Interdisciplinary Studies Program Director

B.A. (Calvin College, 1998), M.Ed. (Calvin College, 2013)

## **Adjunct Faculty**

*Alexandria Baldrige*, Instructor of Business and Marketing

M.B.A., Northwood University

*Joyce Berger*, Instructor of Theology of Worship

M.Div., Calvin Theological Seminary

*Baylin Binnendyk*, Instructor of Social Work

M.S.W., Grand Valley State University

*Justin Burdine*, Instructor of Biology & Ecology

Ph.D., Bowling Green State University

*Steve DeGroot*, Instructor of Psychology

Ph.D., Indiana University/Walden University

*Curt Essenburg*, Instructor of Kuyper Seminar and College Success

M.Ed., Grand Valley State University

*Wendy Fisher*, Instructor of Bible/Theology



M.Div., Yale Divinity School

*Mike Gafa*, Instructor of Bible & Theology  
M.Min., Kuyper College

*Lynne Heyne*, Instructor of Accounting  
C.P.A., B.B.A., Grand Valley State University

*Eric Hoogstra*, Instructor of Finance and Accounting  
Ph.D., Capella University

*Jeffrey Jacobs*, Instructor of Social Science Statistics  
Ph.D., University of Minnesota Twin Cities

*Kara Kits*, Instructor of Biology  
Ph.D., Western Michigan University

*Donne Lerner*, Instructor of Accounting  
D.B.A., Anderson University Falls School of Business

*Carol Leonard*, Instructor of Biblical & Theological Studies  
Th.D., Theological University of Apeldoorn, Netherlands

*Mike McCarty*, Instructor of Bible & Theology  
M.Div., Calvin Theological Seminary

*Pilar Meyer-Dunning*, Instructor of Social Work  
M.S.W., Dominican University

*Attab Obande*, Instructor of Business Leadership  
M.B.A., Cornerstone University

*Melissa Okenka*, Instructor of Communications  
M.A., Michigan State University

*Zena Patillo*, Instructor of Business Leadership  
M.A., Western Michigan University

*Sheri Rogers*, Instructor of American Government  
M.A., Western Michigan University

*Rachelle Rosario*, Instructor of Social Work

M.S.W., Western Michigan University

*John Sparks*, Instructor of Physical Education  
M.S., Slippery Rock University

*Brian Telzerom*, Instructor of Youth Ministry  
D.Min., Western Theological Seminary

*Lemuel Usita*, Instructor of Bible/Theology  
Ed.D., Biola University

*Karla Velis-Brito*, Instructor of Business Leadership  
B.S., Kuyper College

*Dustie Wiggins*, Instructor of Business Law  
J.D., Western Michigan University

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