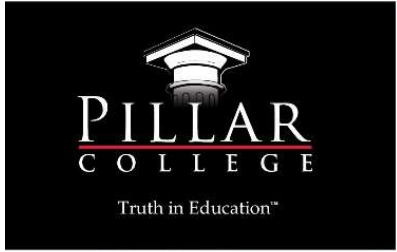




College Catalog
2023-2024



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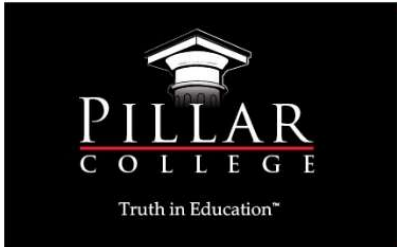
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Notice: Pillar College reserves the right to revise without notice its regulations, fees, or other matters as it deems appropriate. It is in the best interest of the student to verify policies and procedures with the appropriate department prior to making decisions.

2023-2024 Academic Calendar

The following dates apply to students in the Traditional-8, -15, and BLEND Programs. Students in LEAD should follow their LEAD cohort schedules for class dates and holidays.

Traditional 8-Week, 15-Week, and BLEND Programs

2023

JULY						
S	M	T	W	T	F	S
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31						

FALL SEMESTER 2023

July 21	Acceptance Deadline for Fall-A T8 term	
July 21	Traditional-8 New Student Orientations (all campuses)	
August 5 - October 2	FALL-A Traditional-8 and Online Term start/end	
August 11	Acceptance Deadline for Fall T15 & BLEND terms	
August 26 - December 16	FALL BLEND Term start/end	
August 26 - December 14	FALL Traditional-15 Term start/end	
September 2 - September 4	Labor Day Weekend - no classes	
September 19	Pillar College Fall Convocation - Students encouraged to attend Convocation	
September 23	Pillar College Homecoming	
September 25	Acceptance Deadline for Fall-B T8 term	
September 25 - September 30	Advising Week for Spring 2024 Semester	
October 10 - December 9	FALL-B Traditional-8 and Online Term start/end	
November 6 - November 11	Advising Week for Spring 2024 Semester	
November 21 - November 25	Thanksgiving recess - NO CLASSES	
December 23 - January 2	Christmas / Winter Break - NO CLASSES	
Traditional-8/Online	No Classes	=No Evening classes
Traditional 15	College-wide ceremony	=No T8 classes
BLEND	Advising Week	

2024

JANUARY						
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SPRING SEMESTER 2024

December 15	Acceptance Deadline for Spring-A T8 term
January 8 - March 4	SPRING-A Traditional-8 and Online Term start/end
January 2	Acceptance Deadline for Spring T15 & BLEND terms
January 15	Martin Luther King Day - Pillar College Closed
January 16 - May 6	SPRING Traditional-15 Term start/end
January 16 - May 6	SPRING BLEND Term start/end
February 26	Acceptance Deadline for Spring-B T8 term
March 11 - May 11	SPRING-B Traditional-8 and Online Term start/end
February 26 - March 2	Advising Week for Fall 2024 Semester
April 1	2024-2025 FAFSA Submission Deadline
March 25 - March 31	SPRING BREAK for Traditional-8, -15, and BLEND
March 29	Good Friday - Pillar College Closed
March 31	Easter Sunday
May 17	Baccalaureate Services
May 18	Graduation Ceremony - NO CLASSES

SUMMER SESSION 2024

May 13	Acceptance Deadline for Summer T8 term
May 28 - July 29	SUMMER Traditional-8 and Online Term start/end
May 27	Memorial Day - No classes
July 1 - July 7	Summer Break for Traditional-8
July 4	Independence Day - Pillar College Closed

JULY						
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25	26	27	28	29	30	31

Traditional-8/Online	No Classes	=No Evening classes
Traditional 15	College-wide ceremony	=No T8 classes
BLEND	Advising Week	

*Pillar College reserves the right to modify the College calendar at any time.

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Greetings from the Chancellor

Thanks for connecting with Pillar College, where education and inspiration meet. Few small private colleges have the amazing array of benefits that Pillar is pleased to offer:

- Located in the greater New York City area, with its cultural, commercial, academic, and tourist advantages and attractions.
- Five New Jersey campuses — four urban, and one suburban.
- Since 2010, holding the highest institutional accreditation any university or college in the USA can attain.
- Small classes of 12-15, offering personal attention to each student.
- Outstanding faculty who teach from a Christian worldview perspective.
- Multicultural competence and multi-racial community.
- Innovative programs for adults, international students, Spanish-speakers, and high school juniors and seniors.
- Low tuition and generous financial aid.



We believe part of our mission is to help you become a transformational leader with a compelling message for the world. Pillar College is here to help you discover how to be that message. Whatever course program you choose, one thing is certain – you will be on a path of personal transformation, as you interact with extraordinary faculty, staff, and students.

We invite you to add to the excellence of this rapidly growing, multi-cultural community of learners.

Filled with hope for your future,

A handwritten signature in black ink, reading "David E. Schroeder". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. David E. Schroeder
Chancellor

About Pillar College

Welcome to Pillar College, a Christian College dedicated to helping you pursue God's purpose and your passions in higher education. Pillar College is an accredited undergraduate institution that is faithful to biblical Christianity, grounded on the authority of God's Word, and committed to teaching Christians to serve Christ with passion and purpose. As He came into the world to serve God and humanity, you also are invited to learn how to invest your life to make an impact that will last.

Global Outlook

Pillar College stands within the Wesleyan heritage in embracing a world-wide parish, including the privilege to serve the poor and needy, an earnest devotion to the empowering work of the Holy Spirit in every believer, and willingness to seek unity and cooperation with other believers on all that is essential to faithful Christian life.

Such commitments provide endless possibilities by which Pillar College works to implement its mission for every student. We start by affirming a heartfelt desire to welcome students of various theological traditions and various ethnic, national, and racial heritages. With this global outlook, Pillar College also seeks to co-labor with area churches and denominations of kindred heart.

Mission Statement

Pillar College educates, inspires, and equips students for excellent scholarship, service, and leadership. Rooted in and committed to Christian faith and love, Pillar College fosters intellectual, spiritual, and social development among its diverse student population at various instructional sites.

Institutional Values

Embodying Christian Belief and Practice:

Committed to biblical truth and love

Excelling in Our Educational Mission:

Transforming minds for career callings

Fostering Community to Build Communities:

Creating environments of grace and mercy

Practicing Stewardship with Integrity:

Maximizing gifts, talents, resources and opportunities

Embracing Cultural and Ethnic Diversity:

Because it is biblical, not politically correct

Philosophy of Education

Introduction:

Maturing the human mind is the business of education. This process occurs in numerous ways as educators continue to discover new learning styles. From a Christian worldview perspective, there is hope not only for the maturing of the mind but also for its transformation by continuing renewal. Higher education that is truly “higher” takes into account humans as whole beings and as parts of humanity. We all are subjective beings in search of objective truth. Many today deny that the concept of truth is anything other than an abstraction and is therefore meaningless. Such speculation is not dangerous unless one tries to live by that notion. Defying the “law” of gravity, for example, might put an abrupt end to experimentation if one were to leap from a tall building. Presumably, no matter how many people tried the experiment, the results would always be the same. There just seems to be something objective about such “laws.”

Some would limit objectivity to the realm of the hard sciences and suggest that anything touching the social or the spiritual is necessarily subjective, and therefore, we must strive to keep education value-free lest we impose our prejudices on others. It is not our intention here to enter an epistemological debate but to declare that we firmly believe that all educational endeavors are laden with values and faith assumptions about the nature of reality and the universe in which we live. Every educational system, every textbook, every teacher, every class, every educational effort project a preference or prejudice based on a worldview perspective. The fact that no one says Humanistic Higher Education, or Naturalistic Higher Education, or WASP Higher Education, or Pragmatic Higher Education does not negate the fact that, quite often, education is approached from those points of view.

So, Pillar College does not hesitate in affirming the urgency and significance of the Christian college with its Christ-centered worldview. *He (Christ) is the image of the invisible God, the firstborn over all creation. For by him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers of authorities; all things were created by him and for him. He is before all things, and in him all things hold together* (Colossians 1:15-17).

All other truth, while important, is ultimately inconsequential if this truth is neglected. **Rightly relating to our Source and the Creator of all worlds and all truths is paramount to a full education.** This one idea alone preserves the critical mission of Christian higher education. Students today need a holistic view of education that is consistent with God’s truth. Integrating their faith into the rest of their knowledge and life is essential if they are to be authentic Christians.

The following properties belong distinctively to Christian higher education and flow from a mission that is more relevant, essential, and valuable than ever. Our mission states:

Pillar College educates, inspires, and equips students for excellent scholarship, service, and leadership. Rooted in and committed to Christian faith and love, Pillar College fosters intellectual, spiritual, and social development among its diverse student population at various instructional sites.

To deliver excellent education to a diverse population in various instructional sites to the glory of God, we seek to provide for students the following four components of a Christ-centered college experience:

1. Higher education based upon a Christian worldview

The primary and overarching purpose of Christian higher education is to expand our awareness of the glory of God. This goal gives Christian educators a different starting point and framework for their teaching, namely, **a Christian worldview**. Many educators assume a modernist or postmodernist worldview in which God does not exist, is irrelevant, or is whatever the individual wants him/her/it/them to be. A Christian worldview begins with the premise that a personal, all-knowing, all-loving, and all-powerful being exists and that truth is eminently important to God. And the most important truth is summed up in the person of God known as Jesus Christ who is God's Good News to the world that one can be rightly related to God. This worldview is integrated into the curriculum of a Christian college.

Just as it is impossible for a person to be without a worldview, so is it impossible for education to be given from a totally neutral, valueless perspective. So, the question is not whether a student should pursue a value-laden education, but which values should underlie the education she pursues. The slant or bias of the educators has little to do with the quality of education provided. Christian higher education may be done poorly or excellently; secular education may be done poorly or excellently. However, we hasten to say, the more closely the educator's bias or perspective is aligned with *really real* (truth), the greater potential there is for excellent content, if not pedagogy.

2. An educational and social environment that affirms and strengthens the faith

An idea that follows from this worldview is the extreme importance of providing for people an educational environment that will build up their faith and their ability to engage serious scholarship. Christian colleges employ teachers who communicate a theistic framework into which all other truths fit. More than ever, students need professors who are models of Christian scholarship and lifestyle. As Pillar College challenges and engages in rigorous and healthy debate, it recognizes and affirms Christ in all things. As it states in Proverbs, it is "iron sharpening iron." Psalm 18 tells us that God "stooped down" to make us great and Philippians 2 speaks of Christ who "humbled Himself" even to death on a cross for us. Radical humility and service clearly are our models.

In this increasingly diverse world, educational experts are discovering that the context or atmosphere for pursuing higher education is a major factor in the quality of education. For example, *US News and World Report* magazine, in addition to its annual ranking of colleges and universities according to academic standards, publishes a ranking that recognizes schools that provide a multi-cultural context. Ethnic diversity is seen to be an important factor for excellence in education. And we are pleased to say that Pillar College is one of the most ethnically and denominationally diverse colleges in the nation. It is through this diversity that Pillar College engages the culture, taking the gospel into all areas of life.

3. Knowledge and skills for embodying the faith and capably communicating the gospel

A third important aspect of the mission of Christian higher education is imparting specialized training and education for promoting the Christian message and nurturing Christian communities. Future generations of Christian leaders are being educated in Christian institutions. Some of these leaders will go into so-called full time Christian vocational ministry. Others will be among the best laymen and women of our churches. The graduates of Christian colleges go out as prepared disciples to impact the world in transformational ways regardless of their profession.

As educators and learners, we ask, “What would be the emphases of Jesus today for imparting His values?” In answer to this Pillar College’s curriculum provides an academic breadth of:

- Discovering and articulating knowledge about our world
- Preserving and benefiting from the memory of humanity's past
- Learning how to provide greater civility, well-being, and economic strength for all individuals and communities
- Expanding the creative and vocational capabilities of individuals
- Establishing understanding and trust between cultures
- Understanding the nature of injustice and oppression and learning about the practice of justice, mercy, and compassion
- Developing technologies that improve quality of life
- Caring for the environment

The Christian college experience is not limited to academics or to the classroom. The best Christian college’s view student development and spiritual formation as essential parts of their mission. Pillar College encourages students to live their faith to the glory of God. Probably the most important learning any person acquires is the ability to worship God. Most Christian colleges are very intentional in preparing their chapel programs with worship as the centerpiece. Internships, student clubs, and global learning programs add to the opportunities for spiritual enrichment, service, and growth.

4. Tools to think and act as Christian disciples and servants in our increasingly complex world

While these three properties of Christian higher education have been before us and have shaped our Christian institutions for a long time, a fourth attribute has surfaced very clearly: **the importance of learning to think and act Christianly**. Clashing of ideologies is not new, as documented by the Old Testament and seen in so many episodes of history; however, the advance of globalism and technology escalates the conflicts exponentially. It is not, however, a ‘bunker’ mentality that drives us; rather, it is our purpose to articulate a philosophy as one that seeks to engage the contemporary culture - not on man’s terms, but rather, on Christ’s. He is the standard by which all others are judged and to which all others are tuned.

Christian education has never been more important as we speak into cultures that often are alienated from each other, out of alignment with God, and hostile to the church. With such high stakes as well as the never-changing mandate to “disciple the nations” the question, “How shall we now think?” defies an easy answer. Who is thinking deeply about how to apply a thoroughly biblical worldview to perplexing problems like these? Evangelical Christian scholars are in a position to help people know how to think Christianly or kingdomly about the complex world they will soon lead.

Thinking Christianly is not enough; however, acting Christianly must follow if we are to show forth the glory of God in this world. Christian colleges teach students to live with integrity, to use Christian principles in decision-making, to practice justice, love and compassion, and to seek to transform society according to the values of God.

Licensure and Accreditation

Pillar College is licensed by the New Jersey Commission on Higher Education to offer Master of Arts degrees in Counseling, Bachelor of Arts degrees in Biblical Studies, Psychology and Counseling, Business Administration and Management, Elementary Education and Intercultural Communication, and Associate of Arts degrees in General Studies.

Middle States Commission on Higher Education

Pillar College is accredited by the Mid-Atlantic Region Commission on Higher Education, *doing business as* the Middle States Commission on Higher Education (MSCHE), which was formally incorporated under Pennsylvania Commonwealth law on March 1, 2013. From its origins in 1919 through February 2013, the Commission was a unit of the Middle States Association of Colleges and Schools. Although now an independent corporation, the Commission maintains an ongoing relationship with the Middle States Association. The Mid-Atlantic Region Commission on Higher Education is located at 3624 Market Street, Philadelphia, PA 19104 and can be reached by telephone at (267) 284-5000.

Theological Heritage

Pillar College was founded as an undergraduate-level institution is committed to historic Christianity and ministry as reflected in its Statement of Faith.

The College holds that there is one Church universal according to the ancient Apostles' Creed. At the same time, Pillar College recognizes that the one Church in time and history is made up of many confessing traditions and denominations. The College is committed to an approach to Christian undergraduate education that is based upon the classical Christian faith with its apostolic view of the church as one body with many members.

Therefore, Pillar College seeks to educate students of various theological traditions for service within their own denominations and churches as well as in other sectors of society. In addition, the College creates a climate for study and fellowship which encourages, equips, and enhances spiritual development and ministry.

History

Pillar College was founded in 1908 as Zarephath Bible and Missionary Training Institute, a training school for missionaries, preachers, and teachers with theological roots in the Methodist Episcopal Church and the nineteenth century American Holiness Movement.

From 2001 -2013 the college was named Somerset Christian College, and formally changed its name to Pillar College. In 2001, the New Jersey Commission on Higher Education issued the charter to grant the two-year Associate degree in Biblical Studies. In 2006 the college was approved to offer four-year Bachelor of Arts degrees. In 2010, the college received accreditation from the Middle States Association.

Located from 1908 through August, 2011, in Somerset County, the college was forced off the Zarephath campus by the flood associated with Hurricane Irene. Fortunately, space in the historic Military Park Building in Newark had already been acquired and courses were being held there, so the college acquired more space and moved its central operations to Newark. A beautifully appointed facility in Somerset was made available to students in 2012.

Statement of Faith

As a member institution of the Association of Biblical Higher Education (www.abhe.org), Pillar College affirms the following Tenets of Faith:

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

Church Partnerships

"If one member suffers, all suffer together with it; if one member is honored, all rejoice together with it. Now you are the body of Christ and individually members of it." (1 Corinthians 12:26-27, NRSV).

Pillar College is the only Bible Believing Accredited Institution in New Jersey. Prior to 2012 we were owned by a small denomination. We are part of the Body of Christ, and we want to be accountable and in relationships with other members of the Body.

The Pillar College Church Partnership Program aims to expand God's Kingdom, love people, and glorify Christ. Our efforts are strengthened through establishing relationships with like-minded churches. What we have found over the years is that the words "association" and "membership" do not really describe the relationships we are developing – organic partnerships with churches as a means to network, connect and share in advancing the Kingdom of God.

Campus and Facilities

Pillar College – Newark Campus

60 Park Place, Suite 701
Newark, New Jersey 07102

In order to make the Pillar College educational experience more readily available to the urban areas of New Jersey and easily accessible from New York City. The college has established a facility in the heart of the Central Ward of Newark. As the largest city in the state, Newark is a major transportation hub in the northeast. All train lines travel to Newark's Penn Station, which is only blocks away from Pillar College – Newark.

Pillar College is located on Floors 1, 7, & 20 of the Military Park Building, 60 Park Place. Located one block south of the Performing Arts Center (PAC) and four blocks north of the Prudential Center, the Military Park Building is a prestigious high-rise building that hosts an interesting array of professional corporations. Pillar College's Newark Center features beautiful views facing west and south.

1st Floor includes:

- Admissions Suite
- Student Center with 3 classrooms, media lab/classroom, the Academic Resource Center (ARC) and Library
- Marketing Office Suite – Offices of Marketing and Department Chairs

7th Floor includes:

- Pillar Suite 701: houses the office of Student Engagement and the office of VP of Academic Affairs and Dean of the College. The space also includes 5 classrooms, a reception area, student lounge with kitchenette, media lab/classroom.
- Academic Affairs Suite 703– suite Offices of the Associate Dean of Traditional Studies
- Academic Affairs Suite 705: houses the Program Directors for LEAD and Programa BLEND and the VP of Academic Development
- Enrollment Services Suite 704 - houses the Student Service Center, Financial Aid, Student Accounts, and the Office of the Registrar. The space also includes 3 classrooms.

20th Floor includes:

- Avare Suite - houses the Office of the Chancellor, Chief Operating Officer, Vice Presidents, Human Resources, various administrative offices, and executive conference room.

Access to the Campus

The Newark Campus is open to the public during regular operational hours after that time, the offices are locked. Security measures are very important at the Newark campus. **All visitors must sign in at the Military Park Building front desk.** Students, faculty, and staff must carry

their Pillar College ID at all times; otherwise, you must sign in at the Military Park front desk with security when you do not display your Pillar ID badge.

Parking

The Newark campus has two low-cost options for parking:

Parking

LAZPARKING

One Newark Center Garage

42 Mulberry Street, Newark, NJ

Pillar Discounted Rate - \$9 (cash payments only)

PARKING INSTRUCTIONS:

Enter the parking garage and take a ticket from the ticket dispenser. Bring the ticket with you to the College for payment and to receive a tamper proof parking stamp to be placed on your parking ticket. When you are ready to leave, bring your stamped ticket to a parking attendant before you get your car. Once confirmed by the attendant you can get your car and exit.

PARKING PAYMENT AND VALIDATION: HOURS AND LOCATION

Bring your ticket to the 7th Floor Reception Desk

Monday – Thursday, 9:30am – 5:15pm

Fridays, 9:30am – 4pm

Pillar College – Somerset Campus

3575 Valley Rd

Basking Ridge, NJ 07920

732-356-1595

Pillar College-Somerset has been re-established at the Fellowship Deaconry just over a mile from Route I-78 with easy access to Routes I-287, I-80, and State Highway 22.

Pillar College Somerset houses classrooms, a faculty workroom, academic offices, academic resource, internship, and library science meeting space, and executive offices.

In addition, the student center accommodates student life activities, including student chapel, club and cultural events, seminars, receptions, luncheons, coffee house night and other student life activities. Intramural sports and student government activities are also administered from this site.

Pillar College – Paterson Campus

111 Washington Street – 2nd Floor

Paterson, NJ 07505

The Paterson campus houses classrooms, a computer lab, academic resource, internship, and library science meeting space, admissions, student services, and executive offices.

Parking Instruction for Paterson

Street parking is available on a first come first serve base. It is metered parking and only accepts quarters.

Parking Lots

9-1-9-17 Hamilton Street Parking (Parking Lot), enter the parking lot and take a ticket from the ticket dispenser. Park your car. Bring the ticket with you to PC and purchase a discount parking coupon. When you are ready to leave, bring the discount parking coupon along with your parking ticket to the parking attendant before exiting with your car. Once confirmed by the attendant you may exit.

Pillar College – Jersey City Instructional Site

(Residence Inn by Marriott)
80 Christopher Columbus Drive
Jersey City, NJ 07302 (Grove St. PATH)

Pillar College – Ocean County Instructional Site

(Migdal Bais Yaakov / Seminary)
541 Joe Parker Road
Lakewood, NJ 08701

Admissions Policies & Procedures

Welcome to All

Pillar College admits all qualified students of any race, color, disability, national or ethnic origin to all the rights, privileges, programs, and activities available through the College.

Pillar College does not discriminate on the basis of gender, race, color, disability, age, status as a veteran, or ethnic origin in administration of its educational policies, admission policies, financial aid, or other school administered programs. In admission to and enrolling at Pillar College, students enter into a covenant of respect for the Faith Statement and agree to adhere to the College's Ethos Statement.

Prospective students and other persons interested in learning more about Pillar College are cordially invited to arrange for a campus visit. Please call toll free (800) 234-9305 or email info@pillar.edu to make an appointment. Administrative offices are open Monday through Thursday 9 a.m. to 7 p.m., and Friday until 5 p.m., except holidays.

The Pillar College Ethos

The Pillar College is a community of believers who have committed themselves to Jesus Christ as Savior and Lord. It is a community where persons seek to live out their commitment to Christ in lives of sanctity at both the personal and social level in accordance with Scripture. Students, faculty, staff, and administrators seek to develop and nurture relationships in mutual respect. They exercise their responsibilities within certain policies and structures that make it possible for the institution to fulfill its mission. Members of the Pillar College family bear witness to the authentic Christian faith by living and working in true Christian discipleship. Personal integrity, purity, and love for one another are the hallmarks of this discipleship which in turn influences the entire community.

Through shared experiences in classes, study, chapel services, meals, small groups, and prayer meetings, the members of this community encourage one another to find wholeness in Christ and fitness for ministry in the church and other vocational settings.

Standard of Conduct

At Pillar College, we strive to bring all of life under the Lordship of Jesus Christ. We believe that a personal faith in Jesus Christ is the foundation for social, intellectual, and spiritual growth; further, the College believes that as ethical principles of the Christian faith are applied to life, certain actions are beneficial, and others are detrimental to the development of Christian character.

Spiritual discernment and godly empowerment are needed in seeking to lead a holy life. The degree to which the student's eyes, ears, and hearts are trained to engage their culture determines how they will form Christian character.

God's Word specifically states that some actions such as stealing, the use of slanderous or profane language, occult practices, and sexual sins such as premarital sex, adultery, and homosexual behavior are unacceptable; actions motivated apart from love and faith are dishonoring as well. The use of illegal drugs and other substances that are harmful to the temple of the indwelling Spirit are prohibited.

Admissions Requirements

In reviewing applicants for admission to the college, Pillar College personnel will consider the applicant's previous academic records, including grade point averages, standardized test scores (if applicable), extra-curricular activities, experience, and character.

CHRISTIAN COMMUNITY EXPECTATIONS

The stated purpose of Pillar College is to provide a Christ-centered education to persons of diverse backgrounds and Christian traditions. It is important that the values of the applicant be compatible with those of the college community. Students are asked to read the standard of conduct on the supplemental application. Upon reading and agreeing to honor the standard of conduct they are asked to sign the admission application. To determine whether the applicant can benefit from the programs and environment of the College, three areas are important:

- Participation - As a Christ-centered institution of higher education, Pillar College periodically holds religious services such as chapel; also, the curriculum requires that most students take a minimum of seven Bible or theology courses in the bachelor's degree programs (LEAD and Elementary Education students are exempted from this, per the program requirements).
- Lifestyle – The applicant's lifestyle should reflect biblical principles.
- Perspective – It is important that the applicant have a basic understanding of the theological perspective of evangelical Christianity.

IMMUNIZATION POLICY

Pillar College, in compliance with the New Jersey Administrative Code (N.J.A.C. 8:57-6.5-6.9) and Health Department regulations, requires persons born January 1, 1957, or later to show proof of vaccinations for Measles, Mumps, Rubella and Hepatitis-B *prior* to arrival at school.

Religious Exemption: A student shall be exempted from mandatory immunization if the student objects thereto in a written statement submitted to the institution, signed by the student or a parent or legal guardian if a minor, explaining how the administration of immunizing agents conflicts with the student's religious beliefs; except as provided at N.J.A.C. 8:57-6.8(b) and 6.9(f).

COVID-19: Pillar College recommends vaccination against the COVID-19 virus. Students who choose to not be vaccinated or have other health concerns may request accommodations to take courses virtually.

ACADEMIC REQUIREMENTS: MATRICULATING

A matriculating student is a student working towards an associate or bachelor's degree. Degree-seeking students follow the recommended course outline, according to their program, to graduate within a timely manner.

Upon acceptance to the College, **all degree-seeking** students (including LEAD students) will be asked to sit for an English Placement Exam (transfer students see "Transfer Student" section below). This will assist us in assessing a student's proficiency in English writing to ensure academic success. Pillar College reserves the right to require **developmental or ESL, non-credit courses** in English if a degree-seeking student demonstrates deficits in these areas. Those students taking remedial, non-credit courses in English may be able to enroll in other courses as deemed appropriate by the College. These students will not be allowed to enroll in LEAD courses until they have successfully completed the English Composition I course.

All incoming students will also be asked to sit for a Math Placement Exam (except those who are transferring college-level math credits). In order to pass out of Developmental Math and be placed into Contemporary Math, a student should get a total of 35 questions correct which is tantamount to a 70/C-. To place into Developmental Math, a student will have scored only 20 correct, gaining a 60/D.

First-Time Freshman Applicants

Three factors are considered in relation to First-Time Freshman Applicant's **high school grades**: (1) the overall grade point average; (2) the applicant's class rank and the school size; (3) the grade pattern from the freshman to senior year. It is expected that the applicant have a minimum 2.0 grade point average (on a 4.0 system).

All applicants who have graduated high school within the last two years are required to submit **SAT or ACT test scores**. The College's minimal standard is a combined score of 990 on the SAT test (510 verbal/480 Math) or a composite score of 21 on the ACT test.

Applicants exempt from the SAT/ACT requirement include those who have submitted a GED score, earned an undergraduate degree, those who graduated high school more than 2 years past the time of application, transfer students with more than 60 credits and a GPA of 2.0, those who request non-degree seeking status, and auditors.

Applicants for whom **English is a second language** and who demonstrate deficiencies in English must take the TOEFL examination administered by the College Entrance Examination Board or the SAT. The College requires a minimum score of 550 for acceptance.

A student who does not meet Pillar College's minimum academic entrance standards may be granted **provisional acceptance**. The student will be allowed to carry no more than 12 credit hours per semester. An evaluation of academic progress will be given after the completion of 12 credit hours and, upon demonstrating satisfactory academic progress, full admission status may then be granted. Students may be admitted on a provisional basis for no more than 12 credit hours.

High School Graduates

The ability to perform successfully in Pillar College's academic environment is judged by the student's previous educational experience and relevant test scores. The college requires that applicants have a high school diploma representing a minimum of 15 units. The College recommends that 12 of these units be distributed in the following manner: English, 4; Social Studies, 3; Foreign Language, 2; Science, 2; Mathematics, 1. An official high school transcript must be submitted.

Home-schooled students

A transcript of subjects studied and grades, including a cumulative grade point average, should accompany the application whenever possible. Home-schooled students should also send SAT or ACT test results. Information regarding these tests can be located through local high school guidance offices. If the home-schooled student chooses to take the General Educational Development (GED) tests, please forward a copy of the GED diploma and an official statement of the test scores. Home-schooled students must send proof of graduation at the completion of their senior year unless they have submitted the GED results.

Applicants with High School Equivalency

Applicants who hold a high school equivalency diploma on the basis of the GED tests must submit an official transcript of high school work, a copy of the GED diploma, and an official statement of the test scores.

Applicants who are Non-native English speakers

An international student applicant, whose first language is not English, must enroll in the English as a Second Language Program (ESL), take a placement exam, or submit a TOEFL score of at least 80 on the Internet-based test (iBT); a score of 213 on the computer-based test (CBT); or a score of 550 on the paper-based test (PBT). A score of 6.5 on the IELTS (International English Language Testing System) will also be accepted.

Note: transcripts from foreign institutions must be evaluated by an approved outside agency for determination of transferable credits. The outside agency must be a current member of the National Association of Credential Evaluation Services (www.naces.org).

Transfer Students

A transfer student is one who has attended and/or graduated from another institution of higher education. Students with a grade point average of 2.0 or higher (4.0 scale) and in good standing are encouraged to apply.

Transfer students are expected to complete a minimum of 30 credits from Pillar College for the bachelor's degree and a minimum of 15 credits from Pillar College for the associate's degree. The registrar will evaluate academic transcripts prior to the student's acceptance to Pillar College. Upon acceptance to the College, transfer students who have not passed English Composition I (or equivalent) with a C or better will be asked to sit for an English Placement Exam. This will assist us in assessing a student's proficiency in English writing to ensure academic success. Pillar College reserves the right to require *remedial, non-credit courses* in English if a degree-seeking student demonstrates deficits in these areas. Those students taking remedial, non-credit courses in English language may be able to enroll in other courses, as deemed appropriate by the College.

Applicants with previously completed college level course work are required to submit official transcripts from all institutions previously attended as part of their application packet.

Note: transcripts from foreign institutions must be evaluated by an approved outside agency for determination of transferable credits. The outside agency must be a current member of the National Association of Credential Evaluation Services (www.naces.org).

Admission into the LEAD Program

In addition to the above requirements for transfer students, applicants desiring to enroll in the Life Enhancing Accelerated Degree (LEAD) Program must be at least 25 years of age by the time of enrollment and demonstrate completion of at least 48 credits of transferable college level academic work. Applicants for the LEAD Business Administration and Management major may submit an Employer Recommendation Form in place of the Pastoral Recommendation Form.

Re-admitted Students

Students who previously attended Pillar College and have not enrolled for three or more consecutive semesters must apply for readmission under degree requirements in effect at the time of their readmission. Official academic transcript(s) of all college work completed during the interim will be required. All financial obligations and academic requirements must be met for re-admittance.

International Students

Pillar College welcomes applications from international students (non-U.S. citizens). Along with the Pillar College admissions requirements, all non-U.S. citizens applying for an F-1 student visa are required to complete a Pillar College International Student I-20 Request form. Upon acceptance and documentation of financial resources, Pillar College will send the I-20 form to the student or an approved agent acting on behalf of the student. The student will then need to obtain an F-1 student visa from the Embassy of the USA in their respective country. International students with access to the internet and email are strongly encouraged to use these methods to communicate with the College.

Note: transcripts from foreign institutions must be evaluated by an approved outside agency for determination of transferable credits. The outside agency must be a current member of the National Association of Credential Evaluation Services (www.naces.org).

ACADEMIC REQUIREMENTS: NON-MATRICULATING

Audit Students

Applicants who desire classes for personal enrichment in audit status do not accumulate credits toward a degree, nor do they have access to faculty evaluation and advising. Audit students must submit an application and recommendation form to the admissions office for approval. Audit students must obtain instructor approval prior to admission. Individual course instructors reserve the right to prohibit their course from audit options. Students wishing to change their auditor status to degree-seeking must satisfy all admissions requirements for a matriculating student. Audit students are not guaranteed admission to the college. If there is an overflow in the class, current students auditing the course may be asked to give up their seat to accommodate credit seeking students.

Non-degree Seeking Students

A student may enroll in up to 12 credits as a non-degree seeking student. A non-degree seeking applicant is required to submit an application, personal essays, and recommendation forms. Upon completion of 12 credits, a student must request a change of status to degree seeking and satisfy all admissions requirements for a matriculating student.

Dual Enrollment Education (DEED) Students

A junior or senior in high school (upon acceptance) may enroll in select 100 or 200 level courses at Pillar College for college credit. Students demonstrating the ability to successfully complete college-level academic work are welcome to apply by submitting a complete application packet. The student may be asked to take a placement exam for admission purposes. (See Academic Policies for complete program details.)

Application Procedures for Admission

Forms for application for admission may be obtained directly from the Office of Admissions, Pillar College, 60 Park Place, Suite 701, Newark, NJ 07102. The following items are required for admission:

- Application (online or paper)
- \$50 Application fee
- Personal Essays
- General Recommendation Form or Letter
- Pastoral or Employer Recommendation Form or Letter
- Official Academic Transcripts
(High school transcripts not required for transfer students with 12 or more earned college credits)
- Official SAT or ACT scores for recent high school graduates

☐ Immunization Records

Applicants will receive notification of acceptance status after all items have been reviewed.

For transfer of credit, refer to Academic Policies & Procedures section of Catalog.

Official College Transcript Policy

An acceptable official college transcript is one that has been issued directly from the institution, either by sealed envelope or by authorized electronic delivery. If you have one in your possession, it must still be in its original sealed envelope. Official college transcripts are not required initially for acceptance if unofficial transcripts are provided. However, all official transcripts must be received by the completion of the student's first term for the student to be eligible for registration in the following term.

Financial Policies and Procedures

Pillar College is committed to providing an excellent cost-effective education for its students. Tuition and fee rates, payable each semester, are set annually according to economic conditions within the college and industry standards.

Tuition and Fee Rates per Semester - Undergraduate

\$ 12,060	Block Rate (12-17 credits per semester) <i>*Block rate is not available to LEAD, Online and Independent-study courses</i>
\$ 15,552	International student tuition up to 15 credits maximum (\$1296 per credit)
\$ 1,005	Per credit rate (12 or fewer; 18 or more credits per semester) <i>Online and Independent Study Courses are charged at per credit rate</i>
\$ 173	Audit rate per credit
\$ 334	Developmental Courses (courses below 100 level, including ESL) per credit
\$ 288	Dual Enrollment (DEED) program per course, not per credit: at private school
\$ 655	Dual Enrollment (DEED) program per course, not per credit: at public school
\$ 573	Dual Enrollment (DEED) program per course, not per credit: at Pillar College
\$ 1,146	ESL Only, per semester. No semester fee; books not included
\$ 350	ECON-090 & ECON-090BL Financial Literacy >course for Pillar aid eligibility

***Note:** For the LEAD program, tuition is determined at the cohort start date and remains the same (frozen) for the duration of that program for LEAD courses. Courses taken outside of the LEAD program are charged at the then current tuition rates. **Enrollment in a LEAD term financially obligates the student for the entire four class semester; LEAD is taken term-by-term, not course-by-course.**

Undergraduate General Semester Fees

Registration Fee	\$ 105
Online Services Fee	\$ 105
Media Lab Fee	\$ 105
Student Activity Fee	\$ 35
Per Semester Totals	\$ 350 Domestic students \$ 750 International students (includes SEVIS processing fee)
Versant Test - \$75 per administration (applies only to BLEND, ESL-only, and International Students)	
ESL Book and Material fee - \$50 for every ESL course enrolled	
Non-Degree Students	\$ 150

Fees are non-refundable, not pro-rated, and apply to all students.

Tuition and Fee Rates per Semester - Graduate

MAC Program

\$ 9,684	Full Time Tuition (12 credits per semester)
\$ 807	Per credit tuition rate
\$ 66	Per credit semester fee rate

MAML Program

\$ 8,172	Full Time Tuition (12 credits per semester)
\$ 681	Per credit tuition rate
\$ 66	Per credit semester fee rate

MBA Program

\$ 9,684	Full Time Tuition (12 credits per semester)
\$ 807	Per credit tuition rate
\$ 66	Per credit semester fee rate

International Masters

\$ 9,774	Tuition (9 credits per semester)
\$ 1,086	Per credit tuition rate
\$ 50	Per semester fee rate

New Student Enrollment Deposit

New student deposit \$100.00 **Non-refundable**, applied toward tuition and fees.
Required to secure enrollment in upcoming classes.

Additional Charges {Other fees may be introduced for specific services: Rates announced when available}

Application Fee	\$ 50.00	Payable upon submission of application; non-refundable
Transcript Fee	\$ 10.00	Charge for each transcript (expediting services extra)
Duplicate Diploma	\$ 25.00	Charge for each request
Prior Learning Assessment Fee	\$ 90.00	Evaluation fee per credit
Graduation Fee	\$ 125.00	Payable upon the last semester of degree completion
Returned Check Fee	\$ 35.00	Per occurrence
Duplicate Stipend/Stop Fee	\$ 35.00	Per occurrence (if address changed without notifying school)
Online Course Transfer Fee	\$ 50.00	For deferring start date of an online course already in session

Payment of Student Accounts

All semester expenses must be paid in US currency. Students are charged for tuition and fees based upon their registration schedule. After Financial Aid eligibility is verified (which may include seeking additional funding through supplemental loan programs), students then pay, in full, any remaining balance by the first day of class, or must be in an authorized payment plan approved by the Student Accounts office.

1. Students may not be seated for class at the beginning of a semester unless any remaining balance is paid in full, or an authorized installment payment plan is in effect to satisfy the balance.
2. If a student reneges on a payment plan, or if for any reason there is a balance remaining on the student's account, Pillar College will make a determination as to whether the student may continue in the semester.
3. If there is a balance due on a student's account and the student has neglected to take all necessary steps to complete Financial Aid application or verification, either for Federal or State programs, Pillar College may elect to remove the student from classes.
4. If a student has a balance remaining on account for any reason, Pillar College may determine to withdraw the student from all courses and grant no academic credit. Should this occur, transcripts will display a WP for "Withdrawn Passing" or a WF for "Withdrawn Failing" based upon course work completed at the time of the withdrawal.
5. Should Pillar College determine to allow a student to remain in class even when there is an outstanding balance on the student's account, Pillar College shall not at any time forfeit their right to enforce these policies or make other determinations.

Student Account "Hold" Status

Students who have not paid their balance in full, or who fail to maintain their payments in a payment plan, may be placed on Financial Hold. When a student's account is in Financial Hold

status, the student will not be able to receive grades or academic credit for classes attended or completed, recommendation letters will not be permitted to be sent on the student's behalf, transcripts will not be issued, the student may not be permitted to graduate or receive a diploma and may not be permitted to enroll in additional classes.

An administrative fee may also be added to any unpaid balance according to the following schedule:

Balance of \$100 to \$1,000	Monthly Fee	\$25
Balance of \$1,000 to \$5,000	Monthly Fee	\$50
Balance in excess of \$5,000	Monthly Fee	\$75

Accounts with a past due balance may be given over to a collection agency who shall pursue all legal channels for collecting the monies owed; the student will also be responsible to satisfy all collection fees.

Payment Plan Options

Students who wish to pay all or any portion of their balance on an installment basis may take advantage of a payment plan. Payment plans must be established directly through Nelnet, a payment plan provider for Pillar College. All payment plans must be approved by Pillar College and attested to with a signed Payment Plan Pledge agreement on file in the Student Accounts office.

Please note: If a student misses payments on a payment plan, the student is expected to satisfy the entire balance with Pillar College immediately. Pillar College may, at their sole discretion and without reason, deny the student's eligibility to participate in a payment plan option.

Drop/Withdrawing from Course(s)

A student who is considering dropping or withdrawing from one or all courses is strongly urged to seek advisement, as appropriate, from his/her course instructor, his/her academic advisor, and Student Specialist. Dropping or withdrawing from a course(s) may affect issues concerning, but not limited to, financial aid eligibility and satisfactory progress towards graduation.

A student who decides to drop or withdrawal from one or more courses during or after the add-drop refund period, as indicated on the refund schedule below, may do so by contacting their Specialist in the Enrollment Service Center. The student must submit an official withdrawal form to the Enrollment Service department. A copy of the same is also in our website, see link below.

Once the withdrawal form is processed by the office of the Registrar, the student will receive a W for the withdrawn course, and both student and instructor of record will receive notification that the student has withdrawn from the course.

Unofficial Withdrawals

Financial Aid Policies and Procedures Students receiving Title IV aid who stop attending all classes and receive an FF grade will be treated as unofficial withdrawals. Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals.

Students who do not re-enroll for a subsequent semester will be treated as unofficial withdrawal. For unofficial withdrawals, the withdrawal date is defined as the last documented date of attendance at an academically related activity, as defined by Federal Regulations.

An institution must determine the withdrawal date for a Title IV recipient who unofficially withdraws no later than 30 days after the end of the semester in which the student unofficially withdrew or the end of the academic year in which the student unofficially withdrew, whichever

is earlier. Number of days in the semester, the percentage of time the student completed for the semester determines the "earned percentage." The earned percentage is based on calendar days in the semester, including weekends. Only scheduled breaks of at least 5 days will be excluded. The length of the break is determined by counting from the first day of the breakup to the next day on which classes are offered. The weekends preceding and following the break are counted as part of the break unless Saturday classes are scheduled. If Saturday classes are scheduled in the weekend preceding the break, only the Sunday would be counted as part of the break. If Saturday classes are scheduled in the weekend following the break, neither Saturday nor Sunday is counted as part of the break.

Official Withdrawal form:

<https://pillar.edu/wp-content/uploads/2022/07/Withdrawal-Form.pdf>

Refund Schedule: Students who withdraw from or drop courses are eligible for refunds of tuition according to the following schedule:

Note: A week is defined as 7 days from the day class begins, including the first day of class.

15-week Semesters: Week 1 - 100%, Week 2 - 80%, Week 3 - 50%, Week 4 - 0%
(generally Traditional, DEED, & BLEND Programs)

*T-8 & Online Semesters: Week 1 - 100%, Week 2 - 50%, Week 3 - 0%

*Any LEAD Term: Week 1 - 100%, Week 2 - 80%, Week 3 - 50%, Week 4 - 0%

Remember: After the third week of a LEAD term there is no refund of tuition even for classes that have not yet begun or have not been attended.

***Note:** LEAD and Pre-LEAD tuition and refunds are based on the semester date and not on individual course start dates.

T-8 - Students registered for T-8 courses must register for two consecutive 8 week terms for a semester. Refunds will only be given based on the entire semester, not a specific 8-week module.

LEAD - No tuition refunds will be issued under the LEAD program after the third week of the first course, even if other classes enrolled in have not yet begun. Enrollment in any LEAD term financially obligates the student for the entire four class semester. Unlike a Traditional program, the courses in a LEAD program semester are taken one after another in a series. A student enrolls in the entire four class semester not only the first class, or any individual class, of the semester. For example: A LEAD student may not drop out of the third course in a semester and receive a refund for that course.

Withdrawing from or dropping classes may result in a change to a student's Financial Aid status.

Certain Federal or State grants and loans, as well as Pillar College scholarships and grants, are based upon how many credits a student is taking at any one time. If withdrawing from or dropping a class changes the student's status from full-time to less-than-full-time, financial aid that had been credited to the student may be removed (and in most cases refunded to the government). This may result in the student owing a balance to Pillar College for charges that previously appeared to be covered by the financial aid.

When a student receives financial aid that is for more than Pillar College is charging, in most cases the law requires Pillar College to forward those excess funds to the student in the form of a payment called a "stipend". (Exceptions include VA and NJ-TAG funding, as examples.) However, if a student withdraws from classes and falls below full-time status, any money that had already been sent to the student as a "stipend" might have to be repaid to Pillar College immediately. *This is not a Pillar College policy; this is required by the Federal Government and other granting agencies.*

Important Notice:

Every student should be very careful about withdrawing from or dropping classes without first considering the financial implications. Advisors in Financial Aid and Academics are available to review with a student the impact of withdrawing from a class, and any student considering withdrawing from one or more classes should consult with an advisor before making a final determination.

Return to Title IV funding

It is important that you consider very carefully the consequences of withdrawing from your classes. If you do withdraw from your classes, you may be required to return your Title IV Aid (including federal grants, loans, and work-study programs). Under the Higher Education Amendment regulation called Return of Title IV Funds, all students receiving Title IV federal grant or loan assistance who withdraw from the institution in the first 60% of the term are subject to the Return of Title IV Fund policy. This regulation affects the calculation of aid to be returned as well as repayment procedures. The percentage of aid earned by a Title IV student is determined by calculating the percentage of the period that the student completed.

If the student completes up to 60% of the term, the percentage of aid earned equals the percentage of the completed period. A portion of the Title IV funds (Pell Grant, SEOG, Direct Loan, and Unsubsidized Direct Loan) awarded to the student must be returned. The calculation of the return of these funds may result in the student owing a balance to Pillar College and/or the Department of Education. It is the student's responsibility to officially withdraw from all classes. If the student completes 60.01% or more, the student earns 100% of aid.

Students who are no longer attending at least six credit hours at the time loan funds are scheduled to be disbursed are not eligible to receive those funds. The loan will be cancelled and all loan funds returned to the Department of Education. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. ALL Title IV financial aid programs must be recalculated in these situations. If a student leaves Pillar College prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of aid earned must recalculate their aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.)

This percentage is also the percentage of aid earned. Funds are returned to the appropriate federal programs based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution and/or the student may be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

As a non-attendance taking institution, in cases of student receiving all grades of Fs or FFs for the term, the institution will conclude that the grades were unearned, unless the student otherwise notifies the department.

According to the Federal Student Aid Handbook, "Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received." Pillar College will use the "Return of Title IV Funds Policy" in accordance with the 2008 Reauthorization of the Higher Education Act of 1965, as amended. The law defines the amount of Title IV grants and loans that the student has earned the right to use. The amount a student has earned is directly related to the length of time he or she has maintained attendance during the semester. The law requires that if a recipient of Title IV assistance withdraws/resigns from an institution before completing more than 60% of the semester in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student earned. Unearned Title IV funds must be returned to the Title IV programs by the school and/or the student. Students who wish to resign from the College should follow the Admissions resignation procedures found in the Pillar College Student Catalog.

Official Withdrawals

The Return of Title IV funds calculation must be performed, and the student notified of any overpayment within 30 days of the date the institution determined the student withdrew. In many cases, students will owe money to the federal aid program(s) and to Pillar College. For the purposes of this policy, the words "withdrawals, withdraw" and "resignations, resign" may be used interchangeably.

Unofficial Withdrawals

Financial Aid Policies and Procedures Students receiving Title IV aid who stop attending all classes and receive an FF grade will be treated as unofficial withdrawals. Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals.

Students who do not re-enroll for a subsequent semester will be treated as unofficial withdrawal. For unofficial withdrawals, the withdrawal date is defined as the last documented date of attendance at an academically related activity, as defined by Federal Regulations. An institution must determine the withdrawal date for a Title IV recipient who unofficially withdraws no later than 30 days after the end of the semester in which the student unofficially withdrew or the end of the academic year in which the student unofficially withdrew, whichever is earlier. Number of days in the semester, the percentage of time the student completed for the semester determines the "earned percentage." The earned percentage is based on calendar days in the semester, including weekends. Only scheduled breaks of at least 5 days will be excluded. The length of the break is determined by counting from the first day of the breakup to the next day on which classes are offered. The weekends preceding and following the break are counted as part

of the break unless Saturday classes are scheduled. If Saturday classes are scheduled in the weekend preceding the break, only the Sunday would be counted as part of the break. If Saturday classes are scheduled in the weekend following the break, neither Saturday nor Sunday is counted as part of the break.

A Return of Title IV funds calculation must be performed if a student resigns (officially or unofficially) before completing more than 60% of the semester in which any of the following Title IV funds were disbursed or could have been disbursed, as defined by Federal Regulations: Pell Grant, SEOG, Subsidized Direct loan, Unsubsidized Direct loan, or PLUS loan.

Pillar College uses the payment period for the calculation of the Return of Title IV Funds formula. The payment period is the semester in which the student received Title IV funds. Regarding class attendance, Pillar College is not required by accrediting agency to take attendance, but we do not require instructors to take attendance. Schools who are not required to take attendance are not prohibited from using individual instructor's attendance records in determining the date of withdrawal.

The school and the student may be required to return unearned Title IV funds to the Title IV programs. Amounts to be returned by the school may be rounded to the nearest dollar. Title IV funds to be returned by the school and student must be credited to outstanding balances for the semester for which a Return of Title IV funds is required in the following order:

- a. Unsubsidized Direct loan
- b. Subsidized Direct loan
- c. PLUS loan

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the semester for which a Return of Title IV funds is required in the following order:

- a. Pell Grant
- b. SEOG
- c. Other Title IV aid

Amount due from school (may be rounded to the nearest dollar):

- a. Determine the number of institutional charges the student incurred for the current semester.
- b. Multiply the unearned aid percentage by the number of institutional charges.
- c. School is responsible for returning the lesser of the two amounts (a or b).
- d. School must return funds as soon as possible but no later than 45 days after the date the institution determines the student withdrew.
- e. If Pillar College is required to use institutional funds to pay the school's portion of Return of Title IV funds, Pillar College will set up an "accounts receivable" for the student's account. The student will then owe a debt to Pillar College to reimburse Pillar College for the amount that was required to return to the Title IV programs due to the student's resignation.

Amount due from student

- a. Subtract amount due from school (from above) from the amount of Title IV aid to be returned. Student is responsible for returning this amount.

- b. Amounts to be returned to grant programs are limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed or could have been disbursed to the student.
- c. Pillar College must notify student of repayment obligation within 30 days of the date Pillar College determines that student withdrew.
- d. Student must repay grant overpayment to Pillar College within 45 days of notification of overpayment. Grant overpayments not paid to Pillar College within 45 days will be reported to the Department of Education and the student will be ineligible for future Title IV aid until the overpayment is resolved or repayment arrangements are made with the Department of Education.

EFC: How Need-Based Financial Aid Eligibility is Determined

The student obtains or re-uses the FSA-LOGIN identity they created at www.studentaid.gov and then completes the FAFSA (Free Application for Federal Student Aid). (The FAFSA can retrieve financial information automatically from the IRS making it easier.)

This FAFSA calculates the EFC (Expected Family Contribution) number. **The EFC is used to compute federal financial aid.**

The Student Aid Report (SAR) is sent to the student (as well as each school the student chose on the FAFSA). The SAR shows the EFC number and informs the student if they are eligible for a Federal Pell Grant.

The Financial Aid Office determines the student's financial need based on the EFC and the College's total cost of attendance.

Financial Aid funds are limited; the student may fall short of the total amount needed to attend a particular College. This will leave a balance the student is responsible to pay directly. It can be advisable for the student to pursue supplemental funding by using a federal PLUS loan, or through semi-private sources such as SALLE MAE, the State of New Jersey's NJ-CLASS loan.

Financing a college education requires determination, careful planning, and most importantly – faith. While we maintain that paying for a college education remains the responsibility of the student, we also believe that God provides for those who are diligent in obeying His call. Students seeking financial aid should review resources available through the Pillar College Financial Aid office.

Pillar College makes it a priority to offer our students a quality education at the lowest possible cost. Tuition and fees only cover a portion of the total cost of education. Additional funds offsetting the cost to students are derived from gifts to the College from area churches and contributors. In this way every student receives assistance through our affordable tuition structure.

Pillar College operates a full student financial aid program, including grants, scholarships, loans and employment, allowing any student a realistic opportunity to finance their college education. More than 95% of all Pillar College students who apply for financial assistance to further their education receive it. We are aware that each family offers a unique financial situation, and our Financial Aid staff is available to work with students to find the resources to fund their education at Pillar College.

Students start the process by completing the Free Application for Federal Student Aid (FAFSA) to determine financial need for all scholarships and grants. Additional information can be found online at our website (<https://pillar.edu/fees-funding/financial-aid-2/>).

Pillar College provides equal educational and employment opportunity to all qualified persons regardless of their economic or social status and does not discriminate in any of its policies, programs, or activities on the basis of sex, age, race, ability, marital or parental status, color, or national or ethnic origin.

Important Note: Due to changes in federal FAFSA procedures students and parents can complete the FAFSA for next year as early as October of this year. For example, families may complete the FAFSA for 2022/2023 as early as October of 2022, using the prior-prior year of tax information (2020 income taxes).

Applying for Financial Aid

FAFSA (Free Application for Federal Student Aid)

Students start the process by completing the Free Application for Federal Student Aid (FAFSA) to determine financial need for all scholarships and grants. Both the student and parents (if student is under the age of 24) apply at www.studentaid.gov.

The prior-prior year's tax return for the student and parents are required to complete the information. (2021-2022 FAFSA uses the 2019 taxes.)

Pillar College's School Code is: 036663.

When students (and parent) link to the IRS Data Retrieval Tool, their tax information is automatically loaded into the FAFSA.

The student (and parent, if the student is under the age of 24) signs and submits the FAFSA. The Estimated Family Contribution (EFC) and loan eligibility is displayed on the confirmation page of the FAFSA.

Applying for Financial Aid

How Need Based Financial Aid Eligibility is Determined

The student completes the Free Application for Federal Student Aid (FAFSA) and submits the information via the Internet at www.studentaid.gov

The federal processing center applies a formula established by the U.S. Congress to the information on the FAFSA to determine the student's eligibility for federal assistance.

This formula produces the Expected Family Contribution (EFC) number.

The Student Aid Report (SAR) is sent to the student and each school the student listed on the FAFSA.

The SAR contains the EFC number and tells the student if they are eligible for a Federal Pell Grant and student loans.

The Financial Aid Office determines the student's financial need by subtracting the EFC from the College's total cost of attendance.

Because financial aid funds are limited, the student may fall short of the total amount needed to attend a particular college.

Verification Process

After the Student Aid Report (SAR) is received students may be asked by the Federal Processor, or a state agency to provide similar documentation to verify the information on the SAR. It is important to respond to any request within 14 days to avoid delays in the processing of financial aid applications.

For verification requirements, any item you used to complete your prior-prior year's tax return will be needed. If the IRS Data Retrieval Tool was not used during the FAFSA process, a Tax Return Transcript may be required. This can be obtained at www.irs.gov (either downloaded immediately with a link to a credit card or ordered to be mailed to the address on the taxes.)

Pillar College does not disburse any Federal Student Aid until the verification process is complete and any corrections required have been made. If documentation is not received prior to the beginning of classes, the student will be required to pay tuition in full on the first day of class.

Regulations governing the Title IV student financial aid programs require institutions to verify applicant-reported data in certain instances. These regulations also require institutions to develop written policies and procedures to carry out the verification process (34CFR668.53).

Verification is the process of checking the accuracy of information submitted by applicants when they apply for financial aid. All records and other materials used in completing the application will be saved in the student's financial aid folder, either electronically or paper format. This information will be needed later to prove the information submitted is correct. After submitting the FAFSA, the student will receive a SAR which includes a summary of application information and the determination of the expected family contribution (EFC). This EFC is the result of computations involving the financial and non-financial data submitted on the application. The method of computation is applied to all students uniformly. The specific computations involved in the calculation may be obtained by contacting the Financial Aid Administrator (FAA).

The Central Processing System (CPS) selects potential students who apply for aid for verification. When a student is selected, they will be notified by email and must submit all required documents no later than 30 days from the request. To be eligible for benefits, students selected for verification will be asked to provide some or all of the following items:

- Verification Worksheet (provided by Pillar's Financial Aid office)
- Tax Transcripts (provided by IRS)
- Non-filers may be required to submit an Income Verification Worksheet (provided by the Financial Aid Office) AND Non-filers' statement (provided by IRS)
- HS Diploma or Equivalent
- Student Identification

All students who have been selected for verification by the US Department of Education (ED) must complete verification before finalizing federal financial aid.

If the student receives a comment code (C-Code) on the FAFSA, this must be resolved before awarding aid. The student will be notified upon receiving the ISIR that they need to supply additional documentation. This documentation will be reviewed to clear the code. When information is received that conflicts with data reported on an application or the Financial Aid Counselor has reason to believe the data reported is inaccurate, the applicant is contacted to verify the information and may be asked to provide additional supporting documentation. All conflicts must be resolved before finalizing the Federal Financial Aid.

AWARD CHANGES DUE TO VERIFICATION

If verification of information results in a change of award amount, the student will be notified via email. If a loan has already been certified, adjustments will be made to ensure an overpayment of funds will not occur. If an interim disbursement of Pell has been made, the Financial Aid Officer will notify the Financial Aid Director if any overpayment needs to be returned.

Completing Verification Process

After you complete your FAFSA you may be asked by Pillar College or the Higher Education Student Assistance Authority (HESAA) to provide tax or other documentation to verify the information. *It is important to respond quickly to avoid delay in financial aid processing.*

Pillar College cannot disburse any Federal Student Aid until the verification process is complete and any corrections required have been made. **If verification documentation is not received prior to the beginning of classes, the student may be required to pay tuition in full on the first day of class.**

Entrance/Exit Counseling for Student Loans

First time student loan borrowers are required, per federal regulations, to complete a Federal Direct Student Loan ENTRANCE COUNSELING INTERVIEW and MASTER PROMISSORY NOTE at <https://studentaid.gov/h/complete-aid-process>.

A Federal Direct Loan EXIT INTERVIEW is required to be completed prior to graduation or whenever a student is enrolled for less than 6 credit hours. The Exit Interview is conducted online at <https://studentaid.gov/h/manage-loans>.

A Student Loan may not be certified after the end of the academic year or after the student withdraws or graduates. A Student Loan may not be taken out for past due balances from a previous semester. Repayment of the loan typically begins six months from the date the student ceases to be enrolled at least halftime (6 credit hours) and may extend over a ten-year period.

New Jersey Residents

The State of New Jersey offers grant money to certain residents through the Higher Education Student Assistance Authority (HESAA). This is called NJTAG (Tuition Assistance Grant). To qualify for NJTAG, the student must have been a full-time student a year prior to beginning courses in the state. Visit HESAA.ORG and log into NJFAMS at

<https://njfams.hesaa.org/NJFAMS/login.aspx?ReturnUrl=/NJFAMS/int/FinAid/index.aspx>

Although New Jersey uses the information entered into the FAFSA, the NJEI (New Jersey Earned Index) is calculated differently than is federal aid.

Note: All returning students must file their FAFSA by April 1 to be eligible for NJTAG for the fall and spring semesters. First-time students have until September 15 to complete the FAFSA. (For first-time students beginning in January, the deadline to complete the FAFSA for NJTAG application is February 15th.)

In addition to all the above, the student may qualify for other scholarships and grants offered by Pillar College. See below for more information. These are also listed in detail at our web site <https://pillar.edu/fees-funding/financial-aid/scholarships-and-grants/>, where you may also obtain application instructions.

Note: All returning students must file their FAFSA by April 1st to be eligible for NJ TAG in the Fall. First-time students have until September 15th.

Entrance/Exit Counseling for Student Loans

All borrowers of student loans are required, by federal regulation, to complete the ENTRANCE COUNSELING and the MASTER PROMISSORY NOTE prior to loans being applied to the student's account. Visit www.studentaid.gov to complete this.

If you open a student loan it is helpful to visit www.studentaid.gov to review and keep track of your loan(s) as you progress through school.

Completing the EXIT INTERVIEW is required prior to graduation, or whenever a student is enrolled for fewer than 6 credit hours. Visit www.studentaid.gov to complete this process.

A student loan may not be certified after the end of the academic year, or after the student withdraws or graduates. A student loan may not be taken out for past due balances from a previous semester.

Types of Financial Aid

Pillar College Institutional Aid (Grants/Scholarships)

Pillar College offers institutional grants and scholarships to students based on spiritual character, academic achievement and financial need. Grants and scholarships are subject to fund availability, and given on a first-come, first-served basis. The combined total of all grants issued to any one student may be as much as \$2,000 during the first semester at Pillar College, or as much as \$1,500 per semester thereafter. (NOTE – There are a few “VIP” grants that are permitted to exceed these caps.)

Part of Pillar College’s mission is to ensure that every student gain competency in financial literacy. Accordingly, the Leadership Team of the College, in conjunction with the office of Academic Affairs, has adopted a policy to ensure each student has the opportunity for gaining understanding in financial literacy. Students will have to provide a signed document substantiating their having taken a Financial Literacy course to ensure their understanding of topics such as: Credit Score, Budgeting, Student Loans, and commitment to a Student Loan Repayment Plan to avoid Default Status, and a commitment to owning control of their financial responsibilities.

To receive a Pillar College scholarship or grant a student must:

- be enrolled at Pillar College as a Full-time student (12 or more credits) unless noted, and
- have signed a “Financial Responsibility” agreement with Pillar College, and
- apply using an official Pillar College application form (see NOTE below), and
- apply no later than the semester start date, and
- maintain a 2.0 cumulative Grade Point Average (GPA) unless noted otherwise, and
- maintain Satisfactory Academic Progress (SAP) after the 1st semester, and
- provided proof of having taken a course in Financial Literacy (ECON-090 or its equivalent) within the first year at Pillar College, and
- apply for Pillar College scholarships **every semester**: (No grant or scholarship shall be awarded based on a previous application.)

NOTE: For grants or scholarships to be awarded an application form must be submitted. To apply please contact your Student Service Representative at 973-803-5000 or by email at enrollmentservices@pillar.edu.

Pillar College grants are intended to assist students with institutional costs while attending Pillar College, and all awards must apply to tuition and fees within the current semester. If a student receives sufficient funding through PELL and NJ TAG to satisfy institutional costs, such students become ineligible for Pillar College grants. (Scholarships, however, may not be subject to the institutional costs ceiling and may be awarded in any event. See below for details.)

If a student owes a balance to Pillar College after PELL and NJ TAG (or other grants) have been applied, Pillar College may yet issue a grant for fewer dollars than listed below if issuing the entire amount would result in a credit balance on the student’s account. If a Pillar College grant has been applied to a student’s account after PELL and NJ TAG have been applied, and the Pillar College grant results in a credit balance, the excess funds will be removed. If the grant

has caused a stipend to be issued to the student, Pillar College reserves the right to request the immediate return of such funds.

Pillar College is committed to providing equal educational and employment opportunity to all qualified persons regardless of their economic or social status and does not discriminate in any of its policies, programs, or activities based on sex, age, race, handicap, marital or parental status, color, or national or ethnic origin.

Grants Available to Pillar College Students

Pillar College grants are intended to assist students with institutional costs while attending Pillar College, and all awards must apply to tuition and fees within the current semester. Pillar College grants may never result in a “stipend” (overpayment) being credited to the student: Pillar College grants are capped according to the terms and conditions cited above. Grants shown with an asterisk (*) are “VIP” grants that may exceed the cap but may not produce or add to a credit balance.

UNDERGRAD STUDENTS

Berger Organization Tenants’ Grant: Employees of enterprises which occupy space leased from the Berger Organization may receive \$500 in institutional grants per semester. Recipients must be enrolled as full-time students. Verification of employment in a Berger Organization building will be required to receive funds and must accompany the application form. The award is given based on financial need and cannot exceed the cap.

Child Care Grant: Awarded to students with children under the age of 14. The grant is awarded based on financial need, tax form verification: requires confirmation that the student has paid for childcare in order to attend class.

Church Match: For students who receive funds from a church toward their cost of attendance, Pillar College will match those funds up to these limits: Students enrolled in 6-11 credits in a semester are eligible to receive up to \$250 in matching funds; students enrolled in 12 or more credits in a semester are eligible to receive up to \$500 in matching funds that semester. (A church may contribute more than \$500 toward a student’s attendance at Pillar College, but this matching grant is limited to the ceilings described here.)

***Dependent Student Enrolled Full-time:** Any student who is classified as “Dependent” on the FAFSA, and who is enrolled for 12-credits or more, is eligible for this grant.

***Dependent Student Entry Grant:** Any student who is classified as “Dependent” on the FAFSA, and who is enrolling for the first time at Pillar College for 12-credits or more, is eligible for this grant.

Education Fulfillment Grant: Awarded to students who have been out of high school for 6 years or more.

Family Grant: Awarded to the family member who enrolls as a new, full-time student in the same semester as another immediate family member. Award is limited to the first semester only.

First Generation Grant: Awarded to students who are among the first generation to attend college from their immediate family. Applicant is not disqualified if siblings have attended or are attending college.

First Responders Grant: For matriculated students who are medics, firemen, police, military personnel or other “first responders”, or their dependents. Verification will be required to receive funds. Retired first responders who can verify their service are considered.

Home School Grant: Awarded to students who have been home schooled for a minimum of two years of their high school education.

LEAD Entry Grant: Awarded to full time matriculated students who are new to Pillar College, and who are entering the LEAD program for the first time. Award cannot exceed the cap for the semester.

Middlesex/ Somerset/ Bergen/ Morris County Grant: Awarded to students who during matriculation reside within the counties of Middlesex, Somerset, Bergen, or Morris.

Ministerial Dependent Grant: Awarded to a dependent of a current full time Christian worker, minister or missionary whose major source of income is paid by a Christian para-church organization, church, district or mission board. Verification is required.

NJ Tag Replacement Grant: Awarded up to \$500 to students who lose their NJ TAG in a semester due to Pillar College classes crossing-over the NJ TAG end-of-year deadline. Does not apply to students in the LEAD program as there is separate accommodation for that program.

***School District Employee Grant:** Available to employees of a public school district, or authorized home school or private school endeavor, regardless of position: Verification documents required: This grant is NOT subject to the maximum ceiling mentioned above.

Senior Citizen Grant: Awarded to full time students who are 55 years old or older.

Senior Pastor's Grant: Awarded to senior pastors of a church.

Servant Leadership Grant: Awarded to students based on their active or recent involvement in a church-based ministry as a participant or in a leadership role. Application requires verification by the church pastor or elder.

Single Parent Grant: Awarded to single-parent students with dependent children under the age of 18. Verification documentation is required.

Transfer Grant: Awarded to students who are transferring prior college credits into Pillar College: Awarded to students, regardless of age. Award is limited to the first semester only.

Travel Grant: Awarded to students who travel 30 miles or more to the location at which they are enrolled.

Unemployment Grant: Awarded to full-time matriculated students who are currently unemployed. Each semester requires verification of unemployment.

Urban Center Grant: Awarded to students who during matriculation reside within the counties of Essex, Union, Hudson, any of the five New York City boroughs, or who are the residents of Philadelphia, Camden, Trenton, Passaic, Paterson, Perth Amboy and New Brunswick.

GRADUATE STUDENTS

Pillar College Alumni Grant: Awarded to students who during matriculation in the graduate program have graduated with a bachelor's degree from Pillar College. The award amount is \$150 per course (\$600 maximum). Full-time status is a requirement. Award cannot be bundled, nor produce a stipend.

Pillar College Graduates: Awarded to students who during matriculation in the graduate program are employed in a profession related to their degree. Award is up to \$600 per semester, cannot be bundled, or produce a stipend.

Pillar College Church Matching Scholarship: Awarded to students who during matriculation in the graduate program have received a contribution from their church. Pillar College will match up to \$50 per credit (maximum of \$600) per semester. Award cannot be bundled, nor produce a stipend.

Scholarships Available To Pillar College Students

Funded Scholarships:

Endowed Scholarships are not restricted to institutional costs but may be awarded even if other funding has satisfied semester charges. Amounts may vary and scholarship awards are not automatically renewable. Some scholarships are available only at certain times of year. Examine the application (available online) for full details. Here is a summary of available endowed scholarships.

Veteran's Scholarship: Available in the Fall and Spring, a single \$500 scholarship is available to a veteran who applies and meets the criteria.

Institutional Scholarships:

Institutional Scholarships are awarded by Pillar College to students who meet the qualification criteria. Scholarships are \$500 unless stated otherwise. Institutional Scholarships are not subject to the Pillar College Grant cap, and a qualifying student may receive these funds even if Pillar College charges are satisfied otherwise. These are one-time awards except for the Scholastic Excellence Scholarship.

Merit Society Scholarship: Awarded to students who were active members of a National Honor Society chapter in their high school, or the Phi Theta Kappa chapter at a two-year college. Applicants must provide an official certificate or documentation indicating your involvement with the merit society and indicate so in the "Organizational Involvement" section of the admissions application. (Phi Theta Kappa members must have maintained membership status continually once inducted.) Awarded one-time, upon entry to Pillar College.

Pillar College Referral Scholarship: Awarded to a current student who has referred a new student to Pillar College. The award is the dollar amount of one credit. The referred student must have enrolled full time and completed the semester and must sign an affidavit testifying to having been referred by the applicant. The award is applied to the referring student's account the following contiguous semester in which they are enrolled as a fulltime student. There is only one award granted per referral, but multiple referrals are permitted.

Scholastic Excellence Scholarship: Award is granted to students who maintain a 3.5 GPA during their matriculation at Pillar College and/or in the prior completed semester. Application must be made each semester.

Scholastic Excellence Entry Scholarship: Awarded to students entering Pillar College with qualifying GPA, SAT or ACT scores, but who are neither National Honors Society nor Phi Theta Kappa members. Qualifying scores for those never attending college are SAT score of 1250 OR ACT score of 26. The qualification for students transferring from another institution (or institutions) is to have had a combined GPA of 3.5 at the time of transfer to Pillar College. Awarded one-time, upon entry to Pillar College.

Federal Financial Aid

Eligibility for these programs is determined by various governmental agencies based upon FAFSA (Free Application for Federal Student Aid) completion and other required applications.

Federal Pell Grant

PELL is a grant, and it does not have to be repaid to the federal government. This federal grant is designed to provide financial assistance to students with financial need. The amount of the award is determined by the federal government on the basis of the student's Expected Family Contribution (EFC), as indicated on the Student Aid Report (SAR).

Federal SEOG (Supplemental Education Opportunity Grant)

This grant is available to students who demonstrate exceptional financial need. Grants will be given to students with the greatest financial need (as determined by a student's EFC) first, and then to others as funds are available.

Subsidized Direct Stafford Loan

This is a need-based loan, guaranteed by the federal government. The federal government pays the interest as long as the student is actively enrolled for at least 6 credit hours. Loan funds will

be returned to the lender when the loan money arrives if the student has dropped below halftime (6 credit hours). Once the student graduates or ceases to be enrolled for at least 6 credit hours, he/she has a 6-month grace period before repayment begins and interest starts to accrue.

Unsubsidized Direct Stafford Loan

This is a non-need-based loan, guaranteed by the federal government. The government does not subsidize this loan, and the interest on this loan will begin to accrue immediately. Principal payments may be deferred until 6 months after graduation or the student drops below 6 credit hours, but interest payments (even if low) may begin to be required right away. This loan provides funds to independent students who need additional money to meet their educational expenses, or dependent students whose parents do not qualify for a PLUS loan.

Parent Loan for Undergraduate Students (PLUS)

Eligibility is restricted to parents borrowing for dependent students enrolled at least half time (6 credit hours). Approval for the PLUS loan is determined by the parent's credit worthiness as determined by the Federal government. Repayment begins 30 days after the loan is disbursed. Information is available at <https://studentaid.ed.gov/sa/>.

Other Loans

Additional loan monies are available from sources such as Sallie Mae (SMART loans), New Jersey HESAA (NJ-CLASS loans) (see below), and private sources such as banks and other institutions. These are not actually "Federal Student Aid", but you will want to explore these alternatives if additional funding is needed.

Student Employment Programs (Federal Work Study)

Employment programs allow students to work and earn funds to help pay for their education and educational expenses. Students who qualify must be hired for qualifying employment at the college in order to receive work study funds. Work Study funds will be paid to the student on an as-earned basis. Federally mandated forms are required to be on file *before* any work may begin. Pillar College requires a new work contract each academic year. For more information about Federal Work Study, view the current guide: <https://studentaid.ed.gov/sa/types/work-study>

MILITARY

Pillar College provides the commitment and resources required to help you become a transformational leader!

As a proud supporter of the GI Bill® and Yellow Ribbon program, Pillar College has the commitment and resources necessary to help service members and their families achieve their educational goals. Pillar College students benefit from:

- Financial aid for veterans and their families
- Veteran and Military Grants and Scholarships for eligible students
- A range of programs that meet educational and career needs
- Flexible academic programs
- Admissions associates trained in GI Bill® regulations
- Mentors and advisors who are current/former members of the military
- Credit for prior learning
- Tutoring available through Instructional Resource Center at no extra charge

Veterans Affairs Education Benefits

Department of Veterans Affairs offers education benefits to veterans and their dependents. More information is available at www.gibill.va.gov.

Military Tuition Assistance

THE POST-9/11 GI BILL®

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

The Post-9/11 GI Bill® became effective on August 1, 2009, and has the most comprehensive educational benefits package since the original GI Bill® was signed into law in 1944. Veterans who have served after September 10, 2001, with at least 90 days of continuous service, are eligible. The Post 9/11 GI Bill® also gives Reserve and Guard members who have been activated for more than 90 days since 9/11 to the same benefits as their active-duty counterparts.

As of August 1, 2011, the Post 9/11 GI Bill® will now pay all public school in-state tuition and fees. The full benefit amount an individual can receive is calculated from these numbers: Tuition and fees payment (not to exceed the highest public in-state undergraduate tuition and fees in each state).

Living stipend (equivalent to basic housing allowance in the ZIP code for an E-5 with dependents).

Allowance for books and supplies (\$1,000 per year).

The actual benefit amount will vary based on an individual's total length of service.

Another aspect of the Post 9/11 GI Bill® is the Yellow Ribbon Program. Colleges and universities that participate in this program contribute additional funds toward educational costs that exceed the maximum allowed by the Post 9/11 GI Bill®. Institutions may set the amount they wish to contribute, which is matched by Veterans Affairs. This can be very beneficial for students at private colleges and universities, graduate programs or those attending with out-of-state status.

The Post 9/11 GI Bill® also offers service members the ability to share educational benefits with family members. In exchange for an additional service commitment, a service member may be able to transfer all or part of his or her earned benefits to spouses and children (including stepchildren). This is a first for the GI Bill® and opens up new opportunities for service members and their families. For examples and maximum allowances state-by-state, visit the Veterans Affairs GI Bill® (<http://www.benefits.va.gov/gibill/>).

FOREVER GI BILL® – Harry W. Colmery Veterans Educational Assistance Act

Summaries taken from the VA GI Bill® website

Reserve Duty That Counts Toward Post-9/11® Eligibility

The time that a Reservist was ordered to active duty to receive authorized medical care, be medically evaluated for disability or complete a Department of Defense (DoD) health care study on or after September 11, 2001, now counts as active duty toward eligibility for the Post-9/11 GI Bill® program. An individual may use this entitlement to pursue a course of education beginning on or after August 1, 2018.

Purple Heart Recipients

Service members and honorable discharged Veterans who were awarded a Purple Heart on or after September 11, 2001 will be entitled to Post-9/11 GI Bill® benefits at the 100-percent level for up to 36 months. This was effective on August 1, 2018.

Yellow Ribbon Extension to Fry and Purple Heart Recipients

Recipients of the Fry Scholarship and Purple Heart will be covered under the Yellow Ribbon Program. This was effective August 1, 2018.

Yellow Ribbon Extension to Active-Duty Service members

Active-duty Service members may use the Yellow Ribbon program effective August 1, 2022.

Consolidation of Benefit Levels

Eliminates the 40-percent benefit level and expands the 60-percent benefit level under the Post-9/11 GI Bill® program. An individual with aggregate service of 90 days but less than six months of active-duty service (excluding entry and skill training) now qualifies for the 50-percent benefit level. An individual with aggregate service of at least six months but less than eighteen months of active-duty service (excluding entry and skill training) now qualifies at the 60-percent benefit level. This removes the 40-percent benefit level. This section will take effect August 1, 2020.

Member Serves:	Percentage of Maximum Benefits Payable
At least 36 months	100%
At least 30 continuous days on active duty and must be discharged due to service-connected disability or received a Purple Heart (Purple Heart effective August 1, 2018)	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months	80%
At least 18 months, but less than 24 months	70%
At least 6 months, but less than 18 months	60%
At least 90 days, but less than 06 months	50%

REAP Eligibility Credited Toward Post-9/11 GI Bill® Program

Members of the Reserve who established eligibility for education assistance under the Reserve Educational Assistance Program (REAP) before November 25, 2015, and lost it due to the sunset provision may elect to have that service credited towards the Post-9/11 GI Bill® Program.

Monthly Housing Based on Campus Student Attends the Majority of Their Classes

The law requires the monthly housing allowance (MHA) under the Post-9/11 GI Bill® program to be calculated based on the zip code of the campus where the student physically attends the majority of classes, rather than the location of the institution of higher learning where the student is enrolled. This applied to the first enrollment in an educational program on or after August 1, 2018.

Assistance for Post-9/11 GI Bill® students impacted by Colmery Act MHA changes

On December 1, 2019, VA implemented new Monthly Housing Allowance (MHA) rules to pay housing benefits to Post-9/11 GI Bill® students in accordance with the Harry W. Colmery Educational Assistance Act.

Some students may see a decrease in their MHA payments because of these changes and may apply for one-time financial assistance from VA to aid in their transition and financial planning to a lower MHA.

When relief is granted under these circumstances:

- VA will pay the difference between the previous MHA payment, and the new MHA payment.
- It will only be applicable for the student's first affected term.

Changes to Licensing and Certification Changes

Entitlement charges for licensing and certification exams and national tests under the Post-9/11 GI Bill® will be prorated based on the actual amount of the fee charged for the test.

Changes to Transfer of Benefits (TEB)

Veterans who transferred entitlement to a dependent can now designate a new dependent if the original dependent dies before using the entitlement.

Dependents who received transfer of entitlement under the Post-9/11 GI Bill® can transfer their entitlement to another eligible dependent if the Servicemember or Veteran who made the transfer subsequently dies.

This law applies to deaths on or after August 1, 2009. This took effect August 1, 2018.

More Benefits for Science, Technology, Engineering and Math (STEM) Programs

VA will provide up to nine months of additional Post-9/11 GI Bill® benefits to certain eligible individuals who:

- Have or will exhaust Post-9/11 GI Bill® entitlement within six months based on your current enrollment
- Apply for assistance, and
- Are enrolled in a program of education leading to a post-secondary degree that, in accordance with the guidelines of the applicable regional or national accrediting agency, requires at least 120 standard semester (or 180 quarter) credit hours for completion in a standard, undergraduate college degree in biological or biomedical science; physical science; science technologies or technicians; computer and information science and support services; mathematics or statistics; engineering; engineering technologies or an engineering-related field; a health profession or related program; a medical residency program; an agriculture science program or natural resources science program; or other subjects and fields identified by VA as meeting national needs
- Has completed at least 60 standard semester (or 90 quarter) credit hours in a field listed above or has earned a post-secondary degree in one of these fields and is enrolled in a program of education leading to a teaching certification.

Priority would be given to individuals who are entitled to 100 percent of Post-9/11 GI Bill® benefits and to those that require the most credit hours.

VA can pay each eligible individual the benefits for up to nine additional months, but the total may not exceed \$30,000. VA will not be authorized to issue any Yellow Ribbon payments.

These additional benefits cannot be transferred to dependents.

The expansion became effective on August 1, 2019.

Elimination of 15-Year Limitation to use the Post-9/11 GI Bill® Program

The law removes the time limitation for the use of Post-9/11 GI Bill® benefits for individuals whose last discharge or release from active duty is on or after January 1, 2013, children of deceased Servicemembers who first became entitled to Post-9/11 GI Bill® program benefits on or after January 1, 2013, and all Fry spouses.

All others remain subject to the current 15-year time limitation for using their Post-9/11 GI Bill® benefits.

Reserve Components Monthly Housing Allowance

VA will prorate the monthly housing stipend (also referred to as the “monthly housing allowance”) under the Post-9/11 GI Bill® for members of the reserve components of the armed forces.

This change will be applicable to a quarter, semester or term that commenced on or after August 1, 2018.

Changes to Survivors’ and Dependents Educational Assistance

The new law decreases the amount of entitlement that new eligible individuals will receive under the Survivors’ and Dependents’ Educational Assistance (DEA) program from 45 months to 36 months. This change applies to individuals who first enroll in programs of education on or after August 1, 2018. Individuals who first enrolled in a program of education prior to August 1, 2018, would still qualify for a maximum of 45 months of entitlement.

This law increases the amount of educational assistance payable for pursuit of institutional courses and institutional courses under the Survivors’ and Dependents’ Educational Assistance Program. An eligible person will be entitled to a monthly allowance of \$1224 for full-time coursework, \$967 for three-quarter time, and \$710 for half-time coursework. The increases were effective October 1, 2018.

Priority Enrollment

VA will improve outreach and transparency to Veterans and Service members by providing information on whether institutions of higher learning administer a priority enrollment system that allows certain student Veterans to enroll in courses earlier than other students. This change went into effect on August 16, 2017.

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the V.A. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;

- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school of VA Form 28-1905 by the first day of class.
 - Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Student Responsibility, Registration and Veteran Enrollment Certification

The State Approving Agency (SAA) approves programs and courses of instruction so that educational benefits may be paid to eligible students under the programs administered by the Department of Veteran Administration (DVA). Therefore, students must be admitted as a matriculated student and pursuing an approved program of study in order for the VA-SCO to process the enrollment certification of VA benefits.

Students are also expected to make satisfactory academic progress toward completion of a degree. Since most VA Educational Benefits have a limited time of use it is recommended that students keep in contact with their academic advisors to ensure they are meeting academic progress and staying on track to graduate in a timely manner.

Once students become informed about the degree requirements of their chosen major/program, students must register for courses prior to being certified.

Any changes in enrollment including change of major, change of course, course deletions, and complete or partial withdrawals must be reported in writing to the VA-SCO.

Failure to comply with the official school withdrawal procedure may affect both past and future benefits. Find semester dates and deadlines in Pillar College's Academic Calendar at www.pillar.edu. Payment of benefits will not be allowed for any course in which a non-punitive grade is assigned. Payment will not be allowed for repeated courses which were previously transferred or previously had a passing grade assigned unless the course is a required course for graduation. Payment will not be allowed for courses not required in a degree program.

It is the student's responsibility to make sure tuition and fees are paid in full.

Withdrawing from a course after the add/drop period must be reported to the VA. The VA will only pay for courses during the time the student is attending the courses towards completion. If withdrawal changes a student's enrollment from full time to less than full time, or results in a change in rate of pursuit, the VA may issue a Debt Management letter to the student.

VET-PAYMENT PROCEDURE AND INFORMATION

Chapter 33 Post 9/11 students **must register for greater than half time** in order to receive Basic Allowance for Housing (also known as Monthly Housing Allowance - BAH/MHA).

Students receiving educational benefits under Chapter 31 Vocational Rehabilitation and Chapter 33 Post 9/11 will have their tuition and fees paid (part or full) depending on eligibility, directly to Pillar College.

New and transfer students can expect to begin receiving VA funding, including book and housing stipends (BAH), approximately four to eight weeks from the date the certification is submitted to the VA. Payment usually comes between the 1st and 15th of each month and is paid for the previous month. The VA does not consider a check as late until after the 10th of the month. Inquiries regarding check status or other payment issues may be made directly to the VA at: 1-888-442-4551.

Remember that the payment is made to the student for the number of days the student is certified for the month. If a student is certified for a whole month, the full monthly benefit is paid. If the student is only certified for part of the month, the benefit is prorated.

Students planning to train under Chapter 1606 Selected Reserve, Chapter 1607 Reserve Educational Assistance Program (REAP), Chapter 30 Montgomery GI Bill, or Chapter 35 Survivors & Dependents, are required by Pillar College to pay in advance for tuition, fees, books, and supplies when due. Students, in turn, are certified to the VA and the VA will disburse monthly allowances/stipends for each month of schooling based upon credit hours enrolled.

VET-MONTHLY CERTIFICATION OF ATTENDANCE

All students who are receiving Chapter 1606 Selected Reserve, Chapter 1607 Reserve Educational Assistance Program (REAP), or Chapter 30 Montgomery GI Bill® benefits MUST verify their enrollment monthly to receive payment.

Verification of Attendance can be done either by using the Web Automated Verification of Enrollment (WAVE) application at: <https://www.gibill.va.gov/wave/index.do> or by using the Automated Telephone System (IVR) at: 1-877-823-2378.

Vet Pay Rates:

For a list of current pay rates, visit the VA Education Website at: http://www.benefits.va.gov/GIBILL/resources/benefits_resources/rate_tables.asp.

VET-MILITARY LEAVE POLICY

If a veteran student is called to active duty, Pillar College's dean and the VA-SCO need to be notified. Failure to comply could result in you incurring a debt to the VA.

Pillar College's Policy for Military Leave, Academic Credit, and Tuition Refunds for undergraduate and graduate students who are called to active duty is explained in the following paragraphs:

MILITARY LEAVE, ACADEMIC CREDIT AND TUITION REFUNDS - UNDERGRADUATE AND GRADUATE STUDENTS

A. Pillar College, will act in accordance with State Law N.J.S.A. 18A:62-4.2, which sets forth the options available to a student at a New Jersey public institution of higher education who is unable to complete a course because the student is called to partial or full mobilization for State or federal active duty as a member of the National Guard or a Reserve component of the Armed Forces of the United States with respect to the student's grade for the course and the availability of refunds.

B. A student who has completed at least eight weeks of attendance in a course may choose to:

- (1) receive a letter grade; or
- (2) receive a grade of pass or fail; or
- (3) receive a grade of incomplete; or
- (4) withdraw from the course.

C. A student who has completed less than eight weeks of attendance in a course may choose to:

- (1) receive a grade of incomplete; or
- (2) withdraw from the course.

D. A letter grade or a grade of pass shall only be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work, and there is sufficient evidence of progress toward meeting the requirements of the course, to justify the grade.

E. A grade of incomplete shall remain valid for a period of one year after the student returns to the New Jersey public institution of higher education.

F. A student who chooses to accept a grade of pass or fail may, within one year after returning to the New Jersey public institution of higher education, receive a letter grade for the course by completing the work required for the course, in which case the letter grade shall replace the pass or fail grade as the student's grade for the course.

G. A student who chooses to withdraw from a course shall receive a full refund of tuition and fees attributable to that course.

VET-RETRO-ENROLLMENT-CERTIFICATION

The VA will only pay educational assistance allowance retroactively for school enrollment periods up to one year prior to the date the claim and certification of enrollment are received in the VA regional processing office. As such, students have one year from the beginning date of their training in which to file an application and to receive benefits for a specific semester.

WHAT HAPPENS IF YOU DROP A CLASS USING THE GI BILL®

When a Veteran wants to drop a course, they have to consider avoiding overpayment by the VA and end up owing money back to the government. Students have to notify Pillar College's Veterans Certifying Official as soon as possible. The VA will be notified about the class being dropped. The VA will bill the student for the cost of the class(es) that were dropped.

Overpayments involving all GI Bill® Programs besides the Post-9/11 GI Bill® or Fry Scholarship Program

If you are using any GI Bill® besides the Post-9/11 GI Bill® or Fry Scholarship, the VA bases your monthly payment on your training time.

This is how the VA determines training time at a traditional college (operated on a semester or quarter basis):

Number of Credit Hours	VA Training Time
12 or more	Full Time
9 - 11	3/4 Time
6 - 8	1/2 Time
5 or less	Less Than 1/2 Time

If the withdrawal moves the student from one group to another the student will have an overpayment with the VA that must be repaid.

Withdrawal During the School's Drop/Add Period

If a student withdraws from Pillar College during the school's drop/add period (within the first week of the Lead program, or as described in Pillar College's add/drop segment, the VA will reduce the training time (and any payment as described above) on the date of the withdrawal. This may or may not result in an overpayment.

Withdrawal After the School's Drop/Add Period

If a veteran withdraws after Pillar College's drop/add period, the VA will reduce the training time on the beginning date of the term. This will usually result in an overpayment which can be quite large.

For example: If a veteran is using the Post-9/11 GI Bill, get \$1,500 a month housing allowance as a full-time student, and the classes cost \$300 per credit hour.

Three months into the term the veteran drops 2 classes. This will change the training time from full-time to 1/2 time.

Under the Post-9/11 GI Bill® the veteran isn't entitled to the housing allowance as a 1/2-time student so the veteran student will owe the VA 3 months' worth of housing allowance @ \$1,500/month = \$4,500

The veteran student will also owe the school 6 credit hours of tuition @ \$300/credit hour = \$1,800

The total bill will be \$6,300. Not cheap!

The Six Credit Hour Exclusion

The VA realizes that sometimes the veteran will need to drop a class and for this reason they have something called "the six-credit hour exclusion". Basically, the first withdrawal (up to six credit hours) is excused. The VA will adjust the training time on the date of withdrawal, not all the way back to the start of the term. This can only be used once, and it cannot be combined with two 3-hour withdrawals to game the system. If 3 hours are dropped and the exclusion is received, it is gone forever.

Mitigating Circumstances

The VA realizes that sometimes there are extenuating circumstances which cause the veteran to miss classes or drop them totally. The VA calls these things "mitigating circumstances", in fact they list several on their website:

- An illness or injury afflicting the student during the enrollment period.
- An illness or death in the student's immediate family.
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

When the VA is informed of your withdrawal, they will ask the veteran if they had mitigating circumstances for the drop. Pillar College's policy is for the veteran to either notify the Veteran Certifying Official, who will notify the VA, or the veteran can send a letter to the VA explaining things. Proof which caused the mitigating circumstances will need to be submitted to the Veteran Certifying Official at Pillar College.

How-To Avoid Overpayment

If a veteran student at Pillar College fails a course, they have the opportunity to take it again. The VA will pay to take that class again, **if it is needed for graduation.**

The easy way to remember it is: if the class counts towards the GPA (no matter how bad the grade is) the VA will pay for it. Courses can be retaken as many times as necessary and get paid each time if it counts toward graduation. If the veteran withdraws, the grade will not count towards the degree the VA will not pay for the course.

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended Pillar College has signed a compliance form to confirm our compliance with the requirements as outlined below:

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

Pillar College must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

The date on which payment from VA is made to the institution.

90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Pillar College’s policy ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, statute allows Pillar College’s Financial Aid policy requires the covered individual to take the following additional actions:

Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.

Submit a written request to use such entitlement.

Provide additional information necessary to the proper certification of enrollment by Pillar College.

Pillar College may also require additional payment or impose a fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

Waivers of this requirement may be granted by VA. If a waiver is available, a copy is sent to the SAA so to correctly document the student’s compliance.

New Jersey State Financial Aid

New Jersey Tuition Aid Grants (TAG)

This is a grant that does not have to be repaid to the State of New Jersey. It is restricted to New Jersey residents who are enrolled full time in a New Jersey undergraduate program (minimum of 12 credit hours per term). Award amount varies, based on student need. Students who wish to be considered for the Tuition Aid Grant must file the FAFSA. The New Jersey Higher Education Student Assistance Authority (HESAA) sends a Student Eligibility Notice (SEN) to the student with accompanying instructions. This first SEN may tell you that you are ineligible for tuition aid grants for the academic year at Pillar College because “all programs of study are not approved for NJ State Grant and Scholarship programs”. If this happens let us know. You could become eligible when our Financial Aid office updates HESAA’s system. If this has occurred, HESAA will then send another SEN with further instructions. The student is responsible for informing HESAA of any changes to information that is incorrect on the SEN. The student should also submit these changes to our Financial Aid office.

NJCLASS Loans

NJCLASS has become the popular choice among students and families who need assistance meeting the cost of their postsecondary education. NJCLASS allows students to borrow as much as they need to meet the cost of their education after other sources of student aid are exhausted. There are no annual and/or aggregate loan limits. In addition to tuition, NJCLASS may be used for school related expenses including fees, books, supplies, and room and board.

For student eligibility, credit requirements, loan terms, repayment options and repayment terms, check the Higher Education Student Assistance Authority website at www.hesaa.org.

NJ STARS II

For anyone who was able to participate in the NJ STARS program at a community college, the State of New Jersey is now offering to provide additional funding for those moving on to four-year schools. If you benefitted from the NJ STARS contact HESAA to learn more about benefiting from NJ STARS II at Pillar College.

Edward J. Bloustein Distinguished Scholars Program (DSP).

The highest achieving students at New Jersey's secondary schools are offered \$1,000 scholarships annually without regard to financial need. Edward J. Bloustein Distinguished Scholars are students who place in the top 10 percent of their graduating class and have combined Scholastic Assessment Test I (SAT I) scores of at least 1260, or are ranked first, second, or third in their class. Additional scholarships are provided to students from the State's urban and economically distressed areas based on class rank and cumulative grade-point average. For more detailed information regarding additional NJ state aid, contact the financial aid office or go to: www.hesaa.org.

Financial Aid Policies

Student Financial Aid Rights

A Pillar College student has the right:

- To have complete information regarding fees, payment and refund policies made available to them.
- To have an explanation of the various programs in the student aid package.
- To have all personal and family financial information treated with confidentiality, pursuant to the Federal Trade Commission’s Red Flags Rule.
- To know what portion of financial aid must be repaid (loans) and what portion is grant aid.

Student Financial Aid Responsibilities

Any student who fails to maintain these responsibilities may forfeit eligibility for Financial Aid from any source, at Pillar College's sole discretion.

A Pillar College student has the responsibility:

- To advise the Financial Aid Office if there are any changes in enrollment status or address. (Students who borrow through the Federal Direct Stafford Loan program must also notify their lenders of these changes.)
- To advise the Financial Aid Office of any additional aid received, including outside scholarships and tuition reimbursement (fax or mail a copy of the notification of award).
- To inform the Financial Aid Office of plans to withdraw or take a leave of absence. Students must also inform the Registrar. *(In most cases aid money will need to be returned to the Federal Government if a student withdraws from or drops courses.)*
- To submit to the Financial Aid Office any required documentation for the verification of financial aid and other relevant information pertaining to the financial aid application. All requested information must be received before any disbursement of funds will be made and before Federal Stafford Loan applications are certified and sent to the lender. *Students who do not submit the required information will not receive aid.*
- To submit completed, signed and dated applications for financial aid by the priority deadline date each year (realizing that late filing will delay or prevent the processing of all aid).
- To submit completed, signed and dated renewal forms required for outside sources for each year aid is desired.
- To complete Federal Stafford Loan Entrance Counseling prior to any funds being disbursed.
- To complete a Federal Stafford Loan Exit Interview prior to graduation or ceasing to be enrolled at least halftime (6 credits) at <https://studentloans.gov> and notify the Financial Aid Office once completed.
- To read and understand all forms that they are asked to sign prior to signing them. Students are responsible for all agreements that they sign.
- To keep copies of all financial aid related paperwork, especially loan applications, entrance and exit counseling information, and information from lenders regarding all loans.
- To maintain satisfactory academic standing and progress as defined by the College.
- To keep track of amounts of grants and scholarships received each year.

The IRS requires that students who receive grants and scholarships that are in excess of tuition, books and fees must report excess as income on their federal income tax returns as well as on the FAFSA (Worksheet C).

Stipend Checks

If your financial aid, including your Student Loan(s), exceeds your charges for the term, you will be issued the difference in the form of a "stipend" check. It generally takes two to three weeks after the date Pillar College receives the funds for stipend checks to be issued. Stipend checks are sent to the student through U.S. mail.

Standards of Academic Progress

To receive financial aid students must maintain a cumulative grade point average (GPA) of 2.0 ("C") or better, or be in a SAP-Probation program to recover their GPA.

Probation and Suspension from Financial Aid

All students who receive financial aid at Pillar College are required to meet qualifying Academic standards. The student must maintain Satisfactory Academic Progress (SAP). If qualifying Academic standards are not, the student will be placed on Suspension Pending and must complete a "SAP Academic Plan" in order to continue enrollment and retain Financial Aid eligibility. Once a "Plan" is accepted, the student will be placed into SAP-Probation and registered for the subsequent semester. It is possible to continue to receive Financial Aid while on SAP-Probation if the student's "Academic Plan" is being followed, and grades are improving.

If a student does not adhere to the “Academic Plan,” they will be moved to SAP-Suspension, and removed from the financial aid program. Aid will also be suspended for the semester if credit hours attempted fall below the credit hour criteria.

Appeal Policy

If you are in extenuating circumstances impacting your financial condition, or a situation you were unable to document when completing the FAFSA form, and if you believe the EFC calculated for you is too high or too low, please request a Financial Aid Professional Judgment form from the Financial Aid Office. Under certain limited circumstances the Financial Aid Office can submit an appeal on your behalf to adjust the EFC, and possibly alter the amount of financial aid for which you are eligible.

Company Reimbursement and Deferment Guidelines:

Even when waiting for company reimbursement for tuition and fees, students must make arrangements to pay the balance on their account. Refer to the student account policies in the Payment of Student Account information of this catalog. Completing the FAFSA and taking out loans will aid students in paying for tuition, fees and other costs. Students may also establish a payment plan by contacting the Pillar College Student Accounts office.

There is no provision under which Pillar College can “wait for” a student to be reimbursed by their employer in order to pay the tuition and charges.

Special Note of Caution: *Scholarship Scams*

Be careful when searching for information on student financial aid. Make sure information and offers are legitimate. Don’t fall prey to fraud. The College Scholarship Fraud Prevention Act enhances protection against fraud in student financial assistance. For free information on how to avoid Scholarship Scams call 1-877-382-4357 or visit The Federal Trade Commissions (FTC) website: www.ftc.gov/scholarshipscams.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

Academic Policies & Procedures

Academic Integrity

Academic integrity is important, insuring independent and original scholarship as well as ensuring that students derive the most from their educational experience and the pursuit of knowledge. Thus, academic dishonesty strikes at the heart of the network of trust and truthfulness that constitutes the basic morality of the academic enterprise. Committing academic dishonesty is a breach of academic contract with the instructor and the college and is one of the most serious offenses that a student can commit while in college.

Examples of academic dishonesty include (but are not limited to):

1. *Cheating in the Classroom:* Any attempt to give or obtain assistance using unauthorized materials, information, or study aids in a formal academic exercise (like an examination). Students should rely on their own mastery of the subject or give acknowledgment of their sources. Examples include unauthorized use of notes, text, the Internet, or other aids during an examination; copying from another student's academic work; sharing answers on an examination; handing in the same paper for more than one course without the explicit permission of the instructor(s); intentionally viewing a test before it is administered; storing notes in a portable electronic device for use during an examination.
2. *Fabrication:* The intentional falsification, misrepresentation, or invention of data, information, or citations in any formal academic exercise. Examples include Inventing data or facts for an academic assignment; altering the results of a lab experiment or survey; citing a source in a bibliography that was not used; stating an opinion as a scientifically proven fact.
3. *Plagiarism:* Plagiarism is intellectual theft. Plagiarism is the dishonest attribution of research and thought to oneself that really belongs to someone else. Plagiarism takes place when one reproduces any five sequential words from a text or takes ideas from a source without proper citation. It strikes at the heart of the network of trust and truthfulness that constitutes the basic morality of the academic enterprise. The following principles can help ensure that students avoid committing plagiarism: Exact quotations should either be put in quotation marks or indented and an in-text citation should be used to indicate the source; put an in-text citation at the end of any idea or fact which you found in a book or article, whether or not you change the words; when in doubt, document the source. Documenting sources helps your reader find more information as well as helping you avoid plagiarism. Your instructor or the Academic Resource Center is your best resource if you have any questions regarding whether or not your information is documented accurately.
4. *Unauthorized Collaboration:* When students submit individual academic works that are substantially similar to one another. Example: Sharing with another student a take-home examination, homework assignment, case write-up, lab report, and so on, without expressed permission from the instructor
5. *Facilitating academic dishonesty:* Intentionally or knowingly helping or attempting to violate any provision of this policy. Examples include selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts, or taking an examination or writing a paper for another student.
6. *Deception:* Providing false information to an instructor concerning a formal academic exercise. Examples include stealing an examination; purchasing a pre-written paper through a mail-order or other service, including via the Internet; alteration, theft, forgery, or destruction of: the academic work of other students, library materials, laboratory materials, or academic records, including transcripts, course registration cards, course syllabi, and examination/course grades; intentionally missing an examination or assignment deadline to gain an unfair advantage; inaccurately listing someone as co-author of a paper, case write-up, or project who did not contribute.
7. *Copyright Infringement:* The unauthorized or prohibited use of works under copyright, infringing the copyright holder's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works. Example includes peer-to-peer file sharing.

Plagiarism-prevention (Grammarly)

All student papers must first be submitted through the Grammarly® software program that can be found on the College's website (www.pillar.edu) under the Student Dashboard section. Grammarly® will check and suggest grammar and syntax changes to strengthen the written content as well as check for plagiarism. Students will then affirm on each paper submitted to the faculty member that the paper was first checked through Grammarly® with the following statement:

"I affirm that I have first submitted this paper through Grammarly software before submitting it to my instructor" Sign _____

Procedure for Dealing with Academic Dishonesty

Although the goal is to assist and restore the student to right standing, violations of academic integrity is a breach of student conduct against the instructor and the college and makes the student liable to sanctions to include but not limited to disciplinary warning, failure of a given project, failure of the course, disciplinary probation, and/or temporary, indefinite, or permanent expulsion from the college.

Faculty will record instances of alleged infractions and sanctions related to plagiarism, and these reports will be included in students' academic file. Students may file a formal appeal as outlined in the Academic Grievance and Appeals Procedure found in the Academic Catalog. Following due process, the final determination is made by the Appeals Committee.

Penalties for Academic Dishonesty:

First offense, the student receives a failing grade on the assignment with the opportunity to re-do the assignment properly. Student must visit the Academic Resource Center (ARC).

Students who submit a final paper that has been plagiarized would be assigned an F for the paper. However, if the instructor is willing to work with the student, the Instructor will give an opportunity for a re-write with a deadline of no more than one week with the understanding that a letter grade deduction is automatically calculated for the final assignment. The student must also work with the ARC within this week. In the event the ARC is not available, the student will need to meet with a Department Chair-assigned faculty member or an online (screen-share) session. If the student does not accept these terms, then the "F" stands for this assignment.

For the second offense, the student fails the course, and another mandatory visit to the ARC is in order.

If there is a third offense, the student is subject to suspension after the Appeals Committee reviews the student's record.

Academic Advising

Pillar College regards Academic Advising as a critical component of a student's collegiate experience. Therefore, students are strongly encouraged to meet with their Faculty Advisor at least once per semester. The student is responsible for making the appointment to meet with the Faculty Advisor or the Faculty Advisor may choose to initiate a meeting via email or face-to-face if there are some critical concerns with the student's academic progress. Students who are placed on academic probation are required to visit the ARC (Academic Resource Center) to develop an academic remediation plan for success.

What happens in the Academic Advising Meeting?

A typical Academic Advising meeting at Pillar College may contain the following elements:

- A review of the student's progress toward a degree.
- Guidance toward course selection of the student's schedule.
- Discussion of courses that best support the student's desired career path.

- Addressing issues and roadblocks to the student's successful degree completion.
- Discussion of future plans following graduation.
- Appropriate referrals for further assistance as needed.

All meetings with the student's Faculty Advisor are conducted in a professional, confidential manner.

Accommodations for Students with Disabilities

Pillar College is committed to providing reasonable accommodations to students with disabilities to ensure that its educational programs and activities do not discriminate or have the effect of discriminating against persons with disabilities in accordance with Federal and State law and College policy. Academic requirements that are justifiably essential to a student's program of instruction are not considered discriminatory. Students with documented disabilities are entitled to receive approved modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all educational programs and activities at Pillar College. Reasonable accommodation includes the utilization of aids in the classroom, modification to testing, extended time on assignments, and alternate course delivery options that allow access by individuals with disabilities.

Prior to receiving this assistance, the student must submit documentation to the Registrar's Office verifying his/her disability from a qualified professional source, outlining the nature of accommodations in instruction and testing required by the student and the length of time the accommodations will need to be provided.

While Pillar College is committed to serving all students and accommodating the needs of persons with various documented disabilities to the best of our ability, Pillar College is not legally responsible to fulfill every accommodation that is requested. All requests must be reasonable in scope and within the college's financial ability to provide.

Delivery Systems

Students benefit from the flexibility of classes meeting once a week at convenient times during the day and evening. Course delivery format varies in length as follows:

- *Traditional 15* classes meet for 2 ½ hours per session for 15 weeks.
- *Traditional 8* classes meet for 4 ¼ hours per session for 8-week terms.
- *Online Classes* are delivered asynchronously for typically 8-week terms.

Note: For every hour of classroom instruction, students are expected to engage weekly in a minimum of two hours of out-of-class student work.

- *Accelerated Courses* - available only to LEAD students in a four-hour, five-week cohort system.
- Note: Due to the accelerated and abbreviated nature of LEAD courses, for every hour of classroom instruction, students are expected to engage weekly in a minimum of three or more hours of out-of-class student work.

Personal Identification Student Number

The personal identifier for all Pillar College students is the Student-ID number, a unique alphanumeric identifier that is assigned by the Anthology student information system.

Pillar College Issued Student E-mail Addresses

E-mail is an official means of communication within Pillar College. Therefore, Pillar College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

Assignment of student e-mail addresses

The Registrar's Office will assign all students an official Pillar College e-mail address. It is to this official address that Pillar College will send e-mail communications; this official address will be the address listed in Pillar College student database for that student.

Redirecting of e-mail

A student may have e-mail electronically redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @gmail.com, @hotmail.com, or an address on a departmental server), they may do so, but at his or her own risk. Pillar College will not be responsible for the handling of e-mail by outside vendors or by departmental servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address.

Expectations regarding student use of e-mail

Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with Pillar College communications.

Educational uses of e-mail

Faculty may determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official e-mail addresses are being accessed and faculty may use e-mail for their courses accordingly.

Appropriate use of student e-mail

In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

1. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA.
2. E-mail shall not be the sole method for notification of any legal action.

Requirements for Enrollment in Online Courses

- Students are required to successfully complete an online proficiency assessment prior to enrolling in an online course. Students who do not pass the online proficiency assessment shall be referred to the Pillar College Academic Resource Center (ARC) for computer/technology tutoring. Online courses will not be available to such students until they have passed the online proficiency test.
- Students on Provisional Acceptance, Academic Probation or who have previously failed an online course through Pillar College must obtain approval from their Academic Advisor or ARC Director to enroll in online courses.
- Students are limited to no more than two online courses concurrently.
- Course extensions for online courses will be granted only to students who have completed 50% of the course work at the end of the course.
- Students who fail to login to their online course within the first six days may be automatically dropped from the course.

Note: An auto-drop will change the student's enrollment status and likely affect financial aid.

Security and Validation of Student Identity for Online Courses

To ensure security and validation of student identity for online courses, Pillar College will issue a unique login account and password access to be disclosed only to the student via secure school email account. Password resets are executed by Registrar Office staff and will only be initiated after the student verifies identity by confirmation of date of birth and/or last four digits of social security number.

Pillar College expects all students to adhere to the Ethos Statement and Standard of Conduct regarding integrity and academic honesty. Only the Pillar College registered student enrolled in the specified course is allowed to submit coursework. Any student who enables another

individual to complete coursework on the student's behalf will be in violation of Pillar College policies and is subject to suspension or dismissal.

System Requirements for Online Courses

Some online courses will depend on multimedia to a much greater degree than the online components of traditional courses. Regular access to a computer with a high-speed internet connection is required for online courses. Students who do not have a computer or internet access may use the Media Center at Pillar College. In cases of temporary technical problems, students may also try a local library, work computer, or internet café. Computer problems will not be considered an acceptable reason for missing course work. Students of online courses are, therefore, expected to meet the following system requirements:

Software:

- Adobe Acrobat Reader.
- Audio/Video player (Windows Media Player, QuickTime, iTunes, and Real Audio are the most common options).
- Flash Viewer.
- Microsoft PowerPoint or PowerPoint Viewer.
- Microsoft Word or compatible word processor.
- Access to student email (username@student.pillar.edu).

Hardware:

- Macintosh or PC capable of using the above software.
 - PC must be running Windows 7 or newer.
 - Macintosh must be running OS X version 10.3 or higher.

Registration

Registration begins once the course schedule is published and concludes on the last Add/Drop Day of that semester. Students must register via a Student Registration Form available on the school website or through the Registrar's Office.* Returning students are required to obtain registration approval from their Academic Advisor and expected to register early to avoid course closures. Students who wish to make a change to their registration before classes begin should contact the Registrar's Office.

Students wishing to add or drop a course past the Add/Drop date must complete an Academic Petition Form located in the Registrar's Office or the Registrar's page of the website. Refer to the financial information section of the catalog for refund schedules.

Registration requests for online courses must be submitted via the Online Course Registration Form. See specific *Requirements for Enrollment in Online Courses* in the previous section.

*Most programs, including but not limited to the LEAD, BLEND, and Master's Programs, are sequential programs which allow for and provide automatic registration in semesters subsequent to the first semester. Students on a financial or academic hold will not be registered for their next semester. Additionally, students who wish to withdraw must notify the Office of the Registrar to prevent registration in the semester.

Attendance

Pillar College expects student attendance in all classes, believing it provides the best and most effective educational experience for all. Class attendance is regarded as an academic matter, and the use of attendance records in grading (or for other purposes) is left to the discretion of the instructor responsible for the course. While unforeseeable circumstances (such as severe

illness or a death in the family) may cause a student to miss a class on occasion, it is expected that students will not miss more than one class per semester. Any penalties associated with absences, lateness, and class participation will be clearly indicated in each course syllabus.

Students may appeal any penalty imposed for absences by submitting an Academic Petition Form to the instructor and/or to the Vice President of Academic Affairs and Dean of the College.

Examples of acceptable evidence of academic participation and attendance for online/hybrid courses include:

- Student submission of an academic assignment,
- Student submission of an exam,
- Documented student participation in an interactive tutorial or computer-assisted instruction,
- Posting by the student showing the student's participation in an online study group that is assigned by the institution,
- Posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters, and
- An email from the student or other documentation showing that the student-initiated contact with a faculty member to ask a question about the academic subject studied in the course.

Attendance Policy

- LEAD Courses: 2 missed classes (*or time equivalent*) will result in a Failing Grade (or student is encouraged to withdraw before class ends)
- BLEND and T-15 (15 week) Courses:
 - 3 missed classes (*or time equivalent*) are grounds for a full letter grade drop
 - 5 missed classes (*or time equivalent*) are grounds for failure of the course
- T-8 (8 week) Courses:
 - 2 missed classes (*or time equivalent*) are grounds for a full letter grade drop
 - 3 missed classes (*or time equivalent*) are grounds for failure of the course

Student Non-Attendance

If a student discontinues attending a class and has not officially dropped through the Registrar's Office, the grade of FF (Stopped Out-Fail) is recorded with the Last Date of Activity recorded for Financial Aid purposes.

Children in Class

Children are not allowed to attend classes under any circumstances. Pillar College Grants are available for eligible childcare expenses.

Textbook Policy

All students are expected to possess the required course materials prior to the start date of the semester. Textbooks and other required academic materials are an integral part of the student's classroom experience; it is advisable that the student plan ahead and order materials early.

Withdrawal

Occasionally, a student may find it necessary to withdraw from classes for extenuating reasons. A student who wishes to drop a course after the second week of classes and before mid-term must secure and complete the Academic Petition Form located in the Registrar's office. (LEAD Withdrawal Policy differs; see Withdrawal Policy under Financial Policies and Procedures section.)

Official Withdrawal form: <https://pillar.edu/wp-content/uploads/2022/07/Withdrawal-Form.pdf>.

Students who withdraw from a course between the second week of classes and mid-term receive a grade of "W" (withdraw). Students who drop a course after mid-term will receive a grade of "WP" (withdraw passing) or "WF" (withdraw failing). Students are not permitted to withdraw from a course past the withdrawal deadline.

No credit or quality points will be assigned. Students who fail to notify the Registrar of their intentions to withdraw will receive a grade of "F" for the course. See the Financial Information section for refund policy.

Rejoining Student

Pillar College students who have been withdrawn for a year or more and wish to reenroll must complete a Returning Student Application which can be obtained from the Admissions Office. Official academic transcript(s) of all college work completed during the interim will be required. All financial obligations and academic requirements must be met for reenrollment.

Enrollment Status

Enrollment status (full-time/half-time) is determined by the number of credits which the student is attempting or has completed for the term in which the certification is requested. A half-time status is a course-load of 6 credits per semester. A full-time course load is 12 or more credits per semester. Students on Academic Probation are limited to no more than 12 credits per semester. To take more than 15 credits in a semester, approval is needed from the student's Academic Advisor or their Department Chair or Program Dean.

Classification of Students

Freshmen	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90 or more credits

Course Distinctions

Courses numbered 299 and below are generally considered lower-level courses, primarily for freshmen and sophomores. Courses numbered 300 and above are considered upper-level courses. Pillar College reserves the right to withdraw any course offering for which there is not sufficient demand and to adjust academic offerings without notice.

Credit Hour Calculation

The unit of credit is defined per semester as 12 ½ hours of instructional seat time per credit. Accelerated courses are approved as 3 credit courses for 4-hour sessions over five weeks.

Grade Point Calculations / Academic Standing

Percentage	Letter	GPA
95-100	A	4.0
90-94	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0
0-82	F	0.0

FF is posted for students that stop attending and is a failing grade

The following grades are not counted in the calculation of the GPA (grade point average):

AU	Audit
CDC	Credit by Demonstrated Competency
PR	Proficiency Exam (e.g., CLEP exam)
TC	Transfer Credit
W	Withdrawn (prior to mid-term period)
WP	Withdrawn Passing (after mid-term period)
WF	Withdrawn Failing (after mid-term period)

To remain in good academic standing, a student must maintain a 2.0 cumulative grade point average. Transfer credit hours are not counted in calculating academic standing. To graduate, a student must complete the required academic credits for the degree with a cumulative GPA on all credits attempted at Pillar College of 2.0 for undergraduate degrees and 3.0 for graduate degrees.

*Graduate grades are highlighted in grey

Grade Reports and Adjustments

The Pillar College Registrar posts grades directly to the student portal. In the event of a misunderstanding or error, the student should consult with the Registrar's Office immediately. Grade adjustments must be made within six weeks of the last day of classes.

Incomplete Grade Policy

An Incomplete is only granted for students who request the extension. An incomplete grade "I" may be assigned only for deficiencies as a result of illness or situations beyond the control of the student and not because of neglect on the part of the student. This request must be submitted to the instructor no later than the last day of the course for which the incomplete grade is requested. If the student has not officially requested and received approval for an incomplete grade before the deadline (the last day of final exams for the semester), the instructor enters a final grade for the work completed up to the point of the grading deadline for the semester. If the instructor does not enter a grade, the Registrar's Office will assign an "F" grade.

The student applies for an incomplete by submitting an Incomplete Request Form to the instructor. The instructor will inform the student as to whether the request has been approved or not approved and will then submit the Incomplete Request Form with his/her signature to the Registrar's Office to be filed in student's records.

Schedule of maximum deadlines to submit coursework for an Incomplete Grade "I":

Traditional-8 and Online Courses:	Four weeks from the last day of class
Traditional-15 and BLEND Courses:	Six weeks from the last day of class
LEAD Courses:	Three weeks from the last day of class

An extension beyond the specified time must be filed by the student via Academic Petition. If the work has not been completed and submitted to the instructor by the deadline, the instructor will post a "0" (zero) for the missing assignments and submit a final grade to the Registrar's Office based on the work completed. An Incomplete Grade "I" makes the student ineligible for the Dean's List.

Independent Study

Independent Study is a regular course taken by special arrangements under the supervision of an instructor. A student enrolled as a degree candidate may apply for the Independent Study. Academic Petition/Change forms are available from the Registrar's Office. Independent Study must be approved by the supervising instructor, Vice President of Academic Affairs and Dean of the College, and Registrar prior to registration.

The following requirements apply to Independent Study registration:

1. Students may earn a maximum of 6 hours through Independent Study.
2. Students must have at least a 2.5 cumulative GPA and at least 30 earned credit hours (second year status).
3. Independent Study courses must be completed within one semester. Extensions must be requested and approved in the same manner established for classroom-based courses (see College policy on Incompletes).
4. The regular grading scale applies to courses completed by Independent Study.
5. The following conditions must be met for independent study:
 - The course is required for the student's degree program.
 - The student has an unavoidable scheduling conflict.
 - The course will not be offered again before the student's scheduled graduation.

Auditing Courses

Any person enrolled as an auditor has two weeks from the first day of class to convert to credit and pay the adjusted tuition rate. Such a decision is considered final. A student enrolled for credit may convert to audit only within the same time period. Non-matriculated or part-time students are permitted to audit one class per semester upon payment of audit and other fees. No credit is given for auditing a course. Instructors reserve the right to prohibit a class from audit options. Students must obtain instructor approval prior to admittance.

Concurrent or Dual Enrollment Education (DEED) Courses

High School Juniors and/or Seniors will be allowed to register for select 100 and 200 level courses at Pillar College. Students seeking the New Jersey state-issued high school diploma will take 30 general education credits.

Failed Courses and Repeat Option

A student may repeat once any course in which a grade of "D" or "F" was received at Pillar College. The course must be repeated at Pillar College. The higher earned grade in any repeated course will count in the computation of the cumulative point standing. Credit hours in repeated courses will count only once.

If a failed course is a "pre-requisite" course for the student's program, it must be repeated before registering for the dependent course.

Satisfactory Academic Progress (SAP)

Pillar College academic standards require a student to have a minimum of a 2.0 cumulative Grade Point Average (GPA) to graduate. Degree seeking students will be evaluated for Satisfactory Academic Progress (SAP) on an annual basis. Pillar College is dedicated to helping students succeed academically and progress to graduation and is therefore committed to identifying students who may be struggling. Satisfactory Academic Progress is measured by three components.

1. The student's cumulative grade point average (CGPA)
2. The student's rate of progress toward completion (ROP)

3. The maximum time frame (MTF) allowed to complete the academic program. (150% for all programs)

1. Cumulative Grade Point Average (CGPA)

Students are required to maintain a cumulative GPA of at least 2.0 to remain in good academic standing and be eligible for federal financial aid. Satisfactory Academic Progress (SAP) is measured for all students each summer. If a student falls below a 2.0 cumulative GPA, the student will be placed into Suspension Pending and receive a written warning from the financial aid office. The student will be placed on Suspension Pending and must complete a “SAP Academic Plan” to continue enrollment and retain Financial Aid eligibility. Once a “Plan” is accepted, the student will be placed into SAP-Probation and registered for the subsequent semester. It is possible to continue to receive Financial Aid while on SAP-Probation if the student’s “Academic Plan” is being followed, and grades are improving. If a student does not adhere to the “Academic Plan,” they will be moved to SAP-Suspension, and removed from Pillar.

All incomplete grades will be counted against a student’s cumulative GPA at the end of the year when the SAP Committee performs the process of determining SAP. When the incomplete grade is changed to an actual grade, the student’s file will be re-evaluated. Transfer credits are not included in the calculation of the cumulative GPA but are included in the student’s rate of progress.

Repeat Courses and Remedial Courses

When retaking a class only the most recent attempt at the course is used to calculate the cumulative GPA. If a student repeats a previously passed course, Pillar College will apply the higher grade toward the completed courses. Grades received for remedial courses do not count toward a student’s GPA.

2. Cumulative 67% Rule

This component measures the rate of progress (ROP) towards completion. Students must complete and satisfactorily pass 67% of all credit hours attempted at the College. Students must complete enough hours to finish their program within the maximum time frame. Quantitative progress is determined by dividing the number of credit hours attempted by the number of credit hours completed. Credit hours attempted include completed hours, transfer credits, W’s, WP’s, WF’s and repeated courses. Failure to comply with this component will result in suspension of students’ financial aid eligibility. The student will be placed on Suspension Pending and must complete a “SAP Academic Plan” to continue enrollment and retain Financial Aid eligibility. Once a “Plan” is accepted, the student will be placed into SAP-Probation and registered for the subsequent semester. It is possible to continue to receive Financial Aid while on SAP-Probation if the student’s “Academic Plan” is being followed, and grades are improving. If a student does not adhere to the “Academic Plan,” they will be moved to SAP-Suspension, and removed from the financial aid program. Aid will also be suspended for the semester if credit hours attempted fall below the credit hour criteria.

Dropping classes after the initial one-week period of each semester will affect the completion rate. Dropping a class during the initial 2 week add-drop period does not affect the completion rate. (See section on [Withdrawing from Course\(s\)](#) for refund schedule details.)

3. Cumulative 150% Rule

The maximum time frame (MTF) for completion of all programs below the master’s level is limited by federal regulations to 150%. To remain eligible for Federal Financial Aid the maximum time (MTF) frame needed to complete a program of study cannot exceed 150% of the published length of the program measured in credit hours attempted. For example, if the published length of required credit hours for a program is 128 hours, the maximum period must not exceed 192

(128 x 1.5) attempted credit hours. If the published length of required credit hours is 64 hours, the maximum period must not exceed 96 (64 x 1.5) attempted credit hours. Students must complete enough hours to finish their program of study within the maximum time frame. Maximum time frame pace must be measured at each evaluation. Remedial courses are not to be included when determining pace. To determine the pace progress, divide the cumulative number of credit hours completed by the cumulative number of credit hours attempted. When calculating pace, transfer credits will be counted that apply toward the current program.

Withdrawals

Withdrawals count against the student's cumulative complete rate when calculating SAP but are not included in the GPA. Terms/semesters in which the student withdraws are counted toward a student's maximum time frame as well as terms/semesters the student did not receive aid.

Changing Programs of Study

A student transferring from one program to another must withdraw from one program first and then enroll in the second program. A student may be awarded transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. In-house transfer credits are included in the calculation of the cumulative GPA and are included in the rate of progress. Additionally, the transfer-in hours are counted toward the 150% Maximum Time Frame.

The process requires the student to submit a completed Academic Petition form with all appropriate signatures. If a student changes their program after add/drop it will only take effect the following semester.

Enrolling in a Second Program of Study

If students wish to obtain a second degree of the same level (e.g., a second Associate of Arts after completion of an Associate of Arts degree), they will have eligibility so long as the time and credits needed do not exceed any remaining eligibility unused by the first degree. If students wish to obtain a degree of a greater level (e.g., a Bachelor of Arts degree after completion of an Associates of Art degree), they shall be treated as transfer students for determination of remaining eligibility. All courses, regardless of when they were attempted, will be used to calculate students' GPA. All course work will be reflected on the academic transcript. SAP-status will be applied in continuation, but maximum time frame (150%) of each program will be counted separately.

SAP Probation

If a student's cumulative GPA falls below a 2.0 or not making the Rate of Progress (ROP) benchmark or not making the Maximum Timeframe (MTF) benchmark, the student will be placed in Suspension Pending and must appeal to remain in school. Upon review of the appeal, the student will be placed on SAP Probation for the following semester/year and directed to the ARC for mandatory tutoring sessions through registration into ARC-090 SAP Remediation, a pass/fail course for SAP students. For the LEAD Program, the GPA benchmark is 2.5 to remain in the program.

The probationary status permits the student to continue in college while working with the Academic Resource Center (ARC) to address deficiencies and take corrective action for improvement. During the probationary period, the student will be limited to take no more than 12 credits each semester. If the standards of satisfactory progress are not met by the end of the probationary period, the student will continue on probation as long as the benchmarks outlined in the SAP Academic Plan are met. The academic probation will be removed when the student raises his/her cumulative GPA to 2.0 or higher or meets ROP and MTF benchmarks. The student may continue to receive Title IV and State Financial Aid so long as they are adhering to their

SAP Academic Plan. The student must use the SAP Remediation Registration Form while on SAP Probation (available from the ARC).

SAP Appeal

If the standards of satisfactory progress are not met by the end of the year of SAP Probation, that student must file an additional appeal to continue enrollment under SAP Probation. Upon approval of the appeal, the student must establish and follow an SAP Academic Plan (a program of study developed by the ARC Director designed to help the student regain satisfactory academic progress) which includes measurable benchmarks for evaluating progress to achieve SAP. If the appeal is not accepted or the SAP Academic Plan is not met, the student will be placed on SAP-Suspension for the following semester.

Note: Students on academic probation or who have previously failed an online course through Pillar College must obtain approval from their Academic Advisor or ARC Director to enroll in online courses.

Academic Suspension

Students who do not reach satisfactory progress (e.g., cumulative GPA of 2.0 or higher, ROP, and MTF), nor meet the benchmarks outlined in the SAP Academic Plan will be placed on academic suspension for the subsequent semester. The Registrar will issue a Letter of Notification to the student, and a permanent entry will be recorded on the student's transcript. After one semester of academic suspension, a student may petition the Academic Affairs office for reinstatement.

Petition for Reinstatement after Academic Suspension

The student must petition for reinstatement to the Appeals Committee. A reinstated student must agree to a set of conditions that must be met for continued enrollment. If the student fails to meet one or more of the specified conditions, a dismissal notice will be issued with no further petitions or appeals available.

Academic Dismissal

A student who fails to meet the stated conditions for reinstatement subsequent to previous academic suspension will be dismissed upon the recommendation of the Appeals Committee.

Academic Grievance and Appeals Procedure

Students who have complaints of an academic nature may appeal within six weeks of the occurrence of the matter in question. The procedure is as follows:

1. The student should first speak privately with the instructor. Most problems can be resolved when both parties have the opportunity to discuss an issue.
2. If no satisfactory resolution is found after speaking with the instructor, the student should then see the appropriate Chair of the corresponding department or division to bring about a satisfactory resolution to the matter.
3. If the matter is of sufficient gravity and no satisfactory solution is yet found, the student may file an appeal in writing to the Appeals Committee. The Committee will review the grievance and recommend steps necessary to resolve the situation. Academic Petition Forms are located on the college website or the Registrar's Office.

Policies Regarding Awarding of Credits Earned Outside Pillar College

Credit Transfer Policies

In evaluating course credit for transfer from another institution, the Office of the Registrar follows policies set forth by the Faculty of Pillar College. The Office of the Registrar is responsible for determining how credits transfer to Pillar.

Transfer Credit Guidelines

- Course work must be completed at a college or university that is accredited by a regional accrediting body or the Association for Biblical Higher Education.
- Pillar College accepts official transcripts from the American Council on Education (www.acenet.edu) and the National College Credit Recommendation Service (www.nationalccrs.org).
- Only courses in which a grade of “C-” or higher is earned will be considered for transfer. Course work completed on a Pass/Fail basis typically will not be transferred. College preparatory and remedial courses are not transferable.
- Courses transferred do not affect Pillar College grade point average and appear on the transcript with a grade of “TC” (transferred credit).
- Transfer credits from colleges and universities with different credit systems (quarter hours, units) are converted to semester hours of credit.
- Course work can transfer either as general education, elective or major credits if related to subject area required within the student’s degree program. Transcribed learning completed at vocational or technical schools is generally not transferable unless the coursework aligns with comparable requirements within the student’s degree.
- Credit will not be granted for courses already satisfied through credit by examination or prior learning assessment.
- A maximum of 12 credits may be accepted toward equivalent courses in the LEAD program.
- Credits will only be awarded on the Pillar College Transcript upon receipt and evaluation of the transferred institution’s official transcript.
- Transcripts from foreign institutions must be evaluated by an approved outside agency for the determination of transferable credits. The outside agency must be a current member of the National Association of Credential Evaluation Services (www.naces.org).

PLEASE NOTE: Evaluations for transfer of credit by the Office of the Registrar are based upon the best available information at the time. Revisions to a course evaluation may be made based on the receipt of new information and no evaluation is officially complete until credits appear on the student’s Pillar College degree audit and transcript.

Credit through Examination

Pillar College accepts credits earned through the following approved examinations, using their recommended minimum credit-granting score structure: (CLEP, DSST and AP). Credit will only be awarded upon receipt of the official test scores directly from the official testing center and not from another institution’s transcript.

Policy on Validating Credits Earned at Unaccredited Institutions

In dealing with transfer-of-credit issues, Pillar College is guided by the Transfer and Award of Academic Credit statement approved by CHEA, ACE, and AACRAO. This statement provides that “Institutions admitting students from unaccredited institutions should take special steps to validate credits previously earned.”

Proper validation must demonstrate that course work taken in the sending institution is comparable to course work offered by Pillar College. The petitioning applicant/accepted student must provide the following:

1. Official Transcript (outlining definition of credit hour and grading key)
2. Institutional Catalog verifying
 - a) Admissions process whereby entrance requirements include high school completion (or GED),

- b) Faculty with appropriate graduate degree credentials from regionally accredited or CHEA recognized accreditation agencies, and
 - c) Grading standards
3. Official documentation from the sending institution of acceptance of credit at other regionally accredited institutions.
 4. If necessary, Pillar College academic administration may require the applicant/student or sending institution to provide syllabi of courses petitioned for transfer for further validation of comparable academic rigor.

Pillar College shall retain documentation in the student's permanent file outlining the process used to validate credits accepted from unaccredited sending institutions. This documentation shall serve as the basis for self-study of institutional practices relative to validation of transfer credits from unaccredited institutions.

Assessment of Prior Learning (PLA)

Pillar College follows guidelines established by The Council for Adult and Experiential Learning (CAEL) for evaluating a student's non-credited learning which takes place outside the traditional college classroom. Students may apply for academic credit for non-credited learning via a portfolio process. The portfolio is a collection of narratives and documentation which demonstrates how a student's experiential learning is comparable to college-level learning. Sources of learning may include professional workshops, seminars, self-study, non-credit classes, training programs, vocational certificate programs and life/work and military experiences. All students are encouraged to make an appointment to meet with the Admissions Office about potential eligibility of credit for prior learning that can be applied towards graduation. See Tuition and Fees section of the catalog for charges.

Student Records Request

In most cases, the College can provide student records information via telephone provided the student can identify their Student ID number and zip code of residence on file. In other cases, the student should submit a request in writing to the Registrar.

Official Transcripts

A fee of \$10 is charged for each transcript requested. Official transcripts will be issued only after all financial obligations to Pillar College are met and are processed in 5-7 business days. Transcript requests may be expedited for an additional fee of \$25 per recipient or address. Expedited processing includes requests for two-day processing and shipping via the USPS. Transcripts may be requested at <http://www.parchment.com/u/registration/864324/account> or in writing to the Registrar's Office. Telephone requests for transcripts will not be honored. Written transcript requests must include the following:

- Student's name at time of enrollment
- Date of birth
- Social security number
- Dates of attendance
- Present home address
- Address of where the transcript is to be sent.

The letter must be signed with the signature of the individual whose permanent record is involved. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

Family Education Rights and Privacy Act of 1974 (FERPA)

Pillar College complies with the Family Educational Rights and Privacy Act of 1974. This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of

inaccurate or misleading data through informal and formal hearings. FERPA affords every student the following rights with respect to his or her education records:

The right to inspect and review the student's education records within a reasonable period of time but in no case longer than 45 days once a student has submitted a request. A student should submit to the registrar, dean, department chairperson, or other appropriate official a written request that identifies the records he or she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Records exempt

The law exempts from student access some school records under specific conditions, which include:

- a. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- b. Records of a law enforcement unit of the College (Office of Campus Safety) created by the unit for a law enforcement purpose and maintained by the unit.
- c. Records on a student who is 18 years old or older that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity and that are used only in connection with treatment of the student and disclosed only to individuals providing the treatment.
- d. Financial information submitted by parents.
- e. Records that contain only information about the student after he or she is no longer a student at the College.
- f. If the education records of a student contain information on more than one student, the parent or eligible student may inspect, review, or be informed of only the specific information about the student.
- g. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the student has waived his or her rights to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent from school officials with legitimate interests. A school official is any person employed by the College in an administrative, supervisory, academic, research, or support staff position (including campus safety personnel and health services staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks.

FERPA also permits disclosures of personally identifiable information without consent to schools in which a student seeks or intends to enroll; to federal, state, and local authorities in connection with an audit or evaluation of compliance with education programs; in connection with financial aid; to organizations conducting studies for or on behalf of educational institutions; to accrediting organizations; and to comply with a judicial order or subpoena.

Directory Information

In accordance with the act, Pillar College policy limits disclosure of personally identifiable information from the educational records of students (with the exception of "directory information") to those instances authorized by the act. In accordance with FERPA, Pillar College has designated the following list of student information as public or "directory information": name, address, telephone number, e-mail address, dates of attendance, full- or part-time status, and degrees conferred (including dates). Such information may be disclosed by the College for any purpose unless specifically requested not to do so by the student.

A currently enrolled student may withhold disclosure of directory information under FERPA by completing a request form available from the Office of the Registrar. Such notification is in effect for the duration of their continuous enrollment

The right to request amendment of the student's education record

A student may ask the College to amend any part of his or her record that the student believes is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

Disclosure of education record information to parents

Pillar College will disclose information (including grades) from a student's education records to the parents of an eligible student who claim that student as a dependent for income tax purposes unless there is a court order, state statute, or other legally binding document prohibiting such disclosure. If a student claims he or she is not a dependent, the parents will need to submit their most recent federal income tax form to the Office of the Registrar as evidence that the student is a dependent. If a student's status changes, he or she should notify the Office of the Registrar immediately.

The right to file a complaint

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Pillar College to comply with the requirements of FERPA. The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office.

Graduation Requirements

The following requirements must be met prior to conferral of degree:

- 120 Semester Credits for Bachelor Degree / 60 Semester Credits for Associate Degree
- A minimum cumulative grade point average of 2.0.
- Completion of all program degree requirements.
- Graduation candidates must submit a completed Graduation Application to the Registrar's Office no later than 90 days prior to Commencement or conferral of degree.
- To participate in Commencement ceremony, the student must complete all required coursework prior to graduation, unless the student is scheduled in a semester that ends after Commencement.

- For work done outside of Pillar College, all necessary paperwork (i.e., CLEP exam scores, Prior Learning Assessment, Transfer Credits) must be submitted to the Registrar's Office by December 1 prior to Commencement.
- Undergraduate assessment examinations as offered.
- All financial obligations must be met, including the \$125 Graduation Fee, payable upon the last semester of degree completion. A late fee of \$25 will be assessed each month after the November 15 Application deadline.

Academic Honors

Dean's List

At the end of each semester, the Dean's List honor is awarded to students who have passed a minimum of 12 semester hours with a GPA of 3.50 or higher.

President's List

At the end of each semester, the President's List honor is awarded to students who earned a 4.0 GPA while enrolled in 12 semester hours or more for that term.

Graduation Honors

Students in the Bachelor of Arts degree program are eligible for graduation honors if they have completed at least 60 credits at Pillar College by the time honors are determined. Associate degree graduates will be eligible based upon completion of 30 credits at Pillar College.

Graduation honors based on cumulative GPA:

Honors	<i>Cum Laude</i> (3.50 to 3.74)
High Honors	<i>Magna Cum Laude</i> (3.75 to 3.94)
Highest Honors	<i>Summa Cum Laude</i> (3.95+)

The honor of valedictorian is awarded to the candidate for graduation having earned the highest cumulative GPA in the BA degree program among his/her graduating class.

Academic Programs

DEGREE PROGRAMS

Associate of Arts Degree in General Studies

The Associate of Arts degree (A.A.) is a 60 credit-hour course of study. Full time students taking 15 credits per semester can complete the program in two years. An A.A. in General Studies provides foundational education in liberal arts in the humanities, social sciences, natural sciences, mathematics and history. By strengthening a student's critical thinking, writing, technological and communication skills, courses in the Associate of Arts degree help students attain useful 21st century career skills that prepare them to compete in the workforce. Typically, however, courses in the Associate of Arts curriculum are intended to prepare and transition students into the bachelor's degree program at Pillar or at other accredited colleges and universities.

Biblical Studies Core Requirements		15 Credits
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
BIBL 201	Principles of Biblical Interpretation	3
BSCM 101	Spiritual Formation	3
THEO 201	Introduction to Christian Doctrine	3
General Education Core Requirements		45 Credits
CISY 101	Computer Literacy	3
COMM 150	Principles of Public Speaking	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
ENGL 200+	Literature Electives	3
GEDU 121	College Foundations	3
HIST 231+	Western Civilization I or II	3
HIST 222	Essentials of American Government	3
MATH 101+	Contemporary Math or equivalent	3
PHIL 201	Survey of Worldviews	3
PSYC 101	Introduction to Psychology	3
Science EL	Natural Science	3
ELECT	General Education Electives	9
Total Credits for the A.A. Degree		60 Credits

Associate of Arts Degree in General Studies: *Programa BLEND*

Endeavoring to serve a diverse population is in our values and mission statements. Pillar College has developed an introductory program that will blend English and Spanish in an introductory Associate degree in General Studies.

Pillar College's *Programa BLEND* (Bi-Lingual ENtry Degree) is a two-to-three-year accredited Associates of Arts degree in General Studies offered primarily in Spanish with additional, non-credit-bearing courses through an ESL program. The student begins his or her academic courses in Spanish while at the same time learning English as a second language. After completion of the BLEND program and proven competency in the English language, students can transition to the Traditional program to earn their BA degree.

In addition, each student is encouraged to take the Spanish CLEP exam which can result in nine (9) academic credits (depending on exam scores) for knowing Spanish. This exam helps

students to acquire academic credit at a fraction of the cost. Another benefit is that the time the student is in the Associates program is shortened.

Program Variation from Traditional AAGS

Instead of one of the History electives, the BLEND Associate degree requires the following course:

Program Variation for BLEND AA	
ESL 150 Conversational English	3

Additional ESL Requirements for BLEND Program (as needed)

English as a Second Language Requirements (Developmental)	
ESL Levels 1-6 (Determined by placement testing)	varies

English as a Second Language Program (ESL)

The goal of the ESL Program at Pillar College is to help non-English speakers improve their listening, speaking, reading, and writing skills. Upon successful completion of the program, students are expected to be adequately prepared for English-only college courses and pursue their bachelor's degree at Pillar College or any other four-year institution in the United States.

The ESL Program consists of:

- ESL BLEND
- ESL TRADITIONAL (Somerset only)

Each level has clearly defined objectives, and the curriculum is designed in such a way that students entering at the mid-point are able to complete the program and be equipped to begin to take English college-level courses.

All new students are required take the ESL Placement Test that is designed to help place individuals into the appropriate level. Students who score 78 and above are exempt from the ESL Program. Other exemptions include TOEFL and IELTS. See Admissions Policies and Procedures section of the catalog for test scores.

DEED Program (New Jersey 30-credit High School Diploma)

According to the NJ Department of Education, included in the 30 general education credits are:

3 credits in each of the following: English, Math, Science, Social Studies

6 credits in any of the following:

Visual & Performing Arts, Comprehensive Health & Physical Education, World Language, Technology, 21st Century Life and Careers

Remedial college courses do not count towards the 30 general education credits. The minimum average grade in each class for the 30 credits must be a C or 2.0.

Below is an outline of the recommended Bachelor of Arts degree requirements in the Traditional Program:

Course ID	Course Name	Credits
ENGL 101	English Composition I	3
MATH 101	College level Math or Higher-Level Course	3
Social Science	Social Science Elective (History, Psychology, or Sociology)	3
Science EL	Natural Science Elective	3
PHIL 101	Introduction to Philosophy	3
Specific Elective	21st Century Course or Technology or Arts	6
ELECT	General Education Electives	9
Total Credits for the NJ HS Diploma		30

General Education Curriculum

The General Education curriculum at Pillar College provides an educational and social environment that will affirm and reinforce Christian faith and at the same time strengthens the ability to engage in serious scholarship. The integration of faith and knowledge and the ability to evaluate content in the light of Christian truth are therefore important components of general education at Pillar College, along with the impartation of 21st century knowledge and skills that will enable students to embody the faith and capably communicate the gospel.

General Education Learning Goals:

FAITH PERSPECTIVE & SPIRITUAL FORMATION

1. Thinks and acts in a Christian manner
2. Practices justice, mercy, and compassion
3. Pursues spiritual growth or character development
4. Develops collaborative relationships in community, values the knowledge, opinion, and skills of all group members and actively encourages their contribution
5. Evaluates content in light of Christian truth
6. Engages contemporary culture and concepts through Christ's values

HUMANITIES PERSPECTIVE

7. Views the richness of life through art, history, music, theater, literature, philosophy and religion; and/or seeks competence in the use of a foreign language
8. Demonstrates mastery in the humanities and knowledge base displays scope, thoroughness, and quality in considering topics from the breadth of the liberal arts
9. Clearly and reflectively applies appropriate argumentation and methodology of a given discipline

GLOBAL and CULTURAL AWARENESS

10. Able to evaluate the complexities and nuances of social and global issues in light of Christian faith
11. Understands the nature of injustice and oppression
12. Able to facilitate understanding and trust between those of different cultures
13. Seeks ways to provide greater civility, well-being and economic strength to individuals and communities

ORAL, WRITTEN and MEDIA COMMUNICATION SKILLS

14. Formulates and successfully defends a thesis
15. Writes prose, speaks, and communicates through media clearly, correctly, directly

CRITICAL & CREATIVE THINKING

16. Locates the thesis and main points of a piece of writing
17. Identifies logical fallacies, observes bias, and notes the strengths of an argument; identifies unstated assumptions
18. Connects core ideas to other core ideas and understands how concepts interrelate and applies them to everyday life
19. Reaches logical conclusions, makes proper inferences, and perceives correct implications and consequences.
20. Exhibits high level of originality and imagination, curiosity and openness
21. Synthesizes divergent perspectives into original thought and produces innovative designs or use of materials and ideas in creative ways
22. Finds creative ways to collaborate in order to drive innovation and provides direct, honest, useful, and balanced feedback to others

PROBLEM SOLVING

23. Identifies, summarizes, and reformulates the problem by breaking the problem into smaller component parts and examining definitions
24. Collects and reviews, and properly analyzes information about the problem
25. Relates the problem to other similar problems that have been solved and evaluates whether the same method could be used to solve the current problem
26. Uses the result or method for some other problem

SCIENTIFIC and QUANTITATIVE LITERACY

27. Analyzes data properly and demonstrates basic mathematical and statistical skills

28. Recognizes the limits of the analysis used
29. Skillfully explains the underlying scientific or quantitative concepts and methods applied to a given context

INFORMATION & TECHNOLOGICAL LITERACY

30. Uses computer systems, basic programs and/or other forms of technology to achieve educational and personal goals
31. Uses the Internet or other instructional material in order to access scholarly information, evaluate their credibility and apply them
32. Documents sources correctly

Pillar College seeks to introduce students to both the breadth of knowledge and the lifelong project of integrating that knowledge. With the exception of a few electives, all students at Pillar College take the same core courses in general education. This enables members of the faculty to integrate their own work with material common to students' core courses, facilitating understanding of how all of the course material interrelates.

A solid, coherent general education has many important benefits. It creates a community of academic discourse which flows out beyond the classroom into students' social lives and equips graduates with the flexibility that they need to adapt to a constantly changing 21st century job market. It prepares students to excel in their major disciplines and provides the skills they need to become lifelong learners. General education inculcates habits of reading and thinking which will continue to be of use for an entire lifetime.

General Education Core Requirements:

A core of courses in social science, humanities, science and technology, and the arts representative of the breadth of general education and equivalent to approximately half of the total credits required for the degree (45 credits for both the Associate's and Bachelor's degree).

Bachelor of Arts Degree

The Bachelor of Arts (BA) degree is a four-year, 120 credit-hour course of study, except in the case of the Elementary Education program for NJ licensure, which is 123 credits. The BA is awarded upon successful completion of all requirements which includes a core curriculum (consisting of Biblical Studies and General Education) and Major Requirements.

Major Requirements

A major is a sequence of courses in a subject-matter area or discipline which, when accompanied by appropriate supporting courses, leads to a degree. Completion of a major is shown on both the student's diploma and academic transcript.

Concentration Requirements

Students have the option of choosing a concentration (or specialization area) within their major of study. A concentration is a sequence of at least 12 semester credits of designated courses within a major designed to accommodate specific interests of students. Completion of a concentration is shown on a student's academic transcript, but not on the diploma. Students are encouraged to utilize their department and free electives to earn the concentration.

Minimum Bachelor of Arts Degree Requirements

To earn a Bachelor of Arts Degree from Pillar College, the student must complete Biblical/Theological Studies core requirements (30 in the traditional program and 18 in the LEAD program), approximately half of the required minimum of 120 credits shall be in general education, and the department requirements for the major of study. Pillar College requires all

students in the traditional degree program to complete a common **core curriculum** consistent with Pillar College’s Philosophy of Education.

Below is an outline of the recommended Bachelor of Arts degree requirements in the Traditional Program:

Biblical Studies Core Requirements		21 credits
BIBL 101	Old Testament Survey	3
BIBL 102	New Testament Survey	3
BIBL 201	Principles of Biblical Interpretation	3
BSCM 101	Spiritual Formation	3
BSCM 241 OR BIBL 351	Evangelism & Missions OR Pauline Literature	3
CHHS 203 OR THEO 301	History of Christian Thought OR Christian Apologetics	3
THEO 201	Introduction to Christian Doctrine	3
General Education Core Requirements		45 credits
CISY 101	Computer Literacy	3
COMM 150	Principles of Public Speaking	3
ECON 201	Macroeconomics	3
ENGL 101/2	English Composition I and II	6
ENGL 200+	Literature (American, English, World Lit)	3
GEDU 121	College Foundations	3
HIST 200+	Western Civilization I and American Government	6
MATH 101	Contemporary Math	3
PHIL 201	Survey of Worldviews	3
PSYC 101	Introduction to Psychology	3
SCI Elective	Natural Science Elective	3
ELECTIVE (CHOOSE 1 OF THE FOLLOWING)		
COMM 250	Introduction to Innovation and Creativity	3
SPA, FRE, CHI+	World Language	
ELECTIVE (CHOOSE 1 OF THE FOLLOWING)		
COMM-101	Media, Tech & Society	3
ENGL 200+	Writing Elective	
PHIL-101	Introduction to Philosophy	
Core Major Requirements		45 credits
Free Elective Requirements		9 credits

Major in Biblical Studies through The Dr. David E. Schroeder School of Biblical Studies

When Jesus was asked about the greatest commandment, he responded by saying: “The first is, ‘Hear, O Israel: The Lord our God, the Lord is one; and you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength [Deut. 6:5].’ The second is this, ‘You shall love your neighbor as yourself’ [Lev. 19:18]. There is no other commandment greater than these” (Mark 12:29-31). We are thus instructed by our Lord to love God with our *heads* by critical thinking and the academic study of the Bible, to love God with our *hearts* as passionate followers of Jesus Christ, and to love our neighbor with our *hands* by humble acts of Christian service in the power of the Holy Spirit. The Dr. David E. Schroeder School of Biblical Studies strives to emphasize and integrate all three of these important dimensions of the Christian life.

The Word of God as revealed in the Bible is foundational to Christian faith and practice. The Dr. David E. Schroeder School of Biblical Studies seeks to provide students with the tools necessary to understand and apply the Bible to the Christian life and develop a Christian worldview. There is an emphasis on the inductive method of Bible study involving the individual steps of observation (see the text), interpretation (understand the text), evaluation (weigh the text), application (apply the text), and correlation (compare the text). Each of these steps is necessary in this particular order for “rightly dividing the word of truth” (2 Tim. 2:15). The ultimate goal of Bible study is to glorify God and be a blessing to others by putting the truth of God’s Word into actual practice in our thoughts, words, and deeds on a daily basis.

The School of Biblical Studies offers courses in Biblical Studies proper (including both Old Testament (or the Hebrew Bible) and New Testament), Christian Ministry, Church History, and Christian Theology. A degree in the Department of Biblical Studies prepares individuals for a career in a variety of ministries in the Christian church, Christian education, the mission field, social work and services, media and technology, and chaplaincy work. A seminary track is also available for those who desire preparation for graduate school in ministry which includes a study of the original languages of the Bible.

Biblical Studies Program Goals

1. To learn how to effectively interpret the Bible on the basis of sound hermeneutical principles.
2. To be familiar with the background, literature, and theology of the Bible and the individual books of the Old and New Testaments.
3. To acquire the theory and skills necessary for the practice of Christian ministry.
4. To be acquainted with the salient features of the history of the Christian church.
5. To understand and articulate the major doctrines of the Christian faith.
6. To develop the capacity for critical thinking and theological reflection.
7. To foster intellectual curiosity, creativity, and a desire for lifelong learning.

Additional Requirements for SHOFAR Completion:

Biblical Studies Core Requirements		6 credits
BSCM 241 or BIBL 351	Evangelism & Missions or Pauline Literature	3
CHHS 203 or THEO 301	History of Christian Thought or Christian Apologetics	3

Major Requirements for the Biblical Studies Program

Course ID	Course Name	Credits
BIBL 204	Introduction to Biblical Exegesis	3
BIBL 210	Pentateuch	3
BIBL 230	The Life and Teachings of Christ	3
BIBL 310	The Book of Romans	3
BIBL 200+	Old Testament Electives	6
BIBL 200+	New Testament Electives	6
BSCM 210	Homiletics	3
BSCM 350	Internship	3
PHIL 308	Ethics	3
Electives	Department Core Electives	6
Total Credits (including SHOFAR completion)		45

Concentration OR 6 Credits Department Electives + 9 Credits Free Electives

Concentration in Chaplaincy

Description: This concentration introduces students to the various roles of chaplains in different fields such as hospital, prison, workplace, and military. The program includes the foundations, history, practice, and legal foundations for chaplaincy while being exposed to the biblical basis and practical resources for chaplain ministry. The concentration includes both theoretical and hands on experiences. A main feature of this program is the Clinical Pastoral Education where students will begin to practice and evaluate their chaplaincy in various venues such as at a hospital, prison, hospice, rehabilitation center or nursing home, and understand its implications as they prepare for future work in this field.

Course ID	Course Name	Credits
CHMN-210	Introduction to Chaplaincy	3
BSCM-410	Introduction to Pastoral Care and Counseling	3
CHMN-220	Introduction to Hospital Chaplaincy	3
CHMN-370	Introduction to Clinical Pastoral Education	3
Total Credits		12

Concentration in Church Leadership

Description: This program is an introduction to various aspects of church leadership including church administration, leadership & integrity, preaching, pastoral care, counseling, and family ministry in a local church setting.

Course ID	Course Name	Credits
BSCM 224	Pastoral Ministry	3
BSCM 253	Nehemiah	3
BUSM 307	Leading Nonprofit Organizations	3
MGMT 303	Principles of Leadership	3
BSCM EL	Department Elective	3
Total Credits		15

Concentration in Christian Counseling/Personal Ministry

Description: This program emphasizes the counseling aspects of ministry including counseling methods, Christian peacemaking, multicultural counseling and emotional intelligence.

Course ID	Course Name	Credits
BSCM 425	Youth and Family Counseling	3
COUN 301	Counseling Methods	3
PSYC 102	Biblical Basis of Psychology & Counseling	3

PSYC 406	Conflict Theory/Christian Peacemaking	3
BSCM EL	Department Elective	3
Total Credits		15

Concentration in Urban Ministry

Description: A concentration in urban ministry focuses on the theoretical and practical aspects of ministry in an urban setting, including racial and ethnic diversity, multicultural ministry, discipleship, and social consciousness.

Course ID	Course Name	Credits
BSCM 245	Urban Ministry	3
BSCM 253	Nehemiah	3
CHHS 320	The Church in Global Context	3
SOCI 220	Racial and Ethnic Diversity	3
BSCM EL	Department Elective	3
Total Credits		15

Major in Business Administration and Management

Pillar College's Business Administration and Management degrees offer practical and relevant experiences for our students. Our small class sizes allow for hands-on education, personal contact, and opportunities to gain experience through real-life projects.

A simple glance at the news headlines reveals the need for ethical managers and leaders in the marketplace. True to our mission at Pillar College, we actively explore how one's faith integrates with their work, encouraging spiritual development along with intellectual and personal growth.

Students earning a Business degree at Pillar College complete a solid core of business classes ensuring mastery of the functions of business, along with exciting concentration electives that allow further study in a student's area of interest. Pillar students are invited to join our Enactus team, providing even more opportunities to serve our community through entrepreneurial projects while gaining leadership skills and powerful career networking contacts.

Business Administration and Management Program Goals

Upon completion of the BA in Business Administration, the student will be able to:

1. Evaluate from a Christian worldview ethical issues affecting management functions and their implications in organizational decision making
2. Work in teams using critical thinking to analyze and solve problems and effectively communicates with various stakeholders in any organization
3. Demonstrate the use of effective written and oral business communication skills
4. Demonstrate synthesis of managerial concepts, Christian leadership principles, and theories by developing solutions to complex managerial and leadership problems
5. Apply technology to analyze problems, develop business analysis, and recommend management decisions and actionable strategies

Students in Business Administration and Management will be mentored by faculty and field professionals for careers in corporations, entrepreneurial startups, non-profit organizations, and more.

Major Requirements for the BA in Business Administration & Management

Course ID	Course Name	Credits
BUSM 101	Introduction to Business	3
ECON 205	Microeconomics	3
ACCT 201	Financial Accounting	3
ACCT 202	Managerial Accounting	3
MGMT 201	Principles of Management	3
BUSM 305	Business Law	3
BUSM 308	Ethics	3
MKTG 201	Principles of Marketing	3
BUSM 301	Statistics & Research Methods	3
BUSM 201	Business Communications	3
MGMT 302	Managerial Finance	3
BUSM 350	Internship	3
MGMT 450	Strategic Management	3
Total		39

Concentration OR 6 Credits Department Electives + 9 Credits Free Electives

Concentration in Entrepreneurship

Description: Learn how one's passions and God-given talents come together to start and grow new ventures and small businesses. The entrepreneurship concentration equips students to take new business concepts from idea to reality, with a key focus on the opportunities to positively impact others through Social Entrepreneurship.

Course ID	Course Name	Credits
BUSM 302	Principles of Entrepreneurship	3
BUSM 304	Project Management	3
MKTG 401	Integrated Marketing Strategy	3
MGMT 440	Human Resources Management	3
	Department Elective	3
Total		15

Concentration in Non-Profit Management

Description: The concentration in non-profit management is geared towards individuals considering starting or working for non-profit, social service, ministry, or governmental agencies. Specific classes in management and leadership equip graduates with the skills needed to lead effectively while serving others.

Course ID	Course Name	Credits
MGMT 303	Principles of Leadership	3
BUSM 304	Project Management	3
BUSM 307	Leading Non-Profit Organizations	3
MGMT 440	Human Resources Management	3
	Department Elective	3
Total		15

Concentration in Management

Description: This concentration is geared towards individuals interested in advancing their career in general business or management positions. Classes including Human Resources Management, Project Management, and International Business provide a well-rounded business education.

Course ID	Course Name	Credits
MGMT 303	Principles of Leadership	3
BUSM 304	Project Management	3
BUSM 405	International Business	3
MGMT 440	Human Resources Management	3
	Department Elective	3
Total		15

Concentration in Project Management

Description: Integrated within an existing Business core, this Project Management Concentration is intended to provide students with key skills and to create graduates who are able to take on a variety of projects and program management tasks within an organization. Key competencies include but are not limited to project-planning skills, team management skills, optimizing project management tools and risk assessment. By the end of their coursework, students will be ready and confident to undertake the following certification: Certified Associate in Project Management (CAPM).

Course ID	Course Name	Credits
PMGTX201	Intro to Project Management	3
PMGTX301	Project Planning	3
PMGTX410	Project Execution, Monitoring & Control, Implementation	3
PMGTX460	Project Management Capstone	3
PMGTX480	Advanced Project Management Practicum	3
Total		15

Concentration in Supply Chain Management

Description: In addition to the Business core courses, the Supply Chain Management concentration is designed to provide students with a comprehensive skill set in Supply Chain Management necessary to secure an entry-level position in SCM. SCM competencies the students will develop include but not limited to capacity analysis and planning, demand/supply management, inventory management, logistics and distribution, market and manufacturing trend analysis and cultural/communication skills. Students who complete the program will be able to sit for SCM certification requirement.

Course ID	Course Name	Credits
MGMT 440	Human Resources Management	3
MKTG 401	Integrated Marketing Strategy	3
SCMTX301	Forecasting and Logistics	3
SCMTX302	Sourcing and Operations	3
SCMTX460	Supply Chain Management Capstone	3
Total		15

Concentration in Computer Science

Description: Few fields offer as much room for career growth and high-paying salaries as Computer Science. According to the Bureau of Labor Statistics, software developers are among the highest-paid professionals in the modern workforce, and the field is expected to grow at a pace far above the national average. The Computer Science concentration at Pillar College prepares students for a career in Software Development, as Technical Project/Program Managers, and a variety of other prestigious and lucrative positions.

This concentration—sponsored by Google—was developed in conjunction with over 20 Fortune 500 employers, plus academics and other industry leaders. Unlike many other programs, it offers a rigorous Computer Science education without high-level math classes. It places a premium on hands-on, project-based learning. Students will be required to build an application or other project to showcase their learnings.

Course ID	Course Name	Credits
CISYX130	Programming for Everyone I	3
CISYX131	Programming for Everyone II	3
CISYX220	Web Development	3
CISYX330	Application Development I	3
CISYX331	Application Development II	3
Total		15

Concentration in Data Analytics

Description: Data Analytics is a flexible and in-demand field. There are urgent needs for professionals with this background in a wide array of sectors including business, finance, and healthcare. Starting salaries are high, and according to the Bureau of Labor Statistics, the field is growing at five times the national average¹. The Pillar College Data Analytics concentration was developed to closely model the innovative Data Science curriculum from the University of California, Berkeley. It seeks to provide a robust education in programming and computer science for a wider, more diverse range of students.

Course ID	Course Name	Credits
DATA110	Foundations of Data Analytics I	3
DATA111	Foundations of Data Analytics II	3
DATA310	Principles and Techniques of Data Analytics I	3
DATA311	Principles and Techniques of Data Analytics II	3
CISYX130	Programming for Everyone I	3
CISYX131	Programming for Everyone II	3
Total		15

Concentration in Healthcare Administration

Description: This concentration was developed to equip students with the tools to succeed in a modern healthcare environment. With the rise of Big Data and Analytics, it is important that healthcare administrators understand how to make use of the tremendous amount of information at their fingertips. Our Healthcare Administration program will prioritize project-based learning to synthesize their knowledge and skills.

Course ID	Course Name	Credits
HADMX321	Health Law and Ethics	3
HADMX330	Health Data and Analytics	3
HADMX340	Healthcare Finance	3
HADMX401	Healthcare Service Operations	3
HADMX460	Healthcare Strategy Capstone	3
Total		15

Major in Elementary Education

The primary goal of the Elementary Education Department is to use mentoring and modeling best practices with excellence to educate, inspire and equip the next generation of teaching professionals to meet the educational needs of our ethnically-rich and highly diverse 21st century K-6 students with excellence.

The Bachelor of Arts degree in Elementary Education is designed for the professional preparation of future teachers and educators based on essential knowledge, skills, and dispositions needed to perform as a well-prepared education professional. An essential emphasis of the program is to instruct students using a Christian worldview in the application of evolving technology, research-based promising practices, and collaborative relationships with schools and communities. Students develop a strong interdisciplinary sense of teaching, learning, and leading to a positive impact on students.

Elementary Education Program Goals

The scope of the primary goal is made explicit through the following student sub-goals.

1. Cultivate a maturity in character that reveals ethical behavior consistent with appropriate professional, K-6 teacher behavior (i.e., faithfulness, honesty, integrity, kindness, patience, respect, and self-control).
2. Develop a heart of service to school and community that demonstrates intercultural awareness and validates the worth of every human.
3. Persist in acquiring integrated, in-depth, content knowledge supplemented with academic, philosophical, and cultural perspectives that expand reasoning, problem-solving, and creative thinking abilities.
4. Become achievement-minded pursuing opportunities to improve a) literacy skills for increased effectiveness in oral and written communications, open inquiry, and critical analysis; b) numerical competency for improved scientific and quantitative understanding, and c) adeptness in using research skills to locate and apply answers to complex inquiries.
5. Teach to the whole child, irrespective of socio-economic status (SES), diversity or special needs; facilitate the learning process using data-driven assessment as evidence to guide and evaluate student learning
6. Creatively, integrate technology to proactively guide and simplify classroom management, make teaching and learning engaging, and manage administrative tasks.
7. Create learning environments that promote collaboration and challenge students to succeed while encouraging them to believe in themselves, to care about their futures, and to develop the God-given potential within themselves.

The Pillar College Department of Elementary Education has established a sequenced, interdisciplinary developmental pathway for candidates to follow that meets the content and experiential requirements for their bachelor's degree as well as current New Jersey Department of Education K-6 certification requirements.

Admission to the Elementary Education K-6 major and subsequent recommendations for teacher certification is separate and is made only with satisfactory completion of 60 credit hours outlined in the Bible Core and General Education Core requirements listed below. Students must maintain a cumulative minimum GPA of 3.0. Pillar College will adhere to state regulations as they may change from time to time regarding minimum standards for teacher certification.

Gate 1 – General Education and Preadmission Requirements

Minimum of 51 completed credits with minimum 3.0 CGPA plus minimum grades of B- in pre-requisite English, Math, Science, Social Studies, and Psychology General Education courses as follows or equivalent:

English		
ENGL 101 / 102	English Composition I and II	6
ENGL 203	Introduction to Literary Study	3
ENGL 200+	Writing Elective	3
Math		
MATH 101	Contemporary Math	3
MATH 105	Survey of Math Foundations	3
Science		
BIOL 132	Fundamentals of Biology	3
SCIE 205	Survey of Elementary Science	3
Social Studies		
ECON 201	Macroeconomics	3
HIST 220 / 222	History of the US or American Government	3
Technology		
CISY 101 / 102	Computer Literacy or Digital Literacy or elective	3
Psychology		
PSYC 101	Introduction to Psychology	3
PSYC 201	Theories of Child and Adolescent Development	3

Passing scores in all sections of Praxis Core exam (Reading, Writing, and Math), proof of Mantoux shot with negative results, and fingerprinting and background check are also required.

Gate 2 - Admission to the Elementary Education Program

1. Completed formal Application for Admittance with accompanying resume and self-assessment
2. Evidence of meeting all Gate 1 requirements
3. Written essay in response to teacher/teaching-related prompt
4. One formal written reference
5. Two Education disposition evaluations from current or previous instructors (at least one from Pillar College)
6. Participation in a formal small group interview process
7. Short writing sample at the conclusion of the group interview process
8. Positive student disposition results based upon interview

Gate 3 - Entry into Clinical Residency

9. Passing scores in all sections of applicable Praxis II exam (Language Arts, Math, Science, and Social Studies)
10. Passing score in Part I and Part II of Harassment, Intimidation, Bullying (HIB) Tests
11. Grade of at least B- in all Professional Education courses and CGPA of 3.0 or higher
12. Grade of B- or higher in all Literacy/Cultural Awareness courses and CGPA of 3.0 or higher
13. Acceptable Keystone artifact submissions each semester for all Professional Education courses
14. Successful completion of clinical observation (50 hrs.) and preliminary clinical experiences (84 hrs.) with minimum
15. Acceptable evaluations from cooperating teachers
16. Successful completion of final clinical experience (110 hrs.) with minimum Acceptable evaluations from cooperating teachers and clinical supervisors

Gate 4 - Program Completion and Certification Eligibility

17. Successful completion of clinical practice (490 hrs.) with minimum Acceptable evaluations from cooperating teachers and clinical supervisors

18. Grade of B or higher in Clinical Practice and Seminar course
19. Overall GPA of 3.0 or higher
20. Timely submission of edTPA e-Portfolio
21. Passing score on edTPA e-Portfolio
22. Completion of all degree requirements
23. Submission of all paperwork and fees for certification
24. Exit interview and completion of exit survey

Adjusted Biblical Studies Requirements for the BA in Elementary Education

BIBLICAL STUDIES REQUIREMENTS FOR ELEMENTARY EDUCATION MAJORS		15 credits
BIBL 310A	Jewish & Christian Scriptures	3
BSCM 101	Spiritual Formation	3
THEO 201	Introduction to Christian Doctrine	3
Free Elective	OR BIBL 102 New Testament Survey	3
Free Elective	OR BIBL 201 Principles of Biblical Interpretation	3

Adjusted General Education Requirements for the BA in Elementary Education

GENERAL EDUCATION REQUIREMENTS FOR ELEMENTARY EDUCATION MAJORS		54 credits
GEDU 121	College Foundations	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
ENGL 203	Introduction to Literary Study	3
ENGL 200+	Writing Elective	3
CISY 101 / 102	Computer Literacy OR Digital Literacy	3
COMM 101	Media Tech and Society	3
COMM 150	Principles of Public Speaking	3
ECON 201	Macroeconomics	3
HIST 220 / 222	History of the US or American Government	3
MATH 101	Contemporary Math	3
MATH 105	Survey of Math Foundations	3
BIOL 101	Fundamentals of Biology	3
SCIE 205	Survey of Elementary Science	3
PHIL 201	Survey of Worldviews (Required Pillar course only)	3
PSYC 101	Introduction to Psychology	3
PSYC 201	Child and Early Adolescent Development (Add'l Elem. Educ. Req.)	3

Major Requirements for the BA in Elementary Education

Professional Education Requirements:		51 credits
ALLOWABLE ENTRY COURSES		6 credits
Minimum grade of B- in each course and overall minimum GPA of 3.0. Must pass all 3 sections of Praxis Core to be formally admitted to the Elementary Education program.		
EDUC 100	Praxis Core Prep (remediation, as needed)	0
EDUC 302	Classroom Management & Student Engagement	3
EDUC 303	Foundations of the Teaching Profession (with 50 hrs. clinical obs.)	3
PROFESSIONAL EDUCATION COURSES: OFFICIAL ACCEPTANCE AS A PRE-SERVICE TEACHER CANDIDATE IS PRE-REQUISITE TO TAKING THE FOLLOWING		

Courses are not transferrable from another institution and MUST be taken in the order listed in conjunction with established pre-requisites. Minimum grade of B- in each course and overall minimum GPA of 3.0 are required to maintain candidacy status.		45 credits
EDUC 200	Praxis II Prep (remediation, as needed)	0
EDUC 315	Teaching Culturally and Linguistically Diverse Students	3
EDUC 325	Literacy Development	3
EDUC 326	Teaching the Exceptional Child (with 15 hrs. clinical exp.)	3
EDUC 345	Teaching and Assessing Literacy (with 15 hrs. clinical exp.)	3
EDUC 355	Teaching & Assessing Social Studies (with 15 hrs. clinical exp.)	3
EDUC 365	Teaching and Assessing Mathematics (with 15 hrs. clinical exp.)	3
EDUC 375	Teaching & Assessing Science (with 15 hrs. clinical exp.)	3
EDUC 385	Reading and Writing Across the Elementary Curriculum	3
EDUC 450	Collaborative Teaching II (with 175+ hrs. clinical exp. & seminar)	9
EDUC 480	Teaching Capstone (full semester clinical practice & seminar)	12

Additional requirements for entry / placement

Attend Mandatory Orientation Session
3.0 or higher overall GPA*
Mantoux (TB) Test
State of NJ Physiology and Health Test OR BIOL 101
Bullying Test 1
Bullying Test 2

Praxis CORE and Praxis II Exam Scores

<input type="checkbox"/> Passing Praxis Core Scores <input type="checkbox"/> SAT scores of Verbal 560+ and Math 540+ <input type="checkbox"/> ACT scores of 23+ on both the English and Math sections
Praxis II Exams must be passed PRIOR to the Student Teaching semester. Please maintain constant contact with your Education mentor and/or advisor for current NJ test information. (ETS website: http://ets.org/praxis/nj/requirements)

Alternate Counseling Concentration For Elementary Education K-6 Non-Licensure

Some students may not desire or require New Jersey State Licensure. For those in this category, the following concentration courses are available in lieu of EDUC 480 Teaching Capstone and credit-bearing EDUC 450 Collaborative Teaching (only 15 hrs. clinical experience required).

ALTERNATE COUNSELING CONCENTRATION FOR ELEMENTARY EDUCATION K-6 NON-LICENSURE		18 credits
COUN 201	Counseling Skills	3
COUN 301	Counseling Methods	3
PSYC 102	Biblical Basis for Psych & Counseling	3
PSYC 406	Conflict Theory / Christian Peacemaking	3
COUN 310	Introduction to Professional Coaching	3
EDUC 449	Clinical Experience in Collaborative Teaching I	3

Major in Intercultural Communication

The Bachelor of Arts in Intercultural Communication is being offered at Pillar College in response to the ever growing population diversity, seen especially in New Jersey, and the resulting need for communication professionals with cross-cultural sensitivity and skills. Also, since communication encompasses every fabric of society, an interdisciplinary approach is encouraged, with students taking courses outside the department.

Students majoring in Intercultural Communication will develop skills in social media, digital media, language, and the arts to effectively communicate across cultures and in various career contexts. In the information age, communication is more important than ever. Despite technology's advantages, it can often result in a lack of face to face time, and as such, there is a desperate need for communication skills.

Intercultural Communication Program Goals

Upon completion of the BA in Intercultural Communication, the student will be able to:

1. Explain how communication gives meaning to all human behavior.
2. Practice mindfulness and perspective-taking in contexts of diversity.
3. Identify as a professional communicator and conduct oneself accordingly.
4. Apply ethical principles to guide professional communications practice.
5. Apply critical thinking to inform and communicate professional judgments.
6. Engage in research-informed practice and practice-informed research.
7. Increase knowledge and perspective through an interdisciplinary approach to communication studies.
8. Respond to contexts that shape practice.
9. Contribute effective communications expertise to a variety of settings (interpersonal, group, organizational, public) through a variety of media: interpersonal, written, oral, electronic, mass.

By developing skills in media and learning how to communicate across cultures, students majoring in Intercultural Communication at Pillar College will become unifiers, learn how to brand themselves, and help create culture. This will be accomplished through experiential education and real world experience: internships, local learning experiences, and media projects.

Major Requirements for the BA in Intercultural Communication

Course ID	Course Name	Credits
COMM 110	Art & Culture	3
COMM 202	Interpersonal Communication	3
GLE or SOCI Elective	Global Learning Experience OR Social Science Elective	3
HIST 230	History of the Civil Rights Movement	3
COMM 311	The Art of Persuasion	3
ICOM 320	Cross-Cultural Communication	3
ICOM 321	Communication Across Gender & Generations	3
COMM 350	Internship	3
PHIL 308	Ethics	3
COMM 305	Social Media	3
COMM 450	Digital Media	3
COMM 410	Special Topics in Communication	3
	ARTS Elective	3
Total		39

Major in Psychology and Counseling

At Pillar College, we see counseling and spiritual formation not as separate disciplines but as vital dimensions of the same process. Christian Counseling at its core is transformation of the heart and restoration of the soul. The Mission of the Psychology and Counseling Department is to integrate fully the vision of Pillar College to educate, inspire and equip the lives of its students. To this end, The Department seeks to impact the lives of each student as he or she seeks to fulfil his/her purpose and role in society as Transformational Leaders. The Department seeks to provide a warm and welcoming environment where faculty and support staff work collaboratively with students, families and community partners to support student success. The Department also seeks to educate students about the major psychological perspectives in the field of psychology and counseling, and allow them to critically evaluate each theory based on the empirical knowledge and the Christian faith. Our solid internship program, through collaborations with licensed professionals, non-profit organizations and mental health treatment facilities, provides mentorship, empowerment and enrichment to students as they take the theory and practice from the classroom into the local and global communities.

Psychology and Counseling Program Goals:

1. Students will develop a biblical and theological framework for counseling and will acquire the knowledge and principles that are foundational to Christian counseling. Students will acquire the knowledge and principles that are foundational to Christian counseling.
2. Students will gain understanding of major theoretical perspectives common in the field of Psychology and be able to provide comparative theological perspectives based on Biblical Principles.
3. Students will be empowered to develop the capacity for critical thinking and practical application of the counseling theory.
4. Students will grow in relationships with God and others for greater effectiveness in helping others.
5. Students will cultivate basic strategies and skill-sets necessary to do counseling in a variety of contexts.
6. Students will gain a foundation in counseling theory from some courses while other courses will emphasize skill-building in specific areas of specialization.
7. Students will be exposed to various therapeutic approaches to counseling, with an emphasis on Cognitive, and Family systems theories and techniques.
8. Students should be able to identify, evaluate and articulate the Ethical Standards, and the Principles and Code of Conduct from both Psychological and Biblical Worldviews.

The major is designed to provide you with the basic foundations for any kind of counseling, spiritual formation, coaching, or mentoring ministry. You may choose to build on this foundation with further education and/or training specific to an area in which you choose to specialize, such as pursuing a Masters or Doctoral degree, permitting you to progress to attain state-licensing as a professional counselor. Upon successful completion of this program you will find yourself prepared for employment in settings that do not require licensure as you work under supervision as well as to either pursue further education or begin a lay-helping ministry in a variety of settings.

Major Requirements for the Psychology and Counseling Program

Course ID	Course Name	Credits
PSYC 102	Biblical Basis for Psychology and Counseling	3
PSYC 203	Theories of Applied Psychology	3
PSYC 204	Abnormal Psychology	3
PSYC 205	Developmental Psychology	3
PSYC 206	Psychology of Adult Life & Aging	3
PSYC 302	Theories of Personality	3
PSYC 315	Statistics	3
PSYC 316	Research Methods	3
PSYC 308	Child and Adolescent Counseling	3
COUN 201	Counseling Skills	3
COUN 301	Counseling Methods	3
COUN 307	Multicultural Counseling	3
COUN 470	Counseling Internship	3
COUN 405	Legal & Ethical Issues in Psychology	3
Total Credits		42

Concentration (12 Credits)

OR 3 Department Elective Credits + 9 Free Elective Credits

Concentration in Marriage & Family Counseling

Description: Strong families are the foundation of our churches, communities, the State and our Country. This concentration will emphasize counseling within the context of the family systems. It is geared towards individuals who wish to practice Marriage and Family Therapy, as well as Couples Therapy.

Course ID	Course Name	Credits
COUN 306	Marriage & Family Counseling	3
COUN 407	Creative Counseling Methods	3
PSYC 406	Conflict Theory/Christian Peace	3
PSYC 403	Human Sexuality	3
Total Credits		12

Concentration in Crisis Counseling

Description: The concentration is an integration of faith and psychology. It provides theoretical models and strategies that are necessary to effect change in crisis situation and enable individuals to move forward in more functional ways. This concentration is for those who wish to become a professional Christian Counselor, Chaplains, or emergency volunteers, etc.

Course ID	Course Name	Credits
PSYC 406	Conflict Theory/Christian Peacemaking	3
COUN 305	Crisis Counseling	3
COUN 407	Creative Counseling Methods	3
COUN 310	Introduction to Coaching	3
Total Credits		12

Concentration in Professional Coaching

Description: This concentration will equip student for Accreditation with the International Coaching Federation (ICF) and allow them to function professionally as a Certified Life Coach.

Course ID	Course Name	Credits
COUN 310	Introduction to Coaching	3

COUN 315	Coaching in Ministry	3
COUN 316	Life & Business Coaching	3
COUN 480	Coaching Practicum	3
Total Credits		12

Bachelor of Arts Accelerated Degree: The LEAD Program

Pillar College offers LEAD to provide adult students an opportunity to complete a bachelor's degree for the advancement of their professional careers and for personal achievement. Students proceed through the program in a collaborative small group format, called a cohort. Cohorts proceed through a well-planned series of courses and experiences leading to the completion of a bachelor's degree at an accelerated pace of approximately 24 months. This cohort configuration creates supportive communities to facilitate learning and completion of the program. Pillar College's faculty facilitators are equipped to provide a relevant and interactive experience to adult learners.

Distinctive Benefits of the Accelerated Delivery Format:

- Sixteen courses in sequence.
- Courses are offered one at a time, each lasting approximately five weeks; cohorts meet once a week on the same night, in the same location for the entire program.
- No pressure to memorize; student learning is evaluated without tests, exams or quizzes
- An interactive, participatory learning experience leveraging the knowledge you have acquired and past practical experience for immediate application in your professional and personal life.
- College credit for learning acquired through ministry, work, military training, vocational training, and technical skills.

Degree Requirements

To graduate with a Bachelor of Arts degree the student must successfully complete 120 semester hours of credit:

- Complete 48 credits in LEAD with a cumulative GPA of at least 2.5*.
- Complete or have completed 45 credits in General Education including**:
 - Computer Literacy 3 hours
 - English language 12 hours
 - History 6 hours
 - Humanities 3 hours
 - Math 3 Hours
 - Science 3 hours
 - Social Science 6 hours
 - General Education Electives 9 hours
- Earn or have earned additional 27 elective credits
 - Completed in the traditional program of Pillar College
 - Transfer credits from another accredited institution (see transfer policies)
 - Credit by Examination (CLEP and/or DSST)
 - Prior Learning Assessment (PLA) up to 27 credits

* The minimum GPA of the LEAD program is higher due to the accelerated nature of the courses and workload thereof.

**Required hours vary slightly for each program.

Major in Psychology and Counseling – Accelerated Degree

Program Description:

The science and profession of psychology continues to experience major growth and diversity. Psychology and Counseling majors not only will master the foundation of the major psychological perspectives in the field but will be able to evaluate each theory based on theological principles. Upon successful completion of this program, you will be prepared to either pursue further education or serve in a context that does not require licensure.

Course Requirements:

Semester One	
GEDU 310A	Goals, Priorities, and Academic Excellence
PSYC 320A	Biblical Basis for Psychology and Counseling
PHIL 301A	Survey of Worldviews (Pillar course only)
PSYC 310A	Theories of Applied Psychology

Semester Two	
PSYC 305A	Human Development
PSYC 402A	Theories of Personality
BIBL 302A	Jewish & Christian Scriptures
PSYC 403A	Human Sexuality

Semester Three	
PSYC 407A	Abnormal Psychology
THEO 320A	Foundations of Christian Faith
COUN 410A	Marriage & Family Counseling
COUN 408A	Legal & Ethical Issues in Psychology

Semester Four	
COUN 330A	Counseling Skills
COUN 440A	Crisis Counseling
COUN 430A	Multicultural Counseling
COUN 460B	Counseling Methods

Major in Organizational Leadership – Accelerated Degree

Program Description:

This concentration is geared towards individuals pursuing a management position or promotion in a company or non-profit organization. The organizational leadership concentration is unique due to its focus on building crucial leadership and communications skills; traits that employers are looking for in their future leaders! The organizational leadership concentration is well positioned to prepare individuals for various management and administrative roles within companies, government, and non-profit organizations. This degree is offered in Pillar's LEAD program.

Course Requirements:

Semester One	
GEDU 310A	Goals, Priorities and Academic Excellence
MGMT 303A	Principles of Leadership
PHIL 301A	Survey of Worldviews (Pillar course only)
BUSM 330A	Global Leadership & Diversity

Semester Two	
ORGL 410A	Organizational Change & Innovation
BIBL 302A	Jewish & Christian Scriptures
BUSM 340A	Administration & Management
MGMT 440A	Human Resource Management

Semester Three	
BUSM 420A	Finance and Accounting for Managers
BUSM 430A	Team Dynamics
THEO 320A	Foundations of Christian Faith
ORGL 430A	Organizational Communication

Semester Four	
MGMT 304A	Project Management
ORGL 450A	Ethical Decisions in Organizations
ORGL 420A	Organizational Culture
ORGL 460B	Organizational Leadership Capstone

Major in Biblical Studies – Accelerated Degree

Program Description:

The Biblical Studies Accelerated Degree seeks to acquaint students with the tools for Bible study, to foster lifelong habits of study skills, to cultivate a love for truth and Christian ministry, and to prepare students for seminary or graduate school.

Course Requirements:

Semester One	
GEDU 310A	Goals, Priorities, and Academic Excellence
MGMT 303A	Principles of Leadership
PHIL 301A	Survey of Worldviews (Pillar course only)
BSCM 410A	Pastoral Care & Counseling

Semester Two	
PHIL 331A	Christian Ethics
BIBL 302A	Jewish & Christian Scriptures
BIBL 420A	Principles of Biblical Interpretation
BIBL 325A	The Pentateuch

Semester Three	
BIBL 410A	The Life and Teachings of Christ
BSCM 401A	Evangelism & Apologetics
THEO 320A	Foundations of Christian Faith
BIBL 451A	Pauline Literature

Semester Four	
BIBL 450A	The Book of Romans
CHHS 410A	The Church in Global Context
BSCM 420A	Homiletics
BSCM 460A	Biblical Studies Capstone

Master's Degrees

Master of Arts in Counseling: Specialization in Marriage, Couple & Family Counseling

Pillar College's objective for the Master of Arts in Counseling (MAC) Program is to produce academically, clinical counseling skills, cultural awareness and integrative spiritual/theological knowledgeable professional counselors/counselor educators and specialized trained marriage, couple and family counselors.

The MA in Counseling Program is designed to provide students with a comprehensive academic and experiential training in the field of counseling/counselor education and the specialty area of marriage, couple and family counseling. Students will be able to demonstrate knowledge of the counseling profession, counselors' personal dispositions, clinical expertise, and cultural proficiency for preparation to provide mental and emotional wellness services to clients/families of culturally diverse backgrounds.

Pillar College's MA in Counseling Program will provide a specialization in Marriage, Couple and Family Counseling and is designed to prepare counseling graduates for success in careers in counseling/counselor education and marriage, couple and family counseling service professions in a variety of settings including but not limited to clinical mental health agencies, non-profit organizations, educational institutions, school-based programs, churches and parachurch ministries.

The MA in Counseling Program is delivered in a cohort-based scheduled format, providing face-to-face and on-line course instruction. The program design is governed by the 60-credit, 2016 CACREP accreditation program standards, providing the *eight common core areas* representing the foundational knowledge required of all entry-level counselor education graduates, and the *specialty area* in marriage, couple and family counseling. The specialty area of marriage, couple and family counseling has been developed to prepare students to possess the knowledge and skills necessary to address a wide variety of client issues in the context of relationships and families.

Pillar College has established a distinctive approach that includes the integration of the Judeo-Christian worldview and faith-based values into the professional counseling, specialization in marriage, couple and family counseling professional educational curriculum.

The MA in Counseling Program meets the foundational requirements of the National Certified Board of Counselors (NBCC) and the New Jersey Licensure as a License Associate Counselor (LAC) and License Professional Counselor (LPC).

MA in Counseling Program Goals

Upon completion of the MA in Counseling Program, specialization area Marriage, Couple and Family Counseling, graduates will demonstrate mastery of knowledge and practices of the following skills:

- Understand and articulate the professional orientation and legal and ethical practices in the counseling professional and marriage, couple and family counseling.
- Develop integrative approaches of biblical/theological counseling and spiritual formation as self-care strategies and the basic for helping relationships.
- Demonstrate mastery of individual counseling, group dynamic skills and techniques and marriage, couple and family counseling interventions utilized in counseling settings.

- Demonstrate mastery of the use of human development and growth stages of life, maladaptive behavior patterns, and appropriate use of the Diagnostic Statistical Manual of Mental Disorders (DSM-5) to provide culturally responsive initial orientation, testing, assessments, treatment, advocacy and relevant referrals for culturally diverse client populations.
- Prepare students to demonstrate the use of social and cultural considerations and skills and multicultural trends as the basis for helping relationships in counseling and marriage, couple and family counseling.
- Equip students to research and develop a wide array of appropriate tools and resources beneficial in the delivery and acquisition of support and services for individual clients, families, couples or organizations based on their unique situations and cultural backgrounds.
- Acquaint and prepare students to assist clients and relational units for lifestyle and career development and growth opportunities.
- Equip students with supervised counseling field experiences as the basic for training and demonstrating on the basic helping relationships in the counseling profession and marriage, couple and family counseling.

Specialization in Marriage, Couple and Family Counseling

(Based on the 2016 CACREP accreditation standards)

The specialization in marriage, couple and family counseling will prepare students to demonstrate mastery of the foundational knowledge, contextual dimensions and clinical practices specific to the distinctiveness of working with relational partnership and families such as:

1. Understand and articulate the history, development and the role of marriage, couple and family counselors.
2. Demonstrate mastery of the use of theories and models of family systems and dynamics, the sociology of families and family of origin considerations.
3. Equip students with the ability to demonstrate mastery of conducting family assessments, and diagnostic process to determine couple and family functioning, family generational patterns, mental diagnostic status examinations and personality assessment.
4. Demonstrate mastery of working with culturally diverse couples and families and their unique social, interpersonal and life choices that impact relational interactional patterns and behaviors.
5. Demonstrate mastery of the conceptualization, implementation and integration of treatment, family planning and interventions strategies in marriage, couple and family counseling.

Degree Requirements

To graduate with a Master of Arts degree, the student must successfully complete required program hours of credit:

- Complete a minimum of 48 credits at Pillar College
- Cumulative GPA of 3.0 or better
- All financial obligations must be met
- Candidate for graduation must file application at the beginning of the semester prior to Commencement

Major Requirements for the MA in Counseling

Core Courses		33 Credits
COUN 520	Counseling Theory and Practice	3
COUN 530	Research and Program Evaluation	3
COUN 540	Ethical and Legal Implications in Counseling	3
COUN 550	Counseling Skills	3
COUN 560	Social and Cultural Counseling Foundations	3
COUN 570	Human Growth and Development	3
COUN 580	Orientation to Professional Counseling	3
COUN 590	Group Process and Practice	3
COUN 595	Group Leadership and Practice	3
COUN 610	Psychological Testing and Assessment	3
COUN 650	Career Development	3
MCF Counseling specialization courses		12 Credits
COUN 620	Marriage and Family Counseling I	3
COUN 625	Marriage and Family Counseling II	3
COUN 630	Clinical Mental Health Counseling	3
COUN 660	Clinical Diagnosis and Treatment Planning	3
Addiction Counseling Courses		6 Credits
COUN 545	Introduction to Addiction and Recovery	3
COUN 645	Pharmacology and Physiology of Drugs and Alcohol	3
Professional Practice Courses		9 Credits
COUN 670	Professional Development Practicum (100 hours)	3
COUN 680	Professional Internship I (300 hours)	3
COUN 690	Professional Internship II (300 hours)	3
Total		60 credits

Requirements for the MA in Counseling with Management Concentration

This program is designed for individuals who have an interest in counseling and psychology as they apply to the analysis, coaching and motivation of productive behavior in the workplace. Along with core courses in counseling, a concentration in Management with courses in Organizational Psychology, Conflict Management, Human Resource Management and Cross Cultural Management are offered. Students who graduate from this program will apply their knowledge and skills to address organizational behavior, organizational performance and overall wellness and productivity of individuals within organizations. This program is not designed to meet the requirements for CACREP Accreditation or Board Certification in Counseling.

Core Courses		45 Credits
COUN 520	Counseling Theory and Practice	3
COUN 530	Research and Program Evaluation	3
COUN 550	Counseling Skills	3
COUN 560	Social and Cultural Counseling Foundations	3
COUN 570	Human Growth and Development	3
COUN 580	Orientation to Professional Counseling	3
COUN 590	Group Process and Practice	3
COUN 595	Group Leadership and Practice	3
COUN 610	Psychological Testing and Assessment	3
COUN 650	Career Development	3

COUN 620	Marriage and Family Counseling	3
COUN 630	Mental Health Counseling	3
COUN 660	Diagnosis and Treatment Planning	3
COUN 615	Spiritual Foundation for Counseling	3
COUN 680	Professional Internship	3
Management Concentration		15 Credits
COUN 540	Ethical and Legal Implications in Counseling	3
MGMT 525	Conflict Management	3
MGMT 520	Cross Cultural Organizational Management	3
ORGL/PSYC 520	Applied Organizational Psychology	3
MGMT 540	Human Resource Management	3
Total		60 Credits

Master of Business Administration in Social Sector Management

Pillar College's objective for the Master of Business Administration in Social Sector Management is to produce academically, ethically, and spiritually competent professionals in the social sector. The globalization of the markets, the complexity of social problems, and the pressing need for collaboration for an international presence have revealed vulnerabilities and leadership needs among social service agencies and organizations that an MBA in Social Sector Management will address. The range of professionals who will benefit from the program include social entrepreneurs, humanitarians, church leaders, chaplains, social agency managers, health providers, faith-based organizations, hospitality administrators, emergency and disaster relief practitioners, and international organizations that provide an array of human services to people in need.

The MBA in Social Sector Management is a specialized and professional degree designed for individuals who are already or aspiring to be in leadership positions involved in providing services to a diverse workforce and constituency, and who, as Jim Collins proposes, are mission-driven to deliver long term positive impact with responsible stewardship of resources. Ideally, this program will advance graduates to the next level in their professional careers in a variety of settings including, but not limited to, hospitality management for leisure recreational and retreat centers, humanitarian-aid, resettlement services, community and economic development, human resource management, workforce development, healthcare, and varying positions in for-profit and not-for-profit social sector entities. The interdisciplinary nature of this MBA degree program helps students navigate and integrate academic work and practical experience. Graduates of the program will be able to contribute to organizational development, utilization of untapped resources, and innovation processes related to the application of management principles.

The MBA in Social Sector Management is a fully online 39-credit professional graduate degree program formatted for accelerated learning that includes an intercultural assessment and customized training for social engagement with immersion project-based learning. Students will be assessed based on their capacity for empathetic understanding of a social problem and competency skills for the Social Sector.

Program Objectives

Upon completion of the MBA in Social Sector Management, graduates will be able to demonstrate the following competencies:

1. **Service Leadership & Business Management Competency:** Demonstrate the ability to articulate business concepts and applied management science from a nonprofit, human service agency, and social business perspective.
2. **Interpersonal Communication Competency:** Demonstrate intercultural and social competency for social engagement appropriate for evidence-based social sector intervention.
3. **Technological Competency:** Use technology to implement a sufficient range of adaptive solutions for social service sector management in an online environment.
4. **Strategic & Tactical Planning Competency:** Demonstrate the ability to facilitate strategic and tactical planning in an international or global context.
5. **Innovation and Change Management Competency:** Demonstrate the ability to lead change, innovation, and capacity-building efforts in global and international contexts.

Unique features and benefits of the Program

Faculty from across multiple sectors engage students in course content involving all aspects of management to facilitate critical assessments, in-depth discussion, problem-solving, decision making, applied research projects, and case analysis. Students will have the opportunity to learn from experienced classmates from across multiple sectors including nonprofit, mission agency, business, faith-based and humanitarian organizations.

Career Outlook

The MBA in the Social Sector program is designed to prepare graduates for careers in a variety of settings including but not limited to:

- Administrative services Management
- Social and human service agencies
- Human Resources
- Training and Development
- Non-profit organizations
- Education

Degree Requirements

Students must complete the following requirements for graduation:

- A cumulative GPA of 3.0 or higher
- A maximum of 6 transfer credits
- A minimum of 33 credits must be completed at Pillar College
- Hold a leadership role and possess at least two years of administrative or business experience
- Complete course credit requirements in the program's core courses

MBA in Social Sector Management Curriculum

Core Courses		39 Credits
ACCTW560	Managerial Accounting for Nonprofits	3
BUSMW505	Professional Assessment & Seminar I	2
BUSMW520	Managing Human Service Agencies	3
BUSMW540	Social Entrepreneurship	3
BUSMW560	Global Business and Management Operations	3
BUSMW605	Professional Assessment & Seminar II	3
BUSMW670	Integrated Project-Based Capstone	4
CHHSW511	Special Topics in the Church and Social Justice	3
IBUSW601	Intercultural and Social Competence	3
MGMTW541	Human Resource Strategy and Organizational Structure	3
MGMTW545	Online Technology and Management	3
MGMTW560	Ethics for Social Services	3
MGMTW620	Strategic and Tactical Planning in the Social Sector	3
Total		39 credits

Master of Arts in Ministry Leadership

Pillar College's objective for the Master of Arts in Ministry Leadership (MAML) is to produce academically, ethically, and spiritually competent professional ministry leaders. People of faith expect the leaders of their local churches and organizations to deliver a variety of diverse services, including sound preaching and teaching, organizational (team) leadership, community development services and marriage, youth, and family counseling.

Eligible applicants include clergy and lay leaders from a wide range of backgrounds and religious affiliations desiring or needing advanced studies in the areas of biblical studies or preparation for ministry with an organization, mission agency, faith-based institution, denomination, or church.

In addition to current admissions requirements to the MAML degree program, applicants may be admitted without a bachelor's degree who demonstrate an ability to engage in graduate-level studies and possess one or a combination of the following:

- o Equivalent ministry experience, and or
- o Employment in a church, mission agency, or para-church organization, and or
- o Possesses college credits or course work related to the theological disciplines

Up to 15 percent of the applicants seeking enrollment into a master's degree program may be admitted without possession of the bachelor's degree or its educational equivalent. Admission of such applicants will be restricted to persons with life experience that has prepared them for studies at the graduate level. Admission without a bachelor's degree or its educational equivalent shall be validated through a process and criteria for evaluating academic ability are educationally appropriate and rigorous.

Current Pillar students and other students with undergraduate credits in the theological disciplines will be able to apply for advanced standing to waive some course requirements. Up to 4 equivalent courses to 12 credits earned from an accredited graduate program may be transferred into the program. Applicants possessing significant life experience in ministry, advanced training, or certificates from a reputable school or institution may also apply for advanced standing to have courses waived or substitute courses to satisfy the degree requirements.

Program Objectives

Upon completion of the MA in Ministry Leadership Program, graduates will demonstrate mastery of the following knowledge and skills:

1. A biblically-based personal foundation for practical ministry leadership
2. An ability to assess and respond to the spiritual and practical needs of a community
3. Competencies required for individual, team and group leadership.
4. Diagnostic and prescriptive knowledge to engender holistic church health.
5. An ability to apply leadership principles to Christian ministries designed to strengthen communities.

Unique features and benefits of the Program

The MA in Ministry Leadership Program (MAML Program) is a 48-credit program that offers spiritual, theological and academic training in *Organizational Leadership and Ecclesial Ministry* with four concentrations: (1) Church / community transformation; (2) Healthy Leadership and Ministry; (3) Woman in Ministry; (4) general studies in ministry leadership.

The MA in Ministry Leadership Program delivery is in a cohort-based scheduled format, 8-weeks course rotation, and face-to-face course instruction.

A distinctive of Pillar College’s approach includes the integration of the Judeo-Christian worldview and faith-based values into the professional curriculum.

Career Outlook

The MA in Ministry Leadership Program is designed to prepare graduates for careers in a variety of settings including but not limited to:

- Churches (pastors, educational leaders, para-church professionals, missionaries, youth leaders, teachers, worship leaders and chaplains)
- Chaplaincies in various communities and venues
- Non-profit organizations
- Mission agencies
- Church-based community services
- Educational institutions
- Social and human service agencies
- Pursue terminal degrees in doctoral program for education (Ed.D.), research (Ph.D.), or ministry (D.Min.)

Degree Requirements

To graduate with a Master of Arts degree, the student must successfully complete required program hours of credit:

- Complete a minimum of 36 credits at Pillar College
- Cumulative GPA of 3.0 or better
- All financial obligations must be met
- Candidate for graduation must file application at the beginning of the semester prior to Commencement

Concentration in General Studies (Core Courses)

Core Courses		36 Credits
BSCM 511	Advanced Homiletics	3
MINL 501	Pastoral Ministry	3
MINL 505	Leadership for Church & Mission	3
MINL 515	Youth & Family Ministry	3
MINL 520	Emotionally Healthy Church	3
MINL 535	Leadership Styles & Qualities	3
MINL 540	Principles of Social Entrepreneurship	3
MINL 615	Pastoral Care & Counseling	3
MINL 620	Community Development & Services	3
MINL 640	Business as Mission	3
MINL 680	Field Experience	0
ORGL 530	Team Leadership	3
THEO 521	Christ Alive	3
Biblical Foundations Courses		12 Credits
BIBL 501	Old Testament Literature	3
BIBL 502	New Testament Literature	3
CHHS 501	History of Christian Thought	3
BIBL 601	Biblical Interpretation	3
Total		48 credits

Concentration in Church and Community Transformation

Description: This concentration equips the student with tools necessary for effective leadership through the church with an aim towards community transformation. The concentration emphasizes church & community planning, organizing and development. The program enables the student to strategically effect change as a Christian leader.

Core Courses		21 Credits
MINL 505	Leadership for Church & Mission	3
MINL 535	Leadership Styles & Qualities	3
MINL 540	Principles of Social Entrepreneurship	3
MINL 620	Community Development & Services	3
MINL 640	Business as Mission	3
MINL 680	Field Experience	0
ORGL 530	Team Leadership	3
THEO 521	Christ Alive	3
Biblical Foundations Courses		12 Credits
BIBL 501	Old Testament Literature	3
BIBL 502	New Testament Literature	3
CHHS 501	History of Christian Thought	3
BIBL 601	Biblical Interpretation	3
Concentration Courses		9 Credits
MINL 610	Effective Ministry Planning	3
MINL 621	Church and Community Organizing	3
ORGL 610	Leading Change	3
Elective Courses – Select two additional Core Courses		6 Credits
Total		48 credits

Concentration in Healthy Leadership and Ministry

Description: This concentration appeals to the student who seeks to create a foundation for leadership with a keen focus on pastoral care and emotional health. This program prepares students to promote and perform well-informed & healthy ministry to congregants and community.

Core Courses		21 Credits
BSCM 511	Advanced Homiletics	3
MINL 501	Pastoral Ministry	3
MINL 505	Leadership for Church & Mission	3
MINL 520	Emotionally Healthy Church	3
MINL 535	Leadership Styles & Qualities	3
MINL 615	Pastoral Care & Counseling	3
MINL 680	Field Experience	0
THEO 521	Christ Alive	3
Biblical Foundations Courses		12 Credits
BIBL 501	Old Testament Literature	3
BIBL 502	New Testament Literature	3
CHHS 501	History of Christian Thought	3
BIBL 601	Biblical Interpretation	3
Concentration Courses		9 Credits
BSCM 601	Pastoral Self Care	3
MINL 545	Principles of Church Stewardship	3
MINL 625	Urban Church Experience	3
Elective Courses – Select two additional Core Courses		6 Credits
Total		48 credits

Concentration in Women in Ministry

Description: This empowering track helps to build a strong framework for women seeking to thrive in ministry. The program is characterized by a sharp focus on contemporary women's issues, addressing those pertinent to pastoral leadership, pastoral care, ministry to women, and self-care.

Core Courses		12 Credits
BSCM 511	Advanced Homiletics	3
MINL 505	Leadership for Church & Mission	3
MINL 535	Leadership Styles & Qualities	3
MINL 680	Field Experience	0
THEO 521	Christ Alive	3
Biblical Foundations Courses		12 Credits
BIBL 501	Old Testament Literature	3
BIBL 502	New Testament Literature	3
CHHS 501	History of Christian Thought	3
BIBL 601	Biblical Interpretation	3
Concentration Courses		18 Credits
BSCM 601	Pastoral Self Care	3
MINL 545	Principles of Church Stewardship	3
WMNL 501	Biblical Perspectives and Women	3
WMNL 505	Pastoral Leadership for Women	3
WMNL 530	Ministering to Women	3
WMNL 680	Contemporary Issues for Women	3
Elective Courses – Select two additional Core Courses		6 Credits
Total		48 credits

Undergraduate Academic Course Descriptions

BIBLICAL STUDIES

Bible

BIBL 101 Old Testament Survey

3 credits

This course involves a survey of the history, literature, and theology of the Old Testament. Emphasis is on the content of the thirty-nine books that comprise the canon of the Old Testament. Attention will also be given to the transmission of the text and the canonization of the Old Testament. Students are exposed to the critical issues and scholarly methods employed in the modern study of the Old Testament.

BIBL 102 New Testament Survey

3 credits

This course involves a survey of the history, literature, and theology of the New Testament. Emphasis is on the content of the twenty-seven individual books that comprise the canon of the New Testament. Attention will also be given to the transmission of the text and the canonization of the New Testament. Students are exposed to the critical issues and scholarly methods employed in the modern study of the New Testament.

BIBL 201 Principles of Biblical Interpretation

3 credits

This course is an introduction to the principles of biblical interpretation (hermeneutics). Emphasis is upon theory and practice of biblical interpretation with special attention on the various literary genres represented in the Bible. This course involves exercises based upon both the Old and New Testaments. Attention is also given to the practical application of the Bible to the Christian life.

Prerequisite: ENGL-101 or the equivalent.

BIBL 204 Introduction to Biblical Exegesis

3 credits

This course provides a basic introduction to the principles of Biblical exegesis, with an emphasis on the alphabet, grammar and select vocabulary of biblical Hebrew and Greek. The student will practice reading aloud the texts of Hebrew and Greek Bible in class. Students will also learn how to use resources such as concordances, lexicons, and computer software for exegetical study.

Prerequisite: ENGL 101 & COMM 101 or the equivalents.

BIBL 210 The Pentateuch

3 credits

This course is an inductive study of the first five books of the Old Testament- Genesis, Exodus, Leviticus, Numbers and Deuteronomy. The procedure of study involves a survey of the books as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 101 and BIBL 201 or the equivalents.

BIBL 221 The Historical Books of the Old Testament

3 credits

This course is an inductive study of the historical books of the Old Testament or a single representative example from the category of Scripture. The procedure of study involves a survey of the books as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 101 and BIBL 201 or the equivalents.

BIBL 222 The Major Prophets

3 credits

This course is an inductive study of the minor prophets of the Old Testament. The procedure of study involves a survey of the books as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 101 and BIBL 201 or the equivalents.

BIBL 223 The Minor Prophets**3 credits**

This course is an inductive study of the twelve minor prophets of the Old Testament. The procedure of study involves a survey of the books as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 101 and BIBL 201 or the equivalents.

BIBL 225 The Psalms and Wisdom Literature**3 credits**

This course is a study of the Book of Psalms in terms of its literary features and theological content; the wisdom literature of the Old Testament is also considered with emphasis upon Job, Proverbs, Ecclesiastes, and Song of Solomon (Song of Songs).

Prerequisites: BIBL 101 and BIBL 201 or the equivalents (or permission from the instructor).

BIBL 230 The Life and Teachings of Christ**3 credits**

This course is a study of the life and teachings of Christ based upon the four canonical Gospels of the New Testament. This course examines the major events in the life of Jesus and both the form and content of Jesus' teachings including theology, Christology, the Kingdom of God, and the ethics of the Kingdom.

Prerequisite: BIBL 102 or the equivalent.

BIBL 241 The Book of Hebrews**3 credits**

This course is an inductive study of the Book of Hebrews as a representative example of a non-Pauline Epistle. The procedure of study involves a survey of the book as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 306 The Synoptic Gospels**3 credits**

This course is an inductive study of the Synoptic Gospels. The procedure of study involves a survey of the books as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 310 The Book of Romans**3 credits**

This course is an inductive study of the Book of Romans as a representative example of the Pauline Epistles. The procedure of study involves a survey of the book as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 320 The Gospel of John**3 credits**

This course is an inductive study of the Gospel of John. The procedure of study involves a survey of the book as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 350 The Book of Acts**3 credits**

This course is a study of the Book of Acts as a historical narrative of the expanding witness of the early church. The procedure of study involves a survey of the book as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 351 Pauline Literature**3 credits**

The purpose of this course is to teach the context, content, and critical questions of the Pauline epistles in the New Testament, except the letter to the Romans, which is considered in a separate course. Special themes will be emphasized such as the chronology of the apostle's ministry, Christology, the identity of the believer, the gospel, sanctification, ecclesiology, eschatology, spiritual gifts, and spiritual warfare.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 360 The Book of Revelation**3 credits**

This course is an inductive study of the Book of Revelation as the representative example of apocalyptic literature in the New Testament. The procedure of study involves a survey of the book as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life.

Prerequisites: BIBL 102 and BIBL 201 or the equivalents.

BIBL 370 Introduction to Biblical Archaeology**3 credits**

This course is based on both Biblical historiography and modern archaeology in order to analyze the social, political, spiritual and cultural context of the Bible from the times of King David to the times of Jesus. Emphasis is placed on the scientific aspects, trying to understand what happened in the Land of Israel in the last 3000 years. Various periods of biblical history will be studied within their greater Near Eastern and European contexts, thus mentioning different peoples such as the Philistines, Assyrians, Babylonians, Greeks, Romans and others. Through archaeological findings we will try to reconstruct ancient realities, by understanding the motivations of the different peoples and personalities that lived in this Land. The methodology used during the course is based on three pillars: Previous reading of study material; Classes at the Hebrew University of Jerusalem; "Classes" in the field with recognized archaeologists.

Cross-listed with HIST-370.

Biblical Studies / Christian Ministry**BSCM 101 Spiritual Formation****3 credits**

This course is a study from the Gospel of Luke on what it means to follow Jesus. Topics include teachability, flexibility, humility, compassion, integrity, selflessness, intensity, courage, dependency, transparency, contentment, trustworthiness, accountability, alertness, and servanthood. The course includes practical exercises that promote spiritual formation.

BSCM 210 Homiletics**3 credits**

This course is an introduction to the art of preaching. Review of foundation of sermons, formal elements of style and methods of preparation and delivery principles based on biblical, historical and cultural foundations will be included. Students will prepare sermons to be preached in class and will be evaluated. Video technology can be used to enhance learning.

Prerequisite: ENGL 101 or the equivalent (or permission of the instructor).

BSCM 241 Evangelism & Missions**3 credits**

The course involves an introduction to the models and strategies for personal and congregational evangelism based upon biblical, historical, and cultural foundations. The course also includes an introduction to the history, theology and practice of world missions.

Prerequisite: ENGL 101 or the equivalent (or permission of the instructor).

BSCM 245 Urban Ministry**3 credits**

This course introduces students to ministry in urban contexts providing equipping skills for ministry. Topics include biblical injunction to urban ministry, dynamics of urban centers, relief ministries, community development, and ministry to various ethnic populations.

Prerequisite: ENGL 101 or the equivalent (or permission of the instructor).

BSCM 253 Nehemiah- Leading with Integrity**3 credits**

This course provides an overview of the book of Nehemiah, with an emphasis on leadership principles that will assist students to integrate "prayer power" with the "planning process" to help to clarify one's purpose, vision and calling.

Prerequisites: BIBL 101 and BIBL 201 or the equivalents.

BSCM 321 Foundations and Strategies for Youth Ministry **3 credits**
This course involves an analysis of contemporary youth culture including peer phenomenon, personal identity, and value development. Principles of creative youth ministry are discussed with an emphasis upon evangelism, spiritual growth and ministering to adolescents with the goal of full involvement in the church.
Prerequisite: ENGL 101 or the equivalent.

BSCM 340 Biblical Foundations of Worship **3 credits**
This course is an introduction to biblical worship covering the major foundational themes such as covenant, sacrifice and the numinous, as well as symbolism in worship. This course introduces the student to the history of worship from Old and New Testament eras through the Early Church to the Modern era.
Prerequisites: ENGL 101 or the equivalent and BSCM 101. Formerly BSCM 120.

BSCM 425 Youth and Family Counseling **3 credits**
This course will address aberrations of normal development that impact children and their families in the home, school, church, and community. Various methods of effective helping will be considered.
Prerequisites: ENGL 101 or the equivalent and BSCM 101. Formerly BSCM 308.

BSCM 470 Biblical Studies Internship **3 credits**
Participate as an intern at a church, para-church ministry or non-profit organization to apply principles learned from Biblical and Theological studies.
Prerequisite: Permission from Internship Director

Church History

CHHS 140-142 Freedom & Liberty Ed. Experience courses **3 credits**
The Freedom & Liberty Education Experience explores the founding of America. Students will visit historic sites, study the meaning of independence according to the Founding Fathers, and examine how Christian principles influenced the Constitution and American national governmental institutions.
FLEX locations: Philadelphia; DC; Plymouth.
Cross-listed as HIST 140-142.

CHHS 203 History of Christian Thought **3 credits**
This course is an introduction to the history of Christianity and the development of Christian thought from the first century to the present.
Prerequisite: ENGL 101 or the equivalent.

CHHS 320 The Church in Global Context **3 credits**
This course involves a study of the origin and development of the various Christian traditions in Africa, Asia, and Latin America with particular attention to the development of indigenous churches as well as mission-founded churches.
Prerequisites: ENGL 102 and CHHS 203 or the equivalents.

CHHS 330 History and Theology of the Reformation **3 credits**
This course is an introduction to the period of the Reformation including its background in the Renaissance Period. Topics include, not are not limited to, Erasmus of Rotterdam, Martin Luther, Ulrich Zwingli, John Calvin, the English Reformation, and the Radical Reformers (Anabaptists). This course involves a study of the origin and development of the various Christian traditions in North America including European colonial churches, African-American church, immigrant churches, and First Nation churches.
Prerequisites: ENGL 102 and CHHS 203 or the equivalents.

CHHS 340 History and Theology of Revivals**3 credits**

This course examines the history and theology of Protestant revivals and awakenings, with particular emphasis upon the Reformation, the Evangelical Awakening in Britain, the Great Awakening in America, the Second Awakening in Britain and America, the Holiness Revival, and the revivals of the twentieth century, including the Welsh Revival, the Pentecostal Revival, the mid-twentieth century revival associated with Billy Graham and others, campus revivals, and the late twentieth century revival originating in Argentina and Toronto, Canada.

Prerequisites: ENGL 102 and CHHS 203 or the equivalents.

Theology**THEO 201 Introduction to Christian Doctrine****3 credits**

This course is a basic introduction to Christian systematic theology including the doctrines of God (theology proper), Christ (Christology), the Holy Spirit (Pneumatology), humanity (Theological Anthropology), salvation (Soteriology) the church (Ecclesiology), and the last things (Eschatology). Attention is also given to the variety of thought and practice within Evangelical Christianity.

Prerequisite: ENGL 101 or the equivalent.

THEO 250 The Life and Thought of C. S. Lewis**3 credits**

This course involves a study of the life and thought of C. S. Lewis as the premier lay Christian theologian and apologist of the Twentieth Century. This course involves a reading of select primary and secondary sources on the life and thought of C. S. Lewis.

Prerequisite: ENGL 101 or the equivalent.

THEO 301 Christian Apologetics**3 credits**

This course is a study of the historical, philosophical, and scientific defense of the classical Christian faith. Topics include the concept of truth in a postmodern age, the historical reliability of the Gospels, issues regarding science and faith such as the intelligent design movement, arguments for the existence of God in response to the New Atheism including the problem of evil, the possibility of miracles, and the problem of religious pluralism.

Prerequisite: ENGL 102 and PHIL 201 or the equivalents.

THEO 360 Modern Theology**3 credits**

This course is a study of modern theologians and theological movements since the period of the Enlightenment in the seventh and eighteenth centuries. Topics include classical liberal theology, neo-orthodox theology, process theology, secular theology, theology of hope, liberation theologies, new Catholic theology, narrative theology, and evangelical theology.

Prerequisite: ENGL 102 or the equivalent.

THEO 410 Special Topics in Systematic Theology**3 credits**

This course is an in depth study of major topics of systematic theology: The Trinity (doctrine of God), Christology (doctrine of the person of Christ), the Atonement (doctrine of the work of Christ), Pneumatology (doctrine of the person and work of the Holy Spirit), Anthropology (doctrine of humanity), Soteriology (doctrine of salvation), Ecclesiology (doctrine of the church), or Eschatology (doctrine of the last things).

Prerequisite: THEO 201 or the equivalent.

BUSINESS ADMINISTRATION AND MANAGEMENT

Accounting

ACCT 201 Financial Accounting

3 credits

An introduction to the fundamental principles of financial accounting focused on identifying, measuring, and communicating financial information. Accounting cycle, asset valuation, short term liabilities, payroll, income determination, and financial reporting are emphasized.

Prerequisites: BUSM 101 and MATH 101. Formerly BUSM 202 Principles of Accounting.

ACCT 202 Managerial Accounting

3 credits

A continuation of the study of accounting principles and managerial accounting topics. Long-term liabilities, owner's equity, cash flow and interpretation of financial statements. Cost accounting and managerial accounting and analysis will be introduced.

Prerequisite: ACCT 201.

Business

BUSM 101 Introduction to Business

3 credits

A survey of the basic concepts of business and commerce. Explores the integration of a Christian worldview into the marketplace. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary.

Prerequisite: ENGL 101 or the equivalent. Formerly Introduction to Business Administration. Interdisciplinary with Biblical Studies and Theology.

BUSM 201 Business Communications

3 credits

This course develops and explores fundamental communication skills for a student's career and the workplace. Specific topics include the appropriate and effective use of various forms of written, oral, and electronic communication including business correspondence, proposals, reports, technical writing, leading and participating in meetings, and professional presentations, resumes, and interviews.

Prerequisite: ENGL 102.

BUSM 221 Entrepreneurship in Action – ENACTUS

1 credit

BUSM 223 Entrepreneurship in Action – ENACTUS

3 credits

Student-directed program established to challenge students with creating sustainable solutions for the economic, environmental, and social problems that face domestic and foreign communities today. Emphasizes experiential acquisition of leadership skills through self-directed service projects and participation in regional, national, and international competitions. (Open to all students)

BUSM 302 Principles of Entrepreneurship

3 credits

An introduction to thinking entrepreneurially and the entrepreneurial process of "creating something new from little." Students will learn how entrepreneurs think and act, develop a sense of how suited they are to entrepreneurship, identify their skills and competencies in this area, and shape their personal goals. Students will also learn to generate & pitch ideas and evaluate their potential through a feasibility analysis.

Prerequisite: MKTG 201.

BUSM 305 Business Law

3 credits

Basic legal principles that govern modern business transactions. Topics include contracts, negligence, real and personal property, agencies, employment law, and business enterprises. Emphasis is placed on the practical application of legal concepts, and the relationship between the Bible and business law concepts.

Prerequisite: MGMT 201 or MKTG 201.

BUSM 307 Leading Nonprofit Organizations**3 credits**

This course addresses the leadership and management of non-profit organizations, particularly traditional and faith-based entities. The complexities of establishing a non-profit under IRS regulations, board of director/governance, and operational considerations will be explored in detail. Real world case studies will be used to integrate theory with practical application and the special character and leadership/management challenges of non-profit organizations will be highlighted and analyzed.

Prerequisite: MGMT 201. Formerly BUSM 307 Creating Non-Profit Organizations.

BUSM 308 Business Ethics**3 credits**

A study of ethics as they relate to contemporary issues in the student's discipline. Emphasis on the relationship of values to various ethical perspectives. Emphasizes and integrates a Christian worldview to professional ethical behavior.

Prerequisite: ENGL 101 or the equivalent. Cross-listed with PHIL-308. Interdisciplinary with Biblical Studies and Theology.

BUSM 315 Statistics**3 credits**

Statistics is an introduction to data analysis course that makes use of graphical and numerical techniques to study patterns and departures from patterns. The student studies randomness with emphasis on understanding variation, collects information in the face of uncertainty, checks distributional assumptions, tests hypotheses, uses probability as a tool for anticipating what the distribution of data may look like under a set of assumptions, and uses appropriate statistical models to draw conclusions from data.

Prerequisite: ACCT 201. Cross-listed with PSYC 315.

BUSM 402 The Art of Selling**3 credits**

As a result of taking this course, students will be able to work through the entire sales process. This includes prospecting, sales pre-planning, writing sales proposals, preventing and handling objections, sales closing, and post sales servicing. The student will be able to use these selling tools to enhance his/her sales performance.

Prerequisites: ENGL 101 or the equivalent and BUSM 101, or permission from the instructor.

BUSM 405 International Business**3 credits**

A study of international business systems and issues. The course provides a broad perspective on concepts and issues related to international business. A focus is on the international business and economic environment, cultural and organizational contexts. Strategies for conducting business internationally are emphasized.

Prerequisites: MGMT 201 and MKTG 201. Formerly BUSM 306 Understanding the Multi-Cultural Organization.

BUSM 407 Social Entrepreneurship**3 credits**

This course is an opportunity to uncover the role and impact of social entrepreneurs. What are the risks of combining business with goals toward social change? What drives social entrepreneurs? Are social enterprises sustainable? Are the intended social impacts sustainable? What are the ethical implications of such ventures? The course will analyze and reflect on these questions (and more) through case studies, readings, discussion, and applied assignments.

BUSM 410 Special Topics in Business**1- 3 credits**

Special topics courses are developed to cover emerging issues or specialized content not represented in the main curriculum. Classes may vary between 1-3 credits.

Prerequisite: Permission from the Department Chair.

BUSM 470 Internship in Business Administration**3 credits**

Supervised learning involving field experience in a business environment. Arrangements for taking the course must be made with the internship coordinator prior to the work being completed. Students will also develop a resume, develop interview skills, and explore the job search process. This course is required for all Business majors for graduation.

Prerequisite: Permission from Internship Director.

Computer Science

CISYX130 Programming for Everyone I

3 credits

This course aims to teach everyone the basics of programming computers using Python. We cover the basics of how one constructs a program from a series of simple instructions in Python. We will explore how we can use the Python built-in data structures such as lists, dictionaries, and tuples to perform data analysis. The course has no prerequisites and avoids all but the simplest mathematics. This course will introduce the core syntax, commands, and data structures of the Python programming language. Once a student completes this course, they will be ready to take more advanced programming courses.

CISYX131 Programming for Everyone II

3 credits

This course teaches students about the fundamentals of data access, data management, and expands upon the topics learned in CSC II. In the first half of the course, students will learn how to leverage their Python skills to treat the internet as a source of data. Students will work with HTML, XML and JSON data formats in Python.

The second half of the course introduces students to the fundamentals of Structured Query Language (SQL) and database design as part of a multi-step data gathering, analysis and processing effort. As part of the course, students will build web crawlers and multi-step data gathering and visualization processes.
Prerequisite: CISYX130.

CISYX220 Web Development

3 credits

Web Development introduces students to HTML, CSS, and JavaScript - the core technologies which power modern websites. Students will learn how to create interactive, aesthetically pleasing websites for a variety of purposes. This course culminates with a project in which students will build a website for a real or imaginary product of their choosing. Students concurrently enrolled in Application Development II are encouraged to build a website that corresponds with their project in that course.

CISYX330 Application Development I

3 credits

This is the first course in the Application Development series. Application Development I introduces students to Django - a Python-based framework used in the creation of complex, data-driven websites. Students will learn the features and particularities of Django, as well as the basics of web applications including HTML, the Request-Response structure, and the internal structure of servers. Students will also review the basics of database management, and dive deeper into a variety of data structures and modules. This course is intended to prepare students for Application Development II, in which they will build their own Web Applications.

CISYX331 Application Development II

3 credits

This course is a continuation of the Application Development series and is divided into two parts. In the first part of the course, students work individually to build a web application to post classified ads. In the second part of this course, students will work in groups to plan and build their own unique web applications. This course heavily emphasizes project-based learning.
Prerequisites: CISYX330

Data Analytics

DATA110 Foundations of Data Analytics I

3 credits

Foundations of Data Analytics I is based on UC Berkeley's Data 8 class. In an increasingly data-driven world, everyone should be able to understand the numbers that govern so much of our lives. Students will learn the core concepts of inference, data analysis and computing by working with real economic, social and geographic data. Particular attention will be paid to Bayes' Theorem - one of the most important concepts in applying statistics to the real world. Lastly, this course will cover the implications and dangers of bias in data.

Replaces Managerial Finances requirement in Data Analytics concentration.

DATA111 Foundations of Data Analytics II**3 credits**

Foundations of Data Analytics II is based on UC Berkeley's Data 8 class. In an increasingly data-driven world, everyone should be able to understand the numbers that govern so much of our lives. Students will learn the core concepts of inference, data analysis and computing by working with real economic, social and geographic data. This course will also provide students with an introduction to the applications of Data Analytics in the workforce, with specific attention paid to the role of the Data Scientist or Analyst, and to the application of Big Data.

Prerequisite: DATA110.

DATA310 Principles and Techniques of Data Analytics I**3 credits**

This course is based heavily on UC Berkeley's Data 100 class. Data Analytics combines data, computation and inferential thinking to solve challenging problems and understand their intricacies. This class explores key principles and techniques of data science, and teaches students how to create informative data visualizations. It also explores particular concepts of Linear Algebra which are central to Data Science.

Prerequisites: DATA111, MATH 153, CISY131

DATA311 Principles and Techniques of Data Analytics II**3 credits**

This course builds on Principles and Techniques of Data Analytics I to provide students with a more robust understanding of the tools of a Data Scientist. Data Analytics combines data, computation and inferential thinking to solve challenging problems to thereby better understand the world. This class explores key principles and techniques of data science, including quantitative critical thinking and algorithms for machine learning methods. It will also introduce students to the ways in which data analytics is deployed in healthcare, marketing, political science, criminal justice, and other fields.

Prerequisites: DATA310

Economics

ECON 205 Microeconomics**3 credits**

Emphasis upon microeconomic theory, an introduction to theories of consumer behavior, product demand, cost and supply, production, the firm and its markets, and capital and pricing factors.

Prerequisite: MATH 101 or the equivalent.

Healthcare Administration and Management

HADM201 Health Systems of the United States**3 credits**

This course is your introduction to the US healthcare system and the practice of healthcare management. You'll learn how the healthcare industry functions and explore the roles and impacts of its various stakeholders and organizations. Additionally, you'll have the opportunity to compare and contrast the US healthcare system with that of other nations and evaluate its performance. By the end of this course, you'll know the ins and outs of the American healthcare system and be prepared for further study in healthcare administration.

HADM321 Health Law and Ethics**3 credits**

This course is your overview of healthcare law in the United States. You'll learn about the ethical and legal issues that healthcare providers and administrators are confronted with in the modern workforce. By the end of this course, you'll understand how the legal environment shapes the medical profession and how to analyze and respond to a range of ethical and legal issues.

HADM330 Health Data and Analytics**3 credits**

This course is intended to help you understand the process of analyzing patient data, operational information and electronic health records to drive change and achieve greater efficiencies in healthcare systems. You'll learn how to use the R programming language (no prior experience needed) to analyze and explore data sets. By the end of this course, you'll be able to perform statistical analyses of healthcare data and turn it into actionable information to improve healthcare systems.

HADMX340 Healthcare Finance**3 credits**

This course is your overview of healthcare law in the United States. You'll learn about the ethical and legal issues that healthcare providers and administrators are confronted with in the modern workforce. By the end of this course, you'll understand how the legal environment shapes the medical profession and how to analyze and respond to a range of ethical and legal issues.

HADMX401 Healthcare Service Operations**3 credits**

This course is your introduction to healthcare operations. You'll learn about operations and systems management within the context of healthcare systems, how hospital supply chains work, and how to analyze operational processes to improve efficiencies. By the end of this course, you'll know how to evaluate and optimize hospital processes.

HADMX460 Healthcare Strategy Capstone**3 credits**

This course is the culmination of your work in the Healthcare Administration and Management program. You'll learn to apply strategic thinking to healthcare management and complete a major project in which you propose a systemic change to a hospital or hospital system. By the end of this course, you'll have honed and improved your relevant skills and created a portfolio project to show future prospective employers.

Management**MGMT 201 Principles of Management****3 credits**

A study of basic principles of leadership and management, including the functions of planning, organizing, leading and controlling. Topics include the theories, concepts, interrelationships, moral dimensions, character, functions, and skills required to lead and manage in today's business environment.

Formerly BUSM 203 Principles of Leadership.

MGMT 302 Managerial Finance**3 credits**

Provides a conceptual framework for financial decision-making process and introduces tools and techniques of finance, including financial mathematics, capital budgeting, sources of funds, and financial analysis.

Prerequisite: ACCT 202. Formerly BUSM 220 Principles of Finance.

MGMT 303 Principles of Leadership**3 credits**

Students will engage in the study and application of current theories of leadership. The class will focus on developing leadership competencies in three areas: leading self, leading others, and leading a company or organization. Through a variety of presentation methods, small group work, self-reflection, and peer review, students will observe and practice leadership principles, while identifying personal styles and preferences.

Prerequisite: MGMT 201. Replaces BUSM 303 Administrative Leadership.

MGMT 304 Project Management**3 credits**

Students will learn and experience the fundamentals of project management. Introduces fundamentals of integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management. Provides training and experience with project management tools and techniques. Students will apply principles learned via the use of case studies as well as selected class projects.

Prerequisite: MGMT 201. Formerly BUSM 304 Project Management

MGMT 440 Human Resources Management**3 credits**

Introduction to human resource management principles, processes, and systems, including analysis of such elements as organizational assessment and human resource planning, recruitment and selection, compensation and benefits administration, training and development, employee relations, human resource management information systems, and employment laws.

Prerequisite: MGMT 201. Formerly BUSM 440 Managing People in a Small Business Environment.

MGMT 450 Strategic Management

3 credits

This is a capstone course focused on analyzing and synthesizing concepts gained from all previous courses in the undergraduate business degree program. This course is focused on critical thinking, application, and innovation through an integrative project. All traditional undergraduate business students are required to take this course, ideally during the final year of the degree plan.

Prerequisite: MGMT 302. Formerly BUSM 450 Strategic Planning and Design.

Marketing

MKTG 201 Principles of Marketing

3 credits

A study of the marketing process for identifying a need and selecting target markets; developing a product to satisfy the need; and the distribution, promotion, and pricing of the product.

Prerequisite: BUSM 101. Formerly BUSM 205.

MKTGX305 Social Media Marketing

3 Credits

The average consumer spends nearly 2.5 hours per day on social media sites. It's no surprise, then, that having a presence on Social Media has become vital to virtually every corporation. Social media marketing allows marketers to connect with customers better than they ever have before. This course explores how to effectively use social media to grow brands, and reach customers where they spend their time. By the end of this course, students will be comfortable with the principles of social media marketing and will obtain the Facebook Certified Digital Marketing Associate Certification.

MKTG 401 Integrated Marketing Strategy

3 credits

This course is focused on developing effective sales & marketing skills for success. With a focus towards new and growing ventures, topics include sales management, online marketing, and the effective use of e-commerce.

Prerequisite: MKTG 201.

Project Management

PMGTX201 Introduction to Project Management

3 credits

There are two basic approaches to project management - waterfall (predictive) and agile. Students will become familiar with both through this course and learn which approach is best suited for a high velocity, multidimensional environment. This course introduces students to vital project-management concepts, including foundational principles and the life-cycle of projects. Students will also develop an understanding of how individual projects - and the larger programs they make up - fit within the context of an organization.

This course is essential for any students wishing to pursue education in project management, and helpful for students who wish to gain an understanding of the role of project management within the modern workforce. Additionally, this course can be treated as a standalone class that will provide students with a higher-level, well-rounded knowledge of critical project management concepts and processes.

PMGTX301 Project Planning

3 credits

Any successful project starts with a plan. This course focuses on providing students a deep understanding of the rudiments of project planning: scope (What will the project produce / what are the requirements?), time (What's the schedule?), cost (What's the budget?), resources (What/who do we have available?), risk (What are the potential impacts / consequences?), and quality (To what standard is the project measured against or will achieve?).

These elements are interconnected and together provide the performance targets and principles of a project. Since projects are a series of tradeoffs between scope, cost, and time, project managers need to understand how to balance them in order to create a plan which is realistic and achievable. Students will also learn how to leverage resources, and how managing risk, quality, and stakeholder expectations are critical to the definition of project success. Other interdependent project variables such as communications and business change will be explored.

PMGTX410 Project Execution, Monitoring & Control, Implementation, & Closure 3 credits

In today's fast paced work environment, no project proceeds from beginning to end without encountering unforeseen challenges, and the changing scope, priorities or context of a project may require various adjustments. Additionally, project implementation and closure requires conviction and trust in established processes and personnel. In either context, these are vital parts of a project's success and are reflections of how future projects will be managed. This course covers project execution, monitoring / control, implementation / handover, DevOps, and project closure. This course is intended to finalize a student's preparation for their Project Management Practicum and Internship.

PMGT 460 Project Management Capstone 3 credits

The capstone course for the Project Management program.

PMGTX480 Advanced Project Management Practicum 3 credits

This course is intended as a culmination of a student's work in the Project Management Major. Students will work in groups to manage a simulated project from scope to completion - encountering - and overcoming - challenges and complications along the way. This course will also provide students with an overview of the product life-cycle, governance, and other topics to help contextualize project work.

Supply Chain Management

SCMTX301 Forecasting and Logistics 3 credits

This course provides a broad overview of the planning and execution of customer demand. It is divided into two parts: forecasting and logistics.

In the first half, we cover forecasting. Matching supply and demand requires planning. You will master different forecasting techniques essential for building a sales and operations plan. At the completion of this course, you will have the tools and techniques to analyze demand data, construct different forecasting techniques, and choose the most suitable one for projecting future demand.

In the second half, we cover the three major building blocks of logistics networks: transportation, warehousing, and inventory. After completing this course, you will be able to differentiate the advantages and disadvantages of different modes of transportation. You will understand what goes into designing and setting up a warehousing facility. Finally, you will be able to develop logistics networks that minimize costs and deliver top customer service.

SCMTX302 Sourcing and Operations 3 credits

This course provides an overview of sourcing and operations. It is divided into two parts. In the first part, students will learn the key components of sourcing: supplier selection, supplier segmentation, make vs buy decisions and supplier relationships.

In the second part, students will learn both the Lean Inventory methodology and the Six Sigma methodology. This will allow them to improve supply chain operations. Students will have the opportunity to apply this knowledge to a product of their choosing. Lastly the course will be supplemented by guest lecturers who have significant experience in supply chain management.

Pre or Co-requisite: SCMTX301.

SCMTX460 Supply Chain Management Capstone 3 credits

This course encapsulates all of the skills that students have learned in Supply Chain Management I and II, and asks students to apply these skills toward solving full scale supply chain challenges.

In the first part, students will use their knowledge in supply chain management to solve the challenges faced by a fictional company called Medical Technologies Corporation in the four key areas covered in SCM I & II: Logistics, Operations, Planning, and Sourcing. At the end of this section of the course, students will have a strong understanding of how the core components of a supply chain fit together.

In the second part, students will be tasked with addressing a real supply chain problem, and will work in groups to produce a solution which will consist of a report and a presentation. In this capstone project, students will take on the role of supply chain consultants, redesigning the existing supply chain of a consumer products company with the goals of implementing lean inventory management, and using six sigma processes to improve efficiency and allow the company to bring new products to market more rapidly.

This capstone project will be designed in conjunction with real world employers who face similar issues in their supply chain on a daily basis. At the end of the course, students will therefore have real world experience that they can show employers as part of a larger portfolio. Students will also have the opportunity to present their final projects to supply chain professionals, which will allow them to gain an understanding of how their knowledge will interact with the real world and will serve as a de-facto screening process for a coveted role within the industry.

ELEMENTARY EDUCATION

Education

EDUC 100 Praxis I Preparation

3 credits

This course provides students with a series of lessons specifically aligned to the content areas in reading, writing and mathematics skills in preparation for the Praxis Core Academic Skills for Educators. The class combines classroom lectures with technology-based study resources and assessments. Students will learn about how the tests are structured, how to apply effective test-taking strategies, and review basic grammar, organizational writing strategies, math concepts and skills. Students will also take practice tests, access and use online support programs, and understand how to use Praxis study guides and tools to prepare for the Praxis Core examination.

EDUC 200 Praxis II Preparation

3 credits

This course is designed to meet the needs of the prospective teacher candidate for a specific subject area test. Students are provided tutoring and access to resources covering subject-specific content knowledge, as well as general and subject-specific teaching skills for certification and licensing in their chosen subject area.

EDUC 302 Classroom Management & Student Engagement

3 credits

This course focuses on theories, methods, and techniques used in classroom management and positive student engagement in elementary school classrooms to maintain positive learning environments. Students will apply social-emotional learning and classroom management theories to motivate elementary students to change and manage classroom behaviors. There is an emphasis on practical, contemporary classroom-based approaches that range from classroom organization to specific classroom management plans. Students will observe the details in classroom interactions and apply extrinsic and intrinsic motivation concepts and cooperative and progressive discipline methods to create effective learning environments for all students.

EDUC 303 Foundations of the Teaching Profession

3 credits

Embedded in a Christian worldview, this course introduces aspiring teachers to the call to teach, the ethics of teaching, the heart of the teacher, and the educational issues (e.g., economical, historical, philosophical, political, social, legal, cultural) that formed the foundation of the profession. Through the lens of social justice, an expanded view of education will be explored (e.g., educational systems, poverty, classroom management, the behaviors and multi-faceted work of teachers) so they can critically construct their educational philosophy, reflectively consider teaching as their chosen profession, and fully demonstrate an understanding of what it truly means to teach children in today's schools.

50 clinical observation hours.

Prerequisite: 2nd semester sophomore rank or higher. Formerly EDUC 220

EDUC 325 Literacy Development

3 credits

This course provides students with fundamental knowledge in effective standards-aligned and research-based reading practices used in elementary education for all learners. Students form an intellectual and practice-based community as pre-service teachers to reflect on course content and classroom-based instructional activities. This is a required course for all elementary education majors. Students will be introduced to the concepts of literacy instruction, including research-based reading methods, research for teaching literacy, phonological awareness, phonics, fluency, comprehension, vocabulary, technology, motivation and the theoretical framework underlying literacy development.

Prerequisite: ENGL 102 or the equivalent. Cross-listed as ENGL 325

EDUC 326 Teaching the Exceptional Child

3 credits

This course emphasizes the teaching and learning processes for children with special needs who are mainstreamed into today's 21st century classrooms. Using the Council for Exceptional Children (CEC) standards and applying special education terminology to specific situations (e.g., accommodations and modifications), candidates are immersed in special education legislation, identifying exceptionalities,

interpreting and implementing individualized educational plans (IEPs), and a full orientation to what teaching the exceptional child should look like. Using videos, select lesson plans, technology, and the clinical experience, candidates are involved in lesson planning, adapting and modifying instruction, implementing practical teaching strategies, and applying functional behavioral assessment.

12 clinical experience hours.

Prerequisites: EDUC 310 and PSYC-201.

EDUC 345 English Language Arts Literacy: Teaching and Assessing **3 credits**

This course immerses candidates in the full instructional design process, best practice, and methods for teaching English language arts. The teaching of reading will focus on fluency and accuracy progressing towards the comprehension of more complex text. The teaching of writing will progress from the mechanics through narrative, expository, and argumentative writing. Lesson planning will require differentiation as formal and informal methods for diagnosing problems and prescribing measures for assessing development are documented, especially for students with learning challenges. Data-driven decision making as well as accommodations and modifications are becoming a natural part of process. Mastery in understanding the state (NJSLs) and national (CCSS-ELA/Literacy and IRA) standards is expected, along with consistent inclusion of computer-based and digital tools to assist with assessment and learning.

12 clinical experience hours.

Prerequisites: EDUC 325 and EDUC 326.

EDUC 355 Social Studies: Teaching & Assessing **3 credits**

This course provides candidates with an overview of social studies content, best practices, and methods for teaching social studies content to elementary grade children. It also introduces cross-curricular lesson planning while reinforcing data-driven assessment, differentiation, and accommodations and modification as on-going, critical components of the process. Candidates are guided through the state (NJSLs) standards in social studies; and as well as themes from the C3 Framework for Social Studies standards, which delineate the field, promote the spiral curriculum, and drive reflection upon the knowledge, skills, and perspectives necessary for effectively viewing and understanding the social world in which we live. Consistent inclusion of computer-based and digital tools to assist with assessment and learning is required.

12 clinical experience hours.

Co-requisite or Prerequisite: EDUC 345

EDUC 365 Mathematics: Teaching and Assessing **3 credits**

This course guides candidates through the process of applying their mathematical knowledge, comprehensive understanding of state (NJSLs) and national standards, and the use of manipulatives to effectively design and deliver differentiated instruction for mathematics. Pedagogically-sound methods for teaching math to traditional students and students with special needs will include the use of diagnostic testing, cross-curricular lesson planning and implementation, and analysis of data-driven assessments. Multiple methods for teaching math content and practices in a developmental sequence are promoted across the math domains.

12 clinical experience hours.

Prerequisite: EDUC 345. Co-requisite: EDUC 375.

EDUC 375 Science: Teaching & Assessing **3 credits**

This course guides candidates in applying their knowledge of science (life, earth/space, and physics) and basic engineering concepts, the NJSLs / Next Generation Science Standards, and lesson planning to the use of best practices for effectively designing, delivering, and assessing differentiated instruction when teaching cross-curricular science lessons integrated with literacy and/or math. Candidates explore and participate in science lab experiences that will engage children in hands-on, real world activities to balance knowledge with curiosity about how the world around them works while promoting a love of science.

12 clinical experience hours.

Prerequisites: SCIE 205 and EDUC 345. Co-requisite: EDUC 365.

EDUC 385 Reading & Writing Across the Curriculum **3 credits**

This course is designed to prepare preservice elementary teachers in the language arts, with a specific focus on the teaching of writing. Students will understand and apply basic principles of Writing Across the Curriculum (WAC) along with integrated reading strategies to enhance student learning in all disciplines. Students will understand how to differentiate instruction for students with diverse backgrounds and learning styles. Students will examine and apply teaching practices that reflect effective and efficient methods that may be routinely infused into curriculum. Each class will include sessions devoted to weekly reading, discussion among peers, and sessions will align to weekly themes of reading and teaching applications. This course also requires 10 hours of field experience and pre-service teachers will engage in project-related work with real or virtual case studies based on reading and writing development with elementary level students.

EDUC 449 Collaborative Teaching I

3 credits

This course precedes the full semester clinical practice and accounts for the first half of the one-year residency for the non-licensure track. Under the mentorship of an effective/highly effective teacher, they participate in all the same activities, receive additional leadership responsibilities as they increase in confidence, and gain practical experience learning to be an effective teacher. Multiple evaluations of performance along with on-going feedback and opportunities for improvement occur during this rigorous process. Seminars are strategically scheduled and overseen by advising faculty which provides interns with opportunities to share their insights as well as positive and negative experiences.

110 clinical experience hours.

Prerequisite: EDUC 345, EDUC 355, EDUC 365, and EDUC 375.

EDUC 450 Collaborative Teaching II

9 credits

This course precedes the full semester clinical practice and accounts for the first half of the one-year residency required of candidates seeking teaching certification. Under the mentorship of an effective/highly effective teacher, they participate in all the same activities, receive additional leadership responsibilities as they increase in confidence, and gain practical experience learning to be an effective teacher. Multiple evaluations of performance along with on-going feedback and opportunities for improvement occur during this rigorous process. Seminars are strategically scheduled and overseen by advising faculty which provides interns with opportunities to share their insights as well as positive and negative experiences.

110 clinical experience hours.

Prerequisite: EDUC 345, EDUC 355, EDUC 365, and EDUC 375.

EDUC 480 Clinical Practice and Seminar

12 credits

During clinical practice, the second half of the one-year residency, candidates take on the full duties of a classroom teacher under the mentorship of an effective/highly effective teacher. In addition, they are supervised and mentored by their clinical supervisor.

490 clinical experience hours.

Prerequisites: EDUC 450 and passing Praxis II scores on all exams.

Literacy

ENGL 203 Introduction to Literary Study

3 credits

This course is an introduction to the critical lenses by which literature is examined, understood, evaluated, and appreciated. Students will explore an array of literary genres including drama, fiction, non-fiction, and poetry; and have opportunities to develop skills of close reading within specific cultural and national contexts. Students will be exposed to the rhetorical and artistic techniques and forms of various authors and scholarly strategies that are applied to the interpretation, discussion and understanding of creative productions. As genres are explored, textual support as well as critical thinking skills and inter-textual analysis should progress towards mastery.

Prerequisite: ENGL 101.

Mathematics

MATH 105 Survey of Math Foundations**3 credits**

This course introduces prospective teachers to the nature of teaching elementary mathematics for grades K-6 using the New Jersey Student Learning Standards (NJSLS) for Mathematics. The course will prepare students using a cognitive apprenticeship framework to develop increased awareness and confidence needed to teach mathematics in elementary classrooms. The course will foster students' ability to talk and write about mathematics and understand interdisciplinary and practical applications of mathematical concepts related to essential topics in numbers and operations, algebra, geometry, and data analysis. Students will expand their content knowledge in the context of teaching mathematics to promote classroom environments that make learning mathematics accessible for all students.

Natural Sciences**SCIE 205 Survey of Elementary Science****3 credits**

This course introduces prospective teachers to the nature of teaching elementary science for grades K-6 using the New Jersey Student Learning Standards (NJSLS) for Science and the Next Generation Science Standards (NGSS) for grades K-6. The course will prepare students using a cognitive apprenticeship framework to develop increased awareness and confidence needed to teach science in elementary classrooms. The course will foster students' ability to talk and write about science and apply interdisciplinary and practical applications of science in elementary classroom instruction. Students will expand their content knowledge in the context of teaching Life, Physical, and Earth science to promote classroom environments that make science accessible to all students.

Prerequisite(s): BIOL 101 or ENVS 150.

INTERCULTURAL COMMUNICATION

Communication

COMM 110 Art & Culture

3 credits

Through an analysis of different artistic mediums, students will learn how the arts have shaped culture throughout history. The course will focus on the power of the arts to communicate and foster societal change.

Prerequisite: ENGL-101 or the equivalent. Cross-listed as ARTS-110.

COMM 202 Interpersonal Communication

3 credits

Designed to increase understanding and implementation of effective interpersonal communication behaviors and skills, the course includes an examination of basic verbal and nonverbal elements affecting communication between individuals in family, peer group, and work contexts. Social and psychological forces operating in human communication will also be studied as well as the important distinction between social skills/manners and the interpersonal communication skills developed in this course.

Prerequisite: ENGL-101 or the equivalent.

COMM 305 Social Media

3 credits

Social media is in many ways a language unto itself; students of all ages must become proficient in its use; not just how to use is practically, but also strategically. Students will learn how to use various social media (Facebook, Instagram, Snapchat) to build their brand, market themselves to tell their personal stories, as well as optimal self-presentation for career development. In addition to specific social media applications, students will learn the underlying strategies for marketing and branding across platforms.

Prerequisites: ENGL-102 and CISY-101 or equivalents.

COMM 311 The Art of Persuasion

3 credits

Whenever we communicate, we are trying to convince someone to think or act a certain way. This is evident in individuals, corporations and governments, it is unconscious as in our day-to-day interactions. This course will examine different techniques of persuasion and how individuals can use these techniques to “win” the argument. Theoretical and well as practical applications will be explored.

Prerequisite: ENGL-102 or the equivalent. Interdisciplinary with Business Administration & Management.

COMM 320 Nonverbal Communication

3 credits

Students will explore the nature of how we communicate nonverbally, through movements, but also through symbols and signs. How are people experienced when such communication is misunderstood or misinterpreted, especially when different cultures may experience the same communication differently? By examining the context and meaning behind nonverbal communication, this course will establish a greater understanding of others within society.

Prerequisites: all core ICOM courses. Interdisciplinary with Psychology & Counseling.

COMM 321 Public Relations

3 credits

This course examines how companies and organizations maintain positive public images, and how each person within a company or organization contributes to said image, including the role of Human Resources. Also included will be how companies overcome bad press and the difference in public relations between large and small companies or organizations.

Prerequisites: ENGL 102; all core ICOM courses.

COMM 401: Communication Research

3 credits

Communication Research concerns itself with documenting the culture. The work of James Agee and Walker Evans, Dorothea Lange, Margaret Burke-White, William Carlos Williams, and Robert Coles among others will be examined. Oral, visual, and textual modes of production are examined, including how new media has affected documentary work.

Prerequisites: All required lower level Communication Courses.

COMM 402 Global Communication**3 credits**

Students explore communication within a global context by examining how the world has changed from being dominated by a few powers to one where former or current developing countries are more integrated. The lens through which these countries are viewed will be examined, especially by the American media. Overall, the course addresses the cultural, economic, political and social implications of global communications.

Prerequisites: ENGL 102; all core ICOM courses.

COMM 410 Special Topics in Communication**3 credits**

Special topics courses are developed to cover emerging issues or specialized content not represented in the main curriculum.

Prerequisite: Permission from the Department Chair.

COMM 411 Advertising**3 credits**

This course will focus on the techniques and strategies inherent in developing an advertising campaign. Students will gain perspective on advertising's process and role for both large and small organizations, both for and non-profit. Through case studies, students will evaluate both successful and unsuccessful campaigns. The tools and methods used will be explored as students develop their own campaigns. Legal and ethical issues will also be discussed.

COMM 415 Web Radio**3 credits**

Students will develop their own online radio program in coordination with the Intercultural Communication Department and the Center for Communication in Culture. Student will learn the art of broadcasting, copy writing, and producing their own web radio program. May be repeated with permission.

COMM 416 Video Production**3 credits**

Students will study the aspects of creating a video, from storyboarding and preproduction to screenwriting to casting to shooting and editing. Particulars include the importance of mise-en-scène and sound in creating a video. Students will also understand the role each person plays in creating a video, such as grips, gaffers, director, producer, location scouts, writers, director of photography and camera operators, actors, costume, hair, make-up, and set designers, and editors. The course culminates with one or more finished videos.

COMM 421 Public Communication Campaigns**3 credits**

Public relations attempt to garner free press from the media. One way to do this is by developing an effective public communications campaigns. Students will evaluate communication campaigns to understand what strategies and models, such as fear-appeal, worked and which ones failed and why. This will lead to students developing their own communication campaigns.

Prerequisite: ENGL 102; all core ICOM courses; COMM 3xx: Public Relations

COMM 450 Digital Media**3 credits**

Students work towards the creation of a digital media project. This project will serve as a potential portfolio piece or badge for students upon graduation. The project will give students hands on experience producing media within a chosen genre. For example, a student could produce a finished commercial for radio or television, or an animated webisode.

Prerequisites: ENGL-102 and CISY-101 or equivalents.

COMM 470 Internship**3 credits**

Supervised learning involving field experience within the Communication field. Arrangements for taking the course must be made with the internship coordinator and chair of the department prior to the work being completed. Students will develop a resume, develop interview skills, and explore the job search process. This course is required for all Intercultural Communication majors for graduation.

Intercultural Communication

ICOM 201 Introduction to Intercultural Communication

3 credits

We live in a multi-faceted society. Throughout life, we meet people from various cultural backgrounds and we must know how to interact with them, ultimately to be a light God, but to also learn who they are and how they receive and interpret information differently and similarly to us. This course will include the examination of cultures and subcultures, including but not necessarily limited to minorities, gender, religious, socio-economic, political, and how each culture interacts with others, both individually and collectively.

Prerequisite: ENGL-101 or the equivalent.

ICOM 320 Cross-Cultural Communication

3 credits

Students study a variety of cultures from around the world, with a focus on religious, socio-economic, political, and other cultural factors. The course will help prepare students for communication in business, ministry and other career settings in a global context.

Prerequisites: COMM 202 and ICOM 201.

ICOM 321 Communication Across Gender & Generations

3 credits

Men and women experience and relate to the world differently, as do people of varying ages. In order to have a more cohesive society, it is imperative that we do not dismiss these cultures as too emotional, too stubborn, too naïve, or too immature. This course will explore how each gender and age group interpret the world and how this interpretation informs how they think and behave.

Prerequisites: all core ICOM courses.

ICOM 325 Intercultural Community Building

3 credits

This course provides students an exceptional introduction to how individuals and families both affect and are affected by the various cultural/community contexts in which they develop, including schools, places of work, and youth and community programs. Students will become aware of the dynamics of how communities are formed and function by forming a community themselves, and through involvement in a local community group or agency.

PSYCHOLOGY & COUNSELING

Counseling

COUN 305 Crisis Counseling

3 credits

The aim of this course is to introduce students to the methods of brief therapy by providing them with a theoretical knowledge base about different models of brief therapy and the basic skills to implement these therapies to effect changes in crisis situations. Behavioral, cognitive, solution oriented, strategic, narrative, interpersonal, and crisis intervention therapies will be explored.

Prerequisite: ENGL 102 or the equivalent. Recommended prerequisites: COUN 201 and PSYC 302.

COUN 306 Marriage and Family Counseling

3 credits

This course is an introduction to pre-marital, marital, and family systems. This course introduces students to the various theoretical models of family function and dysfunction, and specific therapy skills related to the models for helping the family better understand its needs and dynamics and to develop the kind of strategies for change that will enable it to move forward in more functional ways. Techniques for family counseling are discussed as well as family systems theories from Biblical and secular worldviews.

Prerequisites: COUN 201 and PSYC 302. Recommended prerequisite: COUN 301.

COUN 307 Multicultural Counseling

3 credits

This course is designed to build cross-cultural counseling skills. The course will familiarize students with theories, counseling techniques, skill development and a wide range of issues regarding ethical and effective Christian counseling in a world of cultural differences. Emphasis is placed on expanding cultural awareness, knowledge and skill building, as well as appreciation of cultural, racial, ethnic, age, and gender issues. Students will learn to address the specific needs of culturally different persons, develop communication strategies and select appropriate ways to help persons of different cultural backgrounds.

Prerequisite: COUN 301 (or permission of the instructor).

COUN 310 Introduction to Coaching

3 credits

This course will provide an overview of the emerging field of life coaching. Distinct from psychotherapy, life coaching focuses on goal-setting, decision-making, values assessment, modeling, and mentoring in order to assist seekers with their personal life directions. This course will also assist students who wish to earn certification in this field.

Prerequisite: COUN 301.

COUN 315 Coaching in Ministry

3 credits

This course will build on the foundation of COUN-310 Introduction to Life & Wellness to strengthen students' ability to effectively provide coaching across multiple contexts. Distinct from psychotherapy, life coaching focuses on goal-setting, decision-making, values assessment, modeling, and mentoring in order to assist seekers with their personal life directions. This is one of four course required for Accreditation with the International Coaching Federation (ICF), which will allow students to function professionally and ministerially as a Certified Life Coach. This course will assist students who wish to earn certification in this field.

Prerequisite: COUN 310.

COUN 316 Life & Business Coaching

3 credits

This course focuses on the unique applications of coaching to life and business/executive coaching. This is one of four course required for Accreditation with the International Coaching Federation (ICF) and allows students to assist individuals and organizations with professional coaching. Building on the foundation of Coaching in Ministry and Introduction to Life & Wellness Coaching courses, Life and Business Coaching will strengthen students' ability to effectively provide coaching across multiple contexts. Distinct from psychotherapy, life coaching focuses on goal-setting, decision-making, values assessment, modeling, and mentoring in order to assist seekers with their personal life directions. This course will assist students who wish to earn certification in this field.

Prerequisite: COUN 310 and COUN 315.

COUN 330 Counseling Skills**3 credits**

This course is designed to increase awareness of the field of counseling, including its evolution, processes, theories, and specialties. This course offers a broad survey of the field of counseling, including an introduction to the foundational skills and processes involved in counseling relationships. Students will demonstrate knowledge and understanding of counseling skills and processes through role-play, case analyses, and vignettes.

Prerequisites: PSYC 203 and PSYC 205. Formerly Counseling Skills I and COUN 201.

COUN 404 Addiction Treatment Models**3 credits**

This course will focus on various approaches to helping those who are addicted to alcohol and other drugs of abuse or destructive behaviors. Emphasis will be placed on understanding a variety of models and theories of addiction, and other problems related to substance use and abuse. In addition, emphasis will also be placed on an interdisciplinary approach to addiction treatment.

Prerequisite: COUN 301.

COUN 405 Legal & Ethical Issues in Psychology**3 Credits**

This course will address ethical issues in the field of psychology and counseling. Students will become familiar with the Code of Ethics and General Principles of conduct relevant to the field. Special emphasis will be given to counseling supervision, and the differing legal requirements for operating individually or under the sponsorship of a professional or non-profit organization. Students will utilize case studies, role-plays and vignettes to apply ethical principles in practical situations.

Prerequisite: COUN 301.

COUN 407 Creative Counseling Methods**3 credits**

This course will introduce students to the unique practices of Art Therapy, Music Therapy, Play Therapy and other forms of creative counseling methods. Students will practice some of these counseling methods through role play and/or experience modeling of the techniques by various skilled helpers that practice creative forms of counseling.

Prerequisite: COUN 301.

COUN 409 Group Dynamics**3 Credits**

The aim of this course is to introduce students to the processes that occur in inter and intra personal relationships within the context of group settings. This course will provide a theoretical knowledge of group dynamics and the basic skills to effect change within the different stages of a group. Students will be introduced to various group models, issues of group dynamics, group processes, leadership styles and group facilitation skills. *Prerequisite: COUN 201.*

COUN 411 Life and Wellness Coaching**3 credits**

This course will equip student for Accreditation with the International Coaching Federation (ICF) and allow them to function professionally as a Certified Life Coach. This course will build on the foundation Life and Wellness course to strengthen students' ability to effectively provide coaching across multiple contexts. Distinct from psychotherapy, life coaching focuses on goal-setting, decision-making, values assessment, modeling, and mentoring in order to assist seekers with their personal life directions. This course is one of two required courses that will assist students who wish to earn certification in this field.

Prerequisite: COUN 310.

COUN 460 Counseling Methods**3 credits**

The course will broaden students understanding of secular and Christian theories, counseling techniques, skill development and a wide range of issues regarding ethical and effective counseling in a multicultural environment. Emphasis will be placed on skills development and practical application of theory. This course also explores the characteristics and behaviors of the counselor and the client that influence the therapeutic process.

Prerequisites: COUN 330. Formerly Counseling Skills II and COUN 301.

COUN 470 Internship in Psychology & Counseling**3 credits**

In this course, students will engage in hands-on training in a setting that will provide practical experience in some form of counseling that does not require state licensure. Students will have the opportunity to work at an internship site under the supervision of a licensed and trained mental health professional, which will provide mentorship in preparing our students for careers in social services.

Prerequisites: COUN 301, COUN 307 and PSYC 406 (or permission of the Department Chair).

COUN 480 Coaching Practicum**3 credits**

The Coaching Practicum course:

- provides the coaching practicum hours required for PCC
- gives practical training on starting a coaching practice/ministry
- and introduces students to available modes of coaching

Once students complete these four required courses, they will have met the 125hrs of coach specific training for PCC Distinct from psychotherapy, life coaching focuses on goal-setting, decision-making, values assessment, modeling, and mentoring in order to assist seekers with their personal life directions. This course will assist students who wish to earn certification in this field.

Prerequisite: COUN 310, COUN 315, and COUN 316.

Psychology

PSYC 101 Introduction to Psychology**3 credits**

This course examines the basic content, perspective & controversies across many fields of psychology. Concepts in personality formation, human development, emotions, memory, learning & conditioning, state of consciousness, psychological treatment & therapy are specifically enhanced. Emphasis is placed on the relationship of these concepts to the student's understanding of self and others in everyday interactions. This course helps to educate students to develop a responsible behavior that will enhance their intellectual, spiritual & social well-being and be equipped for service & leadership in the community at local, national and global levels. Current research and introduction to research methods are also examined.

Prerequisites: ENGL 101 or the equivalent and CISY-101.

PSYC 102 Biblical Basis for Psychology & Counseling**3 credits**

Examines the nature and purpose of psychology & counseling from a Scriptural perspective. Includes an overview of the history of Christian counseling in the U.S.; the differences between Christian counseling and Biblical counseling approaches; how to appropriately utilize secular counseling methods; and how to analyze secular theory from a biblical perspective.

Prerequisite: PSYC 101. Interdisciplinary with Biblical Studies and Theology.

PSYC 103 General Psychology II**3 credits**

This course surveys the chief theories, principles, and methodologies of psychology with special emphasis on their relations to human behavior. The biological foundations of behavior, sensory processes, learning, perception, memory, emotion, motivation, personality, and the social bases of behavior and behavior pathology are examined to establish the foundations for advanced study in psychology. Current research findings are included wherever applicable.

Prerequisite: PSYC 101.

PSYC 201 Theories of Child and Development**3 credits**

A study of the growth and development of children with respect to bio-social, cognitive and psycho-social processes, as well as, scientific findings and theoretical viewpoints and implications concerning the child for family, school and community.

Prerequisites: ENGL 102 and PSYC 101 or the equivalents.

PSYC 203 Theories of Applied Psychology**3 credits**

This course is an exploration of the expanding field of Applied Psychology. The framework of inquiry incorporates an interdisciplinary approach to understanding the current state of the field and its career possibilities. The principle focus is on applying scientific and humanistic perspectives derived from psychology to complex individual, social and institutional opportunities.

Prerequisites: ENGL 102 or the equivalent and PSYC 103. Formerly COUN-203 Counseling Theory.

PSYC 204 Abnormal Psychology**3 credits**

This course is designed to introduce the student to current paradigms of psychological disorders and to provide an understanding of the various theoretical perspectives of their etiologies. It offers a descriptive and theoretical survey of the major forms of psychological disorders in children, adolescents, and adults. The course also examines current trends and research in the fields of mental health and psychopathology, as well as methods of treatment.

Prerequisite: PSYC 101.

PSYC 205 Human Development**3 credits**

This course is an exploration of growth and development throughout the life span. It examines the development of behavior forms: social, emotional/cognitive and intellectual development in contemporary society, and their impact on personality development. Specific attention is given to evaluating current perspectives in cognitive, theological, behavioral, and affective theories of development.

Prerequisites: ENGL 102 or the equivalent and PSYC 102. Formerly Developmental Psychology.

PSYC 206 Psychology of Adult Life and Aging**3 credits**

Psychological processes in adulthood and aging will be explored with an emphasis on contemporary theories, methodological issues and the interactions of psychological, biological, social and environmental factors specific to adults and elderly people: middle years-changes, crisis, new opportunities, retirement and leisure. Facts and fallacies about the aged, death and how we deal with it.

Prerequisites: PSYC 103.

PSYC 220 Educational Psychology**3 credits**

This course provides students and prospective teachers with background in applying psychological theories, principles, and research to educational settings. Emphasis is on examining the role that teachers play in facilitating students' learning and social development. Methods for adapting instruction to diverse needs are explored.

Prerequisites: ENGL 102 or the equivalent and PSYC 102.

PSYC 302 Theories of Personality**3 credits**

This course will provide an overview of major theoretical and experimental contributions to the understanding of normal personality and its development. It will examine the historical context of psychology and its prominent theorists in the arena of personality studies. Students will develop criteria for evaluating theories using a biblical framework.

Prerequisites: PSYC 203 and PSYC 205.

PSYC 308 Child and Adolescent Counseling**3 credits**

This course provides a foundation for understanding human behavior in the preteen and teenage years. It covers the physical, cognitive, social and emotional developments of this period of life in a socio-cultural context. Issues of race, class, gender, and culture are examined as they interact with development.

Prerequisite: PSYC 203.

PSYC 315 Statistics**3 credits**

Statistics is an introduction to data analysis course that makes use of graphical and numerical techniques to study patterns and departures from patterns. The student studies randomness with emphasis on understanding variation, collects information in the face of uncertainty, checks distributional assumptions, tests hypotheses, uses probability as a tool for anticipating what the distribution of data may look like under a set of assumptions, and uses appropriate statistical models to draw conclusions from data.

Prerequisite: MATH 101. Cross-listed with BUSM 315.

PSYC 316 Research Methods**3 credits**

This course is designed to provide students with a basic understanding of statistical concepts and research related to psychology and counseling. The course will guide students through the process of searching, reviewing and analyzing empirical data. Students complete hands-on research projects where they conduct research, tabulate and analyze their data to draw conclusions, and present their findings for review and evaluation.

Prerequisite: MATH 101.

PSYC 403 Human Sexuality**3 credits**

This course will examine various theoretical perspectives on sexuality. It includes in-depth coverage of research and theory on: biological and social causes of sex differences in behavior; attraction and love; marriage; sexual behaviors; personality variables relating to sexual responsiveness, sexual dysfunctions, sexual deviations, effects of erotica and birth control. It will also explore issues related to sexual expression from a Christian and biblical perspective, as well as secular worldviews.

Prerequisite: COUN 301 or PSYC 205.

PSYC 406 Conflict Counseling / Christian Peacemaking**3 credits**

This course will address Christian approaches to mediation, arbitration, and conflict resolution. A thorough Scriptural analysis will form a solid basis to consider and evaluate existing methods to assist people in various kinds of conflicts.

Prerequisite: COUN 301. Interdisciplinary with Biblical Studies and Theology.

PSYC 410 Special Topics in Psychology and Counseling**3 credits**

This course will feature specific, timely subjects that will vary with each offering.

Prerequisites: COUN 201 and PSYC 302.

GENERAL EDUCATION

Communication

COMM 100INT Introduction to Communication

3 credits

An extensive conversation and speaking practice course that provides an overview of the basic concepts of communication and the skills necessary to communicate in a variety of contexts. Students will be introduced to communication concepts and techniques which they will put into practice in real-life situations. Students will learn skills and techniques essential to effective communication in settings that include: intrapersonal, interpersonal, and small-group.

For first-year international students only.

COMM 101 Media, Technology, and Society

3 credits

This introductory course explores the use of media and technology as means of engaging culture. As a practical companion to Survey of World Views, this course enables students to prepare and evaluate multimedia presentations which engage culture and inspire personal growth. An emphasis is also placed on how media and technology may be used to enhance spiritual formation and worship experiences.

COMM 110 Art & Culture

3 credits

Through an analysis of different artistic mediums, students will learn how the arts have shaped culture throughout history. The course will focus on the power of the arts to communicate and foster societal change.

Prerequisite: ENGL-101 or the equivalent. Cross-listed as ARTS-110.

COMM 150 Principles of Public Speaking

3 credits

Essential principles of sound public speaking are presented. Focus is directed toward developing the confidence and ability to formulate, organize, and present one's thoughts in an articulate, effective manner. Practical applications include informal discussions and formal speech presentations.

Prerequisite: ENGL 101 or the equivalent.

COMM 202 Interpersonal Communication

3 credits

Designed to increase understanding and implementation of effective interpersonal communication behaviors and skills, the course includes an examination of basic verbal and nonverbal elements affecting communication between individuals in family, peer group, and work contexts. Social and psychological forces operating in human communication will also be studied as well as the important distinction between social skills/manners and the interpersonal communication skills developed in this course.

Prerequisite: ENGL 101 or the equivalent.

COMM 250 Introduction to Innovation and Creativity

3 Credits

This course provides the student with a biblical understanding of God's creative and innovative nature. The course offers each student contemporary tools for innovation and creativity. Students will strengthen the right/creative side of the brain with its emphasis on patterns, special awareness, images, and simultaneity through a series of exercise that will enhance applied creativity. Students will leave the course better able to embrace and pursue "God's big dream" by expanding innovative ideas of vocational call.

Prerequisites: ENGL 101 or the equivalent and BSCM 101. Formerly BSCM 250.

Computer Information Systems

CISY 101 Computer Literacy

3 credits

This course guides students through exploration and usage of common tools in technology literacy (i.e., word processing, spreadsheets, databases, graphics, presentation, email, Internet) and digital tools to access, manage, create, communicate, evaluate, and synthesize information in order to solve problems.

Formerly COMM-100

CISY 102 Digital Literacy**3 credits**

Advanced technological literacy students will be able to use technological tools in practical, creative and innovate ways to relate to a global context and begin to understand how technology, technological design and computational thinking, positively and negatively impact our lives.

Economics**ECON 090 Financial Literacy****3 credits**

Being a good steward of your financial resources is a biblical mandate. This course focuses on the ability to manage personal finance matters resourcefully and builds students' knowledge base about investing, personal saving, tax-planning, insurance, real estate, paying for college, debt reduction, budgeting, and retirement.

ECON 110 Personal Finance**3 credits**

This course introduces students to the elements of good basic financial planning. Its aim is to discuss spending, saving, investing, and borrowing decisions within the household life cycle framework.

ECON 201 Macroeconomics**3 credits**

This course provides an overview of macroeconomic issues and an understanding of the economic choices that individuals, firms, and governments face. It also introduces the concept of scarcity and the working process, of a market economic system. Further, this course examines the different market structures, the role of the firm and the impact of government intervention on markets. Finally, this course discusses the meaning and computation of national income, inflation, unemployment, economic growth, international trade, and the impact of fiscal and monetary policies on the economy.

Prerequisite: MATH 101 or the equivalent. Formerly BUSM 201.

English**ENGL 090 English Writing****0 credits**

A remedial course designed to equip the student for successful engagement of ENGL 101 and 102.

Prerequisite: Placement examination. Formerly ENGL 100 English Writing

ENGL 100INT Introduction to Writing**3 credits**

This course introduces students to the basic elements and cultivates and strengthens students' rhetorical and organizational skills through understanding of the writing process and introduction to various rhetorical modes.

For first-year international students only.

ENGL 101 English Composition I**3 credits**

Valuable to any field is a strong foundation in academic writing. In English Composition I, students will learn to read actively and critically, learn to appreciate the writing process, and craft effective essays using various rhetorical modes. Emphasis is on thesis construction, accompanied by close attention to essay development and organization, making connections among multiple sources, grammar, citation and other mechanics.

Equivalent to ENG101.

ENGL 101BL English Composition I (for Programa BLEND)**3 credits**

English Composition I is a writing course for English language learners at the B1/B2 level (CEFR). The course builds skills in writing paragraphs and introduces the principles of a basic essay. Students will practice various writing styles while describing experiences and impressions, and produce straightforward, connected texts on topics which are familiar or of personal interests. Students will also participate in intensive and extensive reading as English Composition I is designed to help them improve their understanding of texts that consist mainly of high frequency, job-related or everyday language as well as descriptions of events, feelings, and wishes in personal letters.

Prerequisite: ESL 030. Co-requisite: ESL 040.

ENGL 102 English Composition II: Writing & Research**3 credits**

This course emphasizes the development of research and writing skills. Apart from learning how to do research, evaluate the credibility of sources, and develop proficiency in writing through the process of pre-writing, drafting, and revising, this course also teaches students how to dialogue with writers through critical engagement and analyses of texts

Prerequisite: ENGL 101 or the equivalent. Equivalent to ENGW102.

ENGL 102BL English Composition II (for Programa BLEND)**3 credits**

English Composition II is a writing course for English language learners at the B2 level (CEFR). The course continues to develop writing skills by creating focused, fully developed and well-organized essays. Students will practice various writing styles while producing clear, detailed texts on a wide range of subjects related to their interests. Students will also write essays or reports, passing on information or giving reasons in support of or against a particular point of view as well as letters highlighting the personal significance of events and experiences. Students will participate in intensive and extensive reading as English Composition II is designed to help them improve their understanding of articles and reports concerned with contemporary problems, in which the writers adopt particular stances or viewpoints, and contemporary literary prose.

Prerequisite: ESL 040. Co-requisite: ESL 050.

ENGL 201 Introduction to Literature**3 credits**

This course is a study of the methods of composition used in writing research papers and literary essays. Short compositions based on study of selected masterpieces of classical literature and other writing tasks are assigned to help students develop and improve their writing style.

Prerequisite: ENGL 102 or the equivalent.

ENGL 202 Creative Writing: Poetry**3 credits**

This course explores a Christian worldview as expressed in Poetry and Fiction. Students develop as readers and writers by studying and discussing the works of canonical and contemporary writers. Workshops investigate fundamental questions of the basic elements of the craft, primarily in poetry. Through a series of exercises, students generate ideas and find their distinctive (writers') voices and receive detailed responses to their writing from their instructors and peers.

Prerequisite: ENGL 102 or the equivalent. Formerly Christian Creative Writing.

ENGL 203 Introduction to Literary Study**3 credits**

This course is an introduction to the critical lenses by which literature is examined, understood, evaluated, and appreciated. Students will explore an array of literary genres including drama, fiction, non-fiction, and poetry; and have opportunities to develop skills of close reading within specific cultural and national contexts. Students will be exposed to the rhetorical and artistic techniques and forms of various authors and scholarly strategies that are applied to the interpretation, discussion and understanding of creative productions. As genres are explored, textual support as well as critical thinking skills and inter-textual analysis should progress towards mastery.

Prerequisite: ENGL 101.

ENGL 204 The Bible as Literature**3 credits**

This course helps students to engage the Bible by exposing them to the literary beauty of the text. The focus is on selected texts from the Hebrew Scriptures and the New Testament, with emphasis on genre, rhetoric, stylistics, and literary criticism. The course is designed to encourage richer textual interpretation and understanding, fostering a deeper appreciation for the text.

Prerequisite: ENGL 102 or the equivalent.

ENG 205 Christian Memoirs**3 credits**

An exploration of Christian faith formation in both its classical and contemporary understanding, students will become aware of, reflect on, nurture and articulate those practices of faith that deepen their relationship with God. Through the stories of others (spiritual memoirs), students will be invited to reflect critically on their own lives, to interact with the theological assumptions of the authors, and compose narratives or essays about their own journeys.

Prerequisite: ENGL 102 or the equivalent.

ENGL 215 World Literature I: Ancients to the Renaissance **3 credits**

World Literature I is a study of selected literature from the Ancient Near East and the Western World – from the ancients to the Renaissance. It provides an in-depth treatment of the literary works that have shaped contemporary culture and our Christian faith.

Prerequisite: ENGL 102 or the equivalent. Formerly Western Classics I.

ENGL 216 World Literature II: Renaissance to Modernity **3 credits**

World Literature II is a continuation of ENGL 215 and is a study of selected literature from the Ancient Near East and the Western World – beginning with the Renaissance and continuing to the present. It provides an in-depth treatment of the literary works that have shaped contemporary culture and our Christian faith. *Prerequisite: ENGL 102 or the equivalent. Formerly Western Classics II.*

ENGL 227 History and Literature of the Intertestamental Period **3 credits**

This course examines the history and literature of the period between the Old and New Testaments with an emphasis on readings from the literature of this period such as the Apocrypha, Septuagint and apocalyptic literature of the period. This course is designed to be co-registered with the GLE trip to Israel.

Prerequisite: BIBL-101, BIBL-102, ENGL 102 or the equivalent. Cross-listed as HIST 227.

ENGL 250 American Literature **3 credits**

A survey of American literature from the colonial period through the present.

Prerequisite: ENGL 102 or the equivalent.

ENGL 250BL Introduction to Literature (for Programa BLEND) **3 credits**

A survey of American literature from the colonial period through the present.

Prerequisite: ESL 050. Recommended co-requisite: ENGL 102BL.

ENGL 251 English Literature **3 credits**

This is a course survey covering English literature from the Middle Ages through the Eighteenth Century. The course acquaints students with this literature through a process of reading, analyzing, interpreting, writing, and thinking critically about essays, stories, poetry, and plays from a broad spectrum of English literature. From knights to queens to Christian pilgrims to discoverers and reformers, this study provides a glimpse into the changing dynamics of the latter 1400s to the early 1800s. In so doing, the course considers English literature in a historical, social, and ideological context as those influences greatly impacted and shaped the writers and perceptions of the time period.

Prerequisite: ENGL 102 or the equivalent. Equivalent to ENGW251.

ENGL 252 African American Literature: the Harlem Renaissance **3 credits**

This course examines how the idea of renaissance is constituted. In particular, students will critically reflect on negotiations of race, gender, sexuality as they appear in Harlem Renaissance texts.

Prerequisite: ENGL 102 or the equivalent.

ENGL 301 The Art of Narrative **3 credits**

The tradition of the art of storytelling as a medium for ministry and evangelism; both creative writing and the appraisal of literatures, both Biblical and non-Biblical, suitable for oral presentation; use of creative dramatics and multimedia for the enhancement of narrative ministry.

Prerequisites: ENGL 102, BIBL 101, BIBL 102 or the equivalents.

ENGL 325 Literacy Development **3 credits**

This course provides students with fundamental knowledge in effective standards-aligned and research-based reading practices used in elementary education for all learners. Students form an intellectual and practice-based community as pre-service teachers to reflect on course content and classroom-based instructional activities. This is a required course for all elementary education majors. Students will be introduced to the concepts of literacy instruction, including research-based reading methods, research for teaching literacy, phonological awareness, phonics, fluency, comprehension, vocabulary, technology, motivation and the theoretical framework underlying literacy development.

Prerequisite: ENGL 102 or the equivalent. Cross-listed as EDUC 325.

ENGL 350 Alternative Voices in American Literature

3 credits

In this course, students will be introduced to important literary texts from some of our country's diverse literary traditions, including Latino/a, Asian-American, and American Indian. Reading in a variety of genres-fiction, poetry, drama, song, autobiography- students will learn to analyze these texts in relation to their cultural/historical contexts. Readings will include some pre-Columbian and early American selections, but will emphasize 20th Century literature and the emerging voices that have become a defining force in the contemporary literature of the United States.

Prerequisite: ENGL 102 or the equivalent.

English as a Second Language (ESL)

AES 010 Academic English Skills Level 1

0 credits

Academic Skills Level 1 course is designed to help students master high intermediate academic English skills at the A2/ B1 level (CEFR). Students will develop content knowledge of academic subjects such as history, science, engineering and business while learning tips and strategies that will help them handle content in their English only for credit courses. Students will participate in various listening, speaking, reading, and writing activities to acquire and practice vocabulary critical thinking skills in the four language skills.

Prerequisite: Appropriate placement exam score. Formerly EIS 030 and ILC 030.

AES 020 Academic English Skills Level 2

0 credits

Academic Skills Level 2 course is designed to help students master high intermediate academic English skills at the B1 level (CEFR). Students will develop content knowledge of academic subjects such as history, science, engineering and business while learning tips and strategies that will help them handle content in their English only for credit courses. Students will participate in various listening, speaking, reading, and writing activities to acquire and practice vocabulary critical thinking skills in the four language skills.

Prerequisite: AES 010 or appropriate placement exam score. Formerly EIS 040 and ILC 040.

AES 030 Academic English Skills Level 3

0 credits

Academic Skills Level 3 course is designed to help students master high intermediate academic English skills at the B2+ level (CEFR). Students will develop content knowledge of academic subjects such as history, science, engineering and business while learning tips and strategies that will help them handle content in their English only for credit courses. Students will participate in various listening, speaking, reading, and writing activities to acquire and practice vocabulary critical thinking skills in the four language skills.

Prerequisite: AES 020 or appropriate placement exam score. Formerly EIS 050 and ILC 050.

AES 040 Academic English Skills Level 4

0 credits

Academic Skills Level 4 is designed to help students master Advanced academic English skills at the B2+/C1 level (CEFR). This is a transitional course that builds on knowledge and skills needed to be a successful student in college level work. Students will develop content knowledge of academic subjects such as history, science, engineering and business while learning tips and strategies that will help them handle content in their English only for credit courses. Students will participate in various listening, speaking, reading, and writing activities to acquire and practice vocabulary critical thinking skills in the four language skills.

Prerequisite: AES 030 or appropriate placement exam score.

ESL 010 Level 1 Introductory

0 credits

This course is designed to help students master introductory level English language skills. Students will participate in listening, speaking, reading and writing activities to acquire and practice the foundations of these skills. Students will also study the grammar, pronunciation and vocabulary appropriate to this level.

ESL 020 Level 2 Beginner**0 credits**

This course is designed to help students master introductory level English language skills. Students will participate in listening, speaking, reading and writing activities to acquire and practice the foundations of these skills. Students will also study the grammar, pronunciation and vocabulary appropriate to this level.
Prerequisite: ESL 010 or appropriate placement exam score.

ESL 030 Level 3 Intermediate**0 credits**

This course is designed to help students master introductory level English language skills. Students will participate in listening, speaking, reading and writing activities to acquire and practice the foundations of these skills. Students will also study the grammar, pronunciation and vocabulary appropriate to this level.
Prerequisite: ESL 020 or appropriate placement exam score. Co-requisite: ESL 150.

ESL 040 Level 4 Advanced**0 credits**

This course is designed to help students master introductory level English language skills. Students will participate in listening, speaking, reading and writing activities to acquire and practice the foundations of these skills. Students will also study the grammar, pronunciation and vocabulary appropriate to this level.
Prerequisite: ESL 030. Co-requisite: ENGL 101BL.

ESL 050 Level 5 Advanced**0 credits**

This course is designed to help students master introductory level English language skills. Students will participate in listening, speaking, reading and writing activities to acquire and practice the foundations of these skills. Students will also study the grammar, pronunciation and vocabulary appropriate to this level.
Prerequisite: ESL 040. Co-requisite: ENGL 102BL.

ESL 060 Academic Discourse**0 credits**

ESL Level 6 course is designed to help students strengthen their upper-intermediate to advanced oral communication skills to prepare them for academic (English-only) courses. Students will continue to develop using their critical thinking, active listening and presentation skills for academic discourse. Students will learn to take notes and be able to understand the main points and be able to give an oral summary of the lecture. Students will also learn how to research a topic for more information and be able to engage in an academic discussion and argue for or against their own perspective. Students will also learn how to make a presentation in whole group or small group setting. CEFR Level B2+, GSE 55-75

ESL 090 ESL English Foundations**0 credits**

English Foundations is a non-credit course. It is designed to help students strengthen their grammar and prepare them for fully academic English-only college courses. Students will strive to master their communication and writing skills with emphasis on grammar.

ESL 150 Conversational English**3 credits**

Conversational English is designed to help students improve their spoken English and pronunciation. The course offers extensive conversation and speaking practice through a variety of activities that include pair/group exercises as well as giving presentations on various contemporary topics. The use of phonics will be reviewed and applied. The course will also focus on helping students build their confidence to speak English by learning how to develop and organize ideas. Students will be exposed to native English speakers by watching videos, having guest speakers in class, and doing different assignments.

Fine Arts**ARTS 110 Art & Culture****3 credits**

Through an analysis of different artistic media, students will learn how the arts have shaped culture throughout history. The course will focus on the power of the arts to communicate and foster societal change.

Prerequisite: ENGL-101 or the equivalent. Cross-listed as COMM-110.

ARTS 115 Digital Photography**3 credits**

The course covers the technical aspects of digital photography (equipment, scanning, resolution, printing, Photoshop, etc.) as well as the creative aspects of photography (composition, elements of design, lighting, color vs. black & white, communication, filters, etc), involving the practice of technical, creative thinking, and problem solving skills learned in *Media, Technology, and Society* and *Introduction to Innovation and Creativity*. Students complete weekly assignments and submit photography for class critiques.

Prerequisites: COMM 101 and COMM 250. Formerly COMM 115. Contact professor regarding camera-type requirement.

ARTS 125 Introduction to Acting**3 credits**

This course focuses on the techniques needed to successfully create a character and present it on the stage. Different theories and methods of acting are studied, and students perform monologues and scenes throughout the semester. Acting exercises are utilized to increase the student's ability to bring a dramatic character to life.

Formerly COMM 125.

MUSC 110 Music Appreciation**3 credits**

Introduction to the fundamental principles and elements of music. The course is designed to increase the student's enjoyment and understanding of the art of music through personal exposure to music from all styles and periods.

MUSC 111 Fundamentals of Musicianship I**3 credits**

The study of rhythms, intervals, phrasing, chords, and chords progression in the standard clefs through listening, playing, singing and writing. Beyond acquiring skills and knowledge, students will experience different processes of learning and practicing to be better prepared for future music professional careers.

General Education**ARC 090 SAP Remediation****0 credits**

This remediation tutoring pass/fail course is designed for students on SAP Probation and is directed by ARC.

GEDU 121 College Foundations**3 credits**

This introductory course prepares incoming students for the Christian college experience at Pillar College, introduces the various Pillar College departments, clarifies where to obtain help from the registrar and the business office, and explains how to access library materials, prepare for tests and write papers in MLA format. This course also lays the groundwork for spiritual goals and callings in ministry and helps students to set forth a graduation plan. (GEDU 121BL – BLEND Version)

NSO-010 New Student Orientation**0 credits**

Orientation for new students to become familiar with the departments, technology, and other components of student life at Pillar College.

Global Learning**GLE 200 and 300 Level Courses: Global Learning Experience****3 credits**

The Global Learning Experience at Pillar College is an opportunity for students to enhance their learning experience by incorporating travel into the educational process. Students complete assigned reading prior to participating in a one to two week travel experience with fellow students. During the trip students benefit from lectures and personal dialogue with Pillar College faculty and also learn from on-site guides or instructors. Students keep a travel journal during the trip and upon their return write a major paper which relates to the subject under investigation.

Prerequisite: ENGL 102 or the equivalent.

Health/Nutrition

NUTR 110 Introduction to Nutrition

3 credits

This course introduces students to the essentials of nutrition as they pertain to human health and well-being.

Co-requisite: BIOL 101 Biology.

NUTR 115 Nutrition & Health

3 credits

This course will connect good nutrition to good health. Students will explore how different foods contribute (or not) to better health, and critically examine debates surrounding current and recommended eating patterns. Students will also identify common decision-making processes used for health-related choices and ways to influence behavior to encourage healthier lifestyles.

Prerequisite: NUTR110.

History

HIST 140-142 Freedom & Liberty Ed. Experience courses

3 credits

The Freedom & Liberty Education Experience explores the founding of America. Students will visit historic sites, study the meaning of independence according to the Founding Fathers, and examine how Christian principles influenced the Constitution and American national governmental institutions.

FLEX locations: Philadelphia; DC; Plymouth.

Cross-listed as CHHS 140-142.

HIST 220 History of the United States

3 credits

A survey of the history of the United States from Colonial times until the present.

Prerequisite: ENGL 101 or the equivalent.

HIST 222 Essentials of American Government: History, Structure & Policies

3 credits

This course is a comprehensive study of the American national government, its beginnings, structure, development, and basic components, including an analysis of current policy formation and governmental impact, both nationally and globally. Emphasis will be given to the constitutional development of the federal government, the Christian foundations of our government, the relationship between state, local, and federal government, social issues such as civil rights and liberties, and foreign policy.

Prerequisite: ENGL 101 or the equivalent.

HIST 227 History and Literature of the Intertestamental Period

3 credits

This course examines the history and literature of the period between the Old and New Testaments with an emphasis on readings from the literature of this period such as the Apocrypha, Septuagint and apocalyptic literature of the period. This course is designed to be co-registered with the GLE trip to Israel.

Prerequisite: BIBL-101, BIBL-102, ENGL 102 or the equivalent. Cross-listed as ENGL 227.

HIST 230 The History of the Civil Rights Movement (1940's to the Present)

3 credits

This course will equip students with historical knowledge for contextualizing claims about the increasingly multi-racial nature of American racial politics. Special emphasis will be given to the unique resources that the church offers – namely confession, repentance, reconciliation, faith, and healing – that will lead to greater racial harmony.

Prerequisites: ENGL 102 or the equivalent and BSCM 101.

HIST 231 Western Civilization I: Antiquity to 1500

3 credits

A survey of western civilization covering issues and events relating to social, cultural, intellectual, aesthetic, religious, and institutional development from antiquity to 1500.

Prerequisite: ENGL 101 or the equivalent.

HIST 232 Western Civilization II: 1500-Present

3 credits

Continuation of HIST 231. A survey of western civilization covering issues and events relating to social, cultural, intellectual, aesthetic, religious, and institutional development from the 1500s to the present.

Prerequisite: ENGL 101 or the equivalent.

HIST 350 History of the Reformation & the Enlightenment**3 credits**

This course provides a critical understanding of key aspects of early modern history from the time of the Reformation until the Enlightenment. It explores the intellectual, social, political, aesthetic, cultural and religious history of early modern Europe and includes an examination of important factors involved in the secularization of Europe during this period.

Prerequisites: HIST 231 or HIST 232 or the equivalents. Cross-listed as CHHS-350.

HIST 370 Introduction to Biblical Archaeology**3 credits**

This course is based on both Biblical historiography and modern archaeology in order to analyze the social, political, spiritual and cultural context of the Bible from the times of King David. Emphasis is placed on the scientific aspects, trying to understand what happened in the Land of Israel in the last 3000 years. Various periods of biblical history will be studied within their greater Near Eastern and European contexts, thus mentioning different peoples such as the Philistines, Assyrians, Babylonians, Greeks, Romans and others. Through archaeological findings we will try to reconstruct ancient realities, by understanding the motivations of the different peoples and personalities that lived in this Land. The methodology used during the course is based on three pillars: Previous reading of study material; Classes at the Hebrew University of Jerusalem; "Classes" in the field with recognized archaeologists.

Cross-listed with BIBL-370.

Mathematics**MATH 090 Developmental Math****0 credits**

This course is recommended for students with minimal mathematical background and is designed to prepare the student for MATH 101. The course includes a comprehensive review of basic and consumer arithmetic, elementary algebra, geometry and statistics. Real world applications of these topics are also considered. This course does not meet the general education elective.

Prerequisite: Placement exam.

MATH 101 Contemporary Math**3 credits**

This is a survey course, the topics of which include systems of enumeration, sets and logic, probability, and the development of the real number system. Also included are elementary algebra and introductory analytic geometry.

MATH 150 Introduction to Algebra**3 credits**

This course introduces students to fundamental concepts of Algebra including sets, equations and inequalities, functions and graphs, polynomials, rational functions, exponential and logarithmic functions, linear inequalities, and linear programming and fosters competencies in analytical reasoning, conceptual understanding and problem solving.

Prerequisite: MATH 101.

MATH 151 Precalculus**4 credits**

Students will be actively engaged in problem solving, reasoning, connecting and communicating mathematically as they explore families of functions. Special emphasis will be on the Exponential, Logarithmic, Logistic, Trigonometric and Inverse Trigonometric functions from numerical, graphical, and algebraic approaches. Additional topics to be investigated include Sequences, Series, Polar Coordinate System, DeMoivre's Theorem, Binomial Theorem and Math Induction.

Prerequisite: MATH 150.

MATH 152 Advanced Algebra**3 credits**

This course introduces students to fundamental concepts of Algebra including sets, equations and inequalities, functions and graphs, polynomials, rational functions, exponential and logarithmic functions, linear inequalities, and linear programming and fosters competencies in analytical reasoning, conceptual understanding and problem solving.

Prerequisite: Contemporary Math 101

MATH 153 Calculus**3 credits**

This course is designed to provide students with an appreciation for the usefulness of calculus. Students will be introduced to the fundamentals of differential calculus of elementary functions, algebraic and transcendental functions, applications of the derivative, differentials, indefinite integrals, definite integrals. The goal is to develop the student's insight into the concepts of differentiation and integration, and how to apply these concepts to problem solving and real-life contexts. With successful completion of this course, students will be prepared to study advanced calculus at the college level.

Prerequisite: MATH 151.

Natural Sciences**BIOL 101 Fundamentals of Biology****3 credits**

Principles of biological structure and function particularly as they relate to humankind. Other areas examined are cell structure and function, human physiology, and ecology. A non-lab course which meets the general education science elective.

BIOL 150 Anatomy and Physiology**3 credits**

Discussion of the structure and function of the human body tissues, organs and organ systems. A non-lab course which meets the general education science elective.

BIOL 151 Anatomy and Physiology Lab**1 credits**

Co-requisite: BIOL 150.

CHEM 150 Chemistry**3 credits**

This course will equip students with the intellectual skill necessary to become a leader in the field of chemistry. It will also augment any other scientific endeavors that the student might undertake. This course will include Christian values and will teach chemical stewardship when applicable.

CHEM 151 Chemistry Lab**1 credits**

Co-requisite: CHEM 150.

ENVS 150 Environmental Science**3 credits**

Viewing the environment through the Christian lens of stewardship of God's creation, this course presents a comprehensive understanding of the functions of local and global ecosystems and the influence of human interrelationships and activities on their future stability. Particular emphasis is placed on the impact humans have on the ecosystem: air, water, and soil resources.

ESCI 150 Earth Science**3 credits**

This course is a non-technical survey of the current state of the field of earth science, intended to foster the student's understanding of, as well as appreciation for, basic earth science principles and concepts. Content includes broad and up-to-date coverage of basic topics and principles pertinent to earth science including geology, oceanography, meteorology, and astronomy.

PHYS 150 General Physics I**3 credits**

This course utilizes guided inquiry and student-centered learning to foster the development of critical thinking skills. It introduces students to the basic concepts of physics such as motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe and to the devices scientists use to explore natural phenomena, including observation, hypothesis development, measurement, data collection and experiment. Students will learn to read, understand, and interpret physical information and utilize basic mathematical reasoning in a physical situation or problem.

Prerequisites: MATH 150 Introduction to Algebra or concurrent enrollment. Formerly PHYS 101 College Physics.

PHYS 151 General Physics Lab**1 credits**

Co-requisite: PHYS 150.

Philosophy

PHIL 101 Introduction to Philosophy

3 credits

This course serves as an introduction to the study of philosophy. The primary focus of the course is on philosophical methodology but will also consider how historical philosophers have addressed the deeper questions of life. The course will provide an overview of some of the basic areas of philosophical inquiry such as Logic (reasoning correctly), Epistemology (origin and nature of knowledge), Metaphysics (study of being and ultimate reality), and Ethics (how one ought to live). This course is designed to help the student apply philosophical principles in order to think more clearly, critically and comprehensively.

PHIL 102 Faith, Reason, Logic

3 credits

This course explores whether or not faith and reason are fundamentally at odds. Subsidiary questions include whether the existence and/or attributes of God may be established by the use of reason alone, whether there are Christian doctrines beyond the scope of logical demonstration, whether Christian beliefs can be defended against objections, and whether Christianity is internally consistent.

Prerequisite: ENGL 101 or the equivalent.

PHIL 201 Survey of Worldviews

3 credits

This course examines major belief systems which implicitly or explicitly shape our contemporary world. Themes explored include how worldviews function to affect peoples' understanding of reality and how beliefs, assumptions and values shape the way in which we live. By exploring the historical and universal ideas upon which cultures have been built, this course helps students to forge their own life patterns.

Prerequisite: ENGL 101 or the equivalent. Interdisciplinary with Biblical Studies and Theology.

PHIL 308 Ethics

3 Credits

Ethics involves an examination of how life is to be lived. Christian ethics is the disciplined study of appropriate human morality in light of the Word of God. This course will provide an overview of the study of ethics and will help students think through the proper way to live the Christian life.

Prerequisite: ENGL 101 or the equivalent. Cross-listed as BUSM 308. Formerly PHIL 231. Interdisciplinary with Biblical Studies & Theology.

Social Sciences

PSYC 101 Introduction to Psychology

3 credits

This course examines the basic content, perspective & controversies across many fields of psychology. Concepts in personality formation, human development, emotions, memory, learning & conditioning, state of consciousness, psychological treatment & therapy are specifically enhanced. Emphasis is placed on the relationship of these concepts to the student's understanding of self and others in everyday interactions. This course helps to educate students to develop a responsible behavior that will enhance their intellectual, spiritual & social well-being and be equipped for service & leadership in the community at local, national and global levels. Current research and introduction to research methods are also examined.

Prerequisites: ENGL 101 or the equivalent and CISY-101.

PSYC 102 Biblical Basis for Psychology & Counseling

3 credits

Formerly COUN 101 Biblical Principles of Christian Counseling. Examines the nature and purpose of psychology & counseling from a Scriptural perspective. Includes an overview of the history of Christian counseling in the U.S.; the differences between Christian counseling and Biblical counseling approaches; how to appropriately utilize secular counseling methods; and whether to use medications in counseling.

Prerequisites: ENGL 101 and PSYC 101 or the equivalents. Interdisciplinary with Biblical Studies and Theology.

PSYC 103 General Psychology II**3 credits**

A continuation of Introduction to Psychology I that will include major theoretical issues, research methods, and findings in social psychology, developmental psychology, individual differences, and psychopathology. In addition, each student will explore options for her future career in the field (required for Psychology majors).

Prerequisite: ENGL 101 and PSYC 101 or the equivalents.

PSYC 204 Abnormal Psychology**3 credits**

A descriptive and theoretical survey of the major forms of psychological disorders in children, adolescents, and adults. The course examines current trends and research in the fields of mental health and psychopathology, as well as methods of treatment.

Prerequisite: PSYC 101 or the equivalent.

PSYC 205 Human Development**3 credits**

This course is an introduction to the study of observable patterns of personality, moral, and spiritual development. It includes the insights of social and psychological sciences combined with the truth of Scripture and Christian theology, providing practical assistance in the ministry of the Gospel to people across the spectrum of all ages and experience.

Prerequisites: ENGL 102 or the equivalent and PSYC 102.

PSYC 220 Educational Psychology**3 credits**

This course provides students and prospective teachers with background in applying psychological theories, principles, and research to educational settings. Emphasis is on examining the role that teachers play in facilitating students' learning and social development. Methods for adapting instruction to diverse needs are explored.

Prerequisites: ENGL 102 or the equivalent and PSYC 102.

SOCI 101 Introduction to Sociology**3 credits**

This course introduces the student to the fundamental concepts of interrelationships and group activities. Students will be able to integrate experience from his/her own life and work environments while studying the principles involved in dyadic groups, primary groups, secondary groups, institutions, and society.

SOCI 232 Cultural Anthropology**3 credits**

This course introduces the principles and practice of cultural anthropology. It also equips students to share the gospel cross-culturally. After class exploration of various methods and concepts, students explore their insights in practical ways through the cross-cultural encounters each actually experiences on a daily basis.

Spanish**SPAN-101BL Spanish Grammar & Composition****3 Credits**

This course in *Programma* BLEND focuses on Spanish grammar and composition. Its purpose is to reinforce the ability to write efficiently by making sentences and paragraphs clear and precise. To organize and express their ideas more efficiently, help learners to develop the habit of thinking logically and clearly. The student will write several essays that will help them to apply the grammar rules learned in class and improve their writing skills in Spanish.

SPAN-110 Spanish for Beginners**3 credits**

Along with exposing students to the Spanish language and the cultures where Spanish is spoken, the main purpose of this course is to teach students to understand and speak Spanish as a medium of communication. Emphasis on grammar, speaking, reading and composition will provide students with the opportunity to improve oral and written communication skills in the language.

SPAN-115 Intermediate Spanish**3 credits**

A continuation of the material covered in Spanish for Beginners, this course will review the main grammatical concepts of Spanish, practice oral communication and continue discussions and readings of contemporary texts in Spanish. *Prerequisite Course(s): Spanish 110 or Instructor's permission.*

ONLINE COURSE VERSIONS

Course codes are duplicates of traditional course codes with a "W" before the course number. Courses with an "X" before the course number are offered through LCMC RIZE consortium and are not eligible for block pricing.

LEAD Accelerated Courses

Note: Admission into the LEAD program assumes that all prerequisite requirements have been met, such as English Composition I. All courses are intended to be completed in the order they are offered as scheduled within the LEAD semesters.

BIBL 302A Jewish & Christian Scriptures

3 credits

This course involves a survey of the history, literature, and theology of the Old and New Testament scriptures. Emphasis is on the content of the thirty-nine books that comprise the canon of the Old Testament and the twenty seven individual books that comprise the canon of the New Testament. Attention is also given to the inductive Bible study method and the practical relevance of the Old and New Testaments for today.

BIBL 325A The Pentateuch

3 credits

A study of the five books of Moses, with emphasis upon Genesis, Exodus, the institutions of Israel and the history of the nation in its formative period. It will consider God's redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

BIBL 410A The Life and Teachings of Christ

3 credits

This course is a study of the life and teachings of Christ based upon the four canonical Gospels of the New Testament. This course examines the major events in the life of Jesus and both the form and content of Jesus' teachings including theology, Christology, the Kingdom of God, and the ethics of the Kingdom.

BIBL 420A Principles of Biblical Interpretation

3 credits

This course is an introduction to biblical hermeneutics, seeking to provide reliable principles with which to interpret Scripture. The course will place emphasis upon both the theory and practice of biblical interpretation. The class includes exercises based upon selected passages of both the Old and New Testaments. Attention will also be given to the practical application of the Bible to the Christian life.

BIBL 450A The Book of Romans

3 credits

This course is an inductive study of the Book of Romans as a representative example of the Pauline Epistles. The procedure of study involves a survey of the book as a whole, a detailed analysis of the various parts, interpretation of selected passages, and practical application to the Christian life. Attention is also given to the scholarly discussion and the major theological themes in the Book of Romans.

BIBL 451A Pauline Literature

3 Credits

The purpose of this course is to teach the context, content, and critical questions of the Pauline epistles in the New Testament, except the letter to the Romans, which is considered in a separate course. Special themes will be emphasized such as the chronology of the apostle's ministry, Christology, the identity of the believer, the gospel, sanctification, ecclesiology, eschatology, spiritual gifts, and spiritual warfare.

BSCM 401A Evangelism & Apologetics

3 credits

The course involves an introduction to the models and strategies for evangelism and missions based upon biblical, historical, and cultural foundations as well as a study of the historical, philosophical, and scientific defense of the classical Christian faith in a postmodern age.

BSCM 410A Pastoral Care & Counseling

3 credits

This course brings together the practice of pastoral care with biblical, theological, and psychological perspectives shaping that practice. The class will provide students with basic skills to provide care and counseling, especially in a church setting, and how to provide care for yourself so that you can also care for others.

BSCM 420A Homiletics **3 credits**
A study of the foundation of sermon development, formal elements of style and methods of preparation and delivery principles based on biblical, historical and cultural foundations will be included. Students will prepare sermons to be preached in class and will be evaluated. Video technology can be used to enhance learning.

Formerly Principles of Preaching,

BSCM 470A Biblical Studies Internship **3 credits**
Participate as an intern at a church, para-church ministry or non-profit organization to apply principles learned from Biblical and Theological studies. *Prerequisite: Permission from Internship Director.*

BUSM 330A Global Leadership & Diversity **3 credits**
This course provides an understanding of global issues, cross-cultural concepts focusing on people groups, values, cultures and how to build teams of diverse people while respecting values to accomplish the organizations goals.

BUSM 340A Administration & Management **3 credits**
A study of the five parts of managing organizations—planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations with references to Scripture.

BUSM 420A Finance and Accounting for Managers **3 credits**
This study will provide an overview of financial tools available for management decision-making. Major course components include income statements, balance sheets, cash flow, budgets, changes in financial position, and ratio analysis. Emphasis is on reading and understanding accounting documents.
Formerly Managerial Finance.

BUSM 430A Team Dynamics **3 credits**
This course will help students understand the theories and practices of group dynamics and team building with emphasis on New Testament models. A study of the New Testament discipleship and small group principles and their application is emphasized. Building group relationships and small group teams is taught from biblical models found in the Gospels, the Book of Acts, and other NT books. The New Testament theological models provide rich and vibrant application for the business professional seeking to work productively and with sensitivity and wisdom in team and group market place settings.
Formerly Principles of Team Dynamics and Development.

CHHS 410A The Church in Global Context **3 credits**
This course involves a study of the origin and development of the various Christian traditions in Africa, Asia, and Latin America with particular attention to the development of indigenous churches as well as mission-founded churches. *Prerequisites: ENGL 101 and CHHS 201, 202 or 203.*

COUN 330A Counseling Skills **3 credits**
This course is designed to assist students in developing basic skills in Christian Counseling. Skills emphasized include reflective listening and applying Carkhuff's Core Conditions for Helping. Through lecture, role-play, and practical hands-on experience, students listen to God, self, and others, overcome barriers to effective helping, respond to inappropriate behavior, and reinforce Scriptural truth through prayer.
Formerly Counseling Skills I

COUN 408A Legal & Ethical Issues in Psychology **3 credits**
This course will address ethical issues in the field of psychology and counseling. Students will become familiar with the Code of Ethics and General Principles of conduct relevant to the field. Special emphasis will be given to counseling supervision, and the differing legal requirements for operating individually or under the sponsorship of a professional or non-profit organization. Students will utilize case studies, role-plays and vignettes to apply ethical principles in practical situations.

COUN 410A Marriage and Family Counseling**3 credits**

This course focuses on the importance of the family as the foundational biblical and social institution. Students will develop an understanding of the biblical teaching on marriage and family, skills for assessment and counseling, and resources for referring as necessary to build healthy marriages and families.

COUN 430A Multicultural Counseling**3 credits**

This course will focus on the impact and implications of ethnicity in family therapy assessments and counseling. This course will emphasize the importance of self-awareness of one's own personal culture and ethnic background. A primary goal of this course is to develop a general understanding of various ethnicities and a specific understanding of their dynamics in family functioning. Also various issues surrounding the counselor's role and relationship with families of different ethnicities will be explored in this course.

COUN 440A Crisis Counseling**3 credits**

This class will encourage students to learn about being an effective helper to those who may face a crisis. Students will learn to understand the four common elements of a crisis, the characteristics of troubled people, the pattern of a crisis, and eight basic steps to helping a person in crisis. Students will be able to learn through class lecture, group interaction and role playing, guest lecturers, research, and written assignments.

COUN 460B Counseling Methods**3 credits**

Building on COUN 202 Counseling Skills I, this course will emphasize the building of skills in reflecting listening, applying Carkhuff's Core Conditions for Helping, advising, story-telling and story-listening in counseling, group counseling, and allowing the power of the Holy Spirit to permeate counseling opportunities.

Formerly COUN 420A Counseling Skills II

GEDU 310A Goals, Priorities and Academic Excellence**3 credits**

This course examines: a) the setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life; b) the attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis is placed upon how goals, priorities, and attitudes can lead to effective Christian personal management.

Formerly Goals Priorities and Attitudes.

MGMT 303A Principles of Leadership**3 credits**

Students will engage in the study and application of current theories of leadership. The class will focus on developing leadership competencies in three areas: leading self, leading others, and leading a company or organization. Through a variety of presentation methods, small group work, self-reflection, and peer review, students will observe and practice leadership principles, while identifying personal styles and preferences.

MGMT 304A Project Management**3 credits**

Students will learn and experience the fundamentals of project management. Introduces fundamentals of integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management. Provides training and experience with project management tools and techniques. Students will apply principles learned via the use of case studies as well as selected class projects.

MGMT 440A Human Resource Management**3 credits**

Introduction to human resource management principles, processes, and systems, including analysis of such elements as organizational assessment and human resource planning, recruitment and selection, compensation and benefits administration, training and development, employee relations, human resource management information systems, and employment laws.

Formerly BUSM 440A Managing People in a Small Business Environment.

ORGL 410A Organizational Change & Innovation **3 credits**
Organizational change and innovation is the process of planning and implementing interventions to create interpersonal, group, inter-group, or organization-wide change. This course presents the theoretical foundations of analyzing the dynamics of change and the importance of innovation within modern organizations. Emphasis on how managers can develop a culture receptive to new ideas, products, processes, and systems for improving organizational performance organizational development..

ORGL 420A Organizational Culture **3 credits**
An examination of the nature, theories, and aspects of organizational culture. Exploration of the relationships between organizations Values, Mission and Vision and the impact of these foundational elements on the overall corporate culture. Analysis patterns of behavior as it relates to organizational culture, especially the impact of the organization's business on employee behavior and culture.

ORGL 430A Organizational Communication **3 credits**
This course develops and explores advanced communication skills necessary for an organizational leader. Specific topics include the appropriate and effective use of various forms of written, oral, nonverbal, and electronic communication including business correspondence, proposals, leading meetings, conducting interviews, and professional presentations.

ORGL 450A Ethical Decisions in Organizations **3 credits**
A study of how decisions and actions incorporate ethical issues. Individuals, organizations and societies are influenced in significant ways by the ethical principles they use to make decisions. The course examines, from a Christian perspective, the ethical foundations, responsibilities and consequences of decisions and practices in our society. Study includes the use of case studies illustrating the application of ethical theory in situations that students will likely encounter in their careers.
Formerly BUSM 450A Business Ethics.

ORGL 460B Capstone Organizational Leadership **3 credits**
This capstone course provides students the opportunity to understand, observe, and facilitate organizational efforts toward problem solving and social change within an organization. Students will demonstrate what they have learned throughout their organizational leadership program and apply it to a significant real-life project.

PHIL 301A Survey of Worldviews **3 credits**
An introduction to Western thought focusing on the role and function of philosophy as it relates to worldviews and understanding the fundamental uses of critical thinking as a means for evaluating the various worldview claims.

PHIL 331A Christian Ethics **3 credits**
Ethics involves an examination of how life is to be lived. Christian ethics is the disciplined study of appropriate human morality in light of the Word of God. This course will provide an overview of the study of ethics and will help students think through the proper way to live the Christian life.

PSYC 305A Human Development **3 credits**
An introduction to the study of observable patterns of personality, moral, and spiritual development. The insights of social and psychological sciences combined with the truth of Scripture and Christian theology provides practical assistance in the ministry of the Gospel to people across the age and experience spectrum.

PSYC 310A Theories of Applied Psychology **3 credits**
This course will provide an overview of major theories in counseling and psychotherapy from a Christian perspective. Students will examine the historical context of secular psychology and the rise of Christian counseling. Students will develop criteria for evaluating theories using a biblical framework and formulate their own approach to Christian counseling.

PSYC 320A Biblical Basis for Psychology and Counseling**3 credits**

Examines the nature and purpose of Christian counseling from a Scriptural perspective. Includes an overview of the history of Christian counseling in the U.S.; the differences between Christian counseling and Biblical counseling approaches; how to appropriately utilize secular counseling methods; and whether to use medications in counseling.

PSYC 402A Theories of Personality**3 credits**

This course will provide an overview of major theoretical and experimental contributions to the understanding of normal personality and its development. It will examine the historical context of psychology and its prominent theorists in the arena of personality studies. Students will develop criteria for evaluating theories using a biblical framework.

PSYC 403A Human Sexuality**3 credits**

This course will examine sexual development, human reproduction, sexual functioning, gender, ethics and attitudes. It will investigate sexual dysfunction and socio-psychological issues related to sexual expression from a Christian and biblical perspective. *Interdisciplinary with Biblical Studies and Theology.*

PSYC 407A Abnormal Psychology**3 credits**

This course is a descriptive and theoretical survey of the major forms of psychological disorders in children, adolescents, and adults. The course will examine current trends and research in the fields of mental health and psychopathology, as well as methods of treatment.

THEO 320A Foundations of the Christian Faith**3 credits**

This course is an introduction to the history of Christianity and the development of Christian thought from the first century to the present, with an emphasis on basic doctrines including the doctrines of God (Theology proper), Christ (Christology), the Holy Spirit (Pneumatology), humanity (Theological Anthropology), salvation (Soteriology) the church (Ecclesiology), and the last things (Eschatology). *Formerly: History of Christian Doctrine.*

Graduate Academic Course Descriptions

COUNSELING

Counseling

COUN 510 Biblical Foundations for Counseling

3 credits

This course is design to provide students with an understanding of the theoretical foundations of Christian counseling, its application, and integration into professional counseling. Students will also gain an understanding of the use of “soul care” concepts, practical strategies, self-application as the “self of the therapist”, and to working with individuals.

COUN 520 Counseling Theory and Practice

3 credits

This course is designed to provide students with a comprehensive understanding of the major theoretical foundations and counseling theories for the practice of counseling. Students will have an opportunity to begin developing their own personal theoretical orientation, including consideration of Christian beliefs and worldview, to working with individuals.

COUN 530 Research and Program Evaluation

3 credits

This course is designed to provide students with a comprehensive understanding of how research informs the strategies and interventions used in counseling. Students will become familiar with SPSS database software to formulate statistical analysis. Additionally, students will also be introduced to quantitative, qualitative and mix method research designs, procedures and empirical research.

COUN 540 Ethical and Legal Implications in Counseling

3 credits

This course orients students to the American Counseling Association (ACA) Code of Ethics, along with related legal and professionals’ issue that regulate the practice of counseling.

COUN 545 Introduction to Addiction and Recovery Counseling

3 credits

This course will provide students with basic knowledge about the interaction between the human body and alcohol and chemical. It will examine how the body responds to these drugs. The course will also provide therapeutic approaches for interventions for persons with alcohol and drug addictions.

COUN 550 Counseling Skills

3 credits

This experiential course is designed to provide students with an introduction to learning and practicing basic interviewing and counseling skills. In addition, students will examine the personal characteristics of a counselor and behaviors that influence helping processes.

COUN 560 Social and Cultural Counseling Foundations

3 credits

This course is designed to explore the impact cultural (including, but not limited to, ethnicity, race, age, SES, religion, etc.) and gender issues have on individual’s personal identity and psychological development. Additionally, this course will provide students with an understanding of multicultural counseling theories and models and develop strategies for acknowledging cultural and gender differences. Emphasis will also be placed on student’s personal identity, cultural and religious values.

COUN 570 Human Growth and Development

3 credits

This course is designed to provide students with an understanding of the theories of individual and family development and transitions across the life span. This course seeks to understand the physical development, cognitive development, emotional development and psychological development of individuals across the life span.

COUN 580 Orientation to Professional Counseling **3 credits**

This course is designed to introduce students to the history and philosophy of the counseling profession and its specialty areas. The professional roles and functions of counselors, professional counselor credentialing, including counselor certification, licensure and accreditation practices and standards, and the effects of public policy are also examined in this foundational professional counseling course.

COUN 590 Group Process and Practice **3 credits**

This experiential course is designed to provide students with theoretical foundations and theories of group counseling, including group counselor orientations and behaviors and ethical standards. In addition, this course emphasizes understanding and practice of group members' roles and behaviors and group dynamics. Students will be required to be a participant in a small group for educational and self-assessment purposes.

COUN 595 Group Leadership and Practice **3 credits**

This second group process and dynamics course is designed to provide students with an understanding of group leadership styles and approaches. In addition, this course will provide students with an understanding and practice of developing a group, including appropriate selection criteria and methods of evaluation of a group process, and approaches used for other types of group work.

COUN 610 Psychological Testing and Assessment **3 credits**

This course is designed to provide students with an orientation to the use of psychological tests and measurements used to assess individuals. Through the use of learning various psychological tools and assessments, students will become familiar with effective psychometrically-based diagnostic procedures.

COUN 615 Spiritual Formation/Biblical Counseling **3 credits**

This course is designed to assist students with self-examination and self-exploration as they prepare to enter the field of counseling. Students will develop personal models to assist with balancing their own spiritual health, emotional health, mental health, and physical health.

COUN 620 Marriage and Family Counseling I **3 credits**

COUN 625 Marriage and Family Counseling II **3 credits**

These two courses are designed to be the primary MCF Counseling Specialty courses. Students will become oriented to a systemic perspective of working with individuals, couples and families. Students will learn the major tenets of family systems; including theoretical approaches, assessment, evaluation and interventions. Students will also become familiar with the MCF profession, including professional organizations, preparation standards and credentials.

Prerequisite for COUN 625: COUN 620

COUN 630 Clinical Mental Health Counseling **3 credits**

This course is designed to provide students with an introduction to the conceptualization and theoretical framework of community agency and non-profit organization development and practices. Additionally, students will learn the administrative and fiscal responsibilities of developing and maintaining community based (including faith-based) organizations.

COUN 645 Pharmacology and Physiology of Drugs and Alcohol **3 credits**

The aim of this course is to study the biochemical, physiological, behavioral, and psychotherapeutic effects of alcohol and the major classes of drugs on the biological system. The therapeutic uses of drugs will also be examined and strategies, including Medical Assisted Treatment (MAT), to mitigate the effects of drugs and alcohol will be presented.

COUN 650 Career Development **3 credits**

This course is designed to provide students with an understanding of career development and career counseling theories. Students will gain knowledge of the use of career testing instruments, such as career interest inventories and personality tests. Additionally, students will be able to practice using case studies, how to assist individuals with planning careers and solving career-related personal, professional and environmental issues.

COUN 660 Clinical Diagnosis and Treatment Planning**3 credits**

This course is designed to introduce students to understanding mental health and personality disorders; including description, etiology, assessment, and understanding of major diagnostic categories. Through the use of case studies, students will become familiar with the use of the Diagnostic and Statistical Manual of Mental Disorders by the American Psychiatric Association (DSM-V) and utilization of Multiaxial Assessment.

COUN 670 Professional Development Practicum**3 credits**

This course is designed to provide students with a minimum of 100 hours of supervised field experience in a counseling setting. This first field experience course provides students with an opportunity to apply basic counseling skills to a supervised counseling setting.

COUN 680 Professional Internship I**3 credits****COUN 690 Professional Internship II****3 credits**

These two field experience courses are designed to provide students with a minimum of 600 hours (300 hours each course) of supervised field experience in a counseling setting. These courses provide students with an opportunity to expand their basic counseling skills applied during their practicum, recognize the facilitators and barriers of establishing therapeutic relationships, and provide case presentations in class.

Prerequisite for COUN 680: COUN 670

Prerequisite for COUN 690: COUN 680

COUN 710 Special Topics in Counseling**3 credits**

This course will feature specific, timely subjects that will vary with each offering.

COUN 711 Special Issues in School Counseling I**3 credits**

This course is designed to introduce students to the role of the school counselor, an examination of the profession of school counseling, and an overview of counseling, consultation, and referral skills in a comprehensive school counseling program. Students will gain an understanding of the philosophy, history, ethical/legal, cultural and current trends in school counseling with a focus on the counselor as a leader, change agent, and advocate in P-12 schools. Comprehensive school counseling programs, the national model and standards for school counseling programs are also examined in this course.

COUN 712 Special Issues in School Counseling II**3 credits**

This course is designed to provide students with the knowledge, skills, and practice of the development and implementation of comprehensive school counseling programs based on the national standards for school counseling programs (ASCA National Model). Students will explore and practice the application of consultation, collaboration, and community involvement models to be used to integrate into comprehensive school counseling programs and the application. Students will also gain an understanding of instructional and school counseling interventions that are applicable to direct and indirect counseling services provided by school counseling in P-12 school settings.

Management**MGMT 520 Cross Cultural Organizational Management****3 credits**

This graduate seminar provides the opportunities to provide theoretical and practical examples and exercises which will guide the exploration of cultural backgrounds, attitudes, values and biases so as to gain insight into what constitutes "effective" leadership across cultures. By exploring the ways in which specific characteristics are valued differently by different cultures, the students acquire frameworks for assessing how to approach management, leadership and work assignments in a culture that is not their own.

MGMT 525 Conflict Management**3 credits**

This graduate conflict management course will present the students with opportunities to explore conflict and negotiation theories as well as strategies and styles of using and resolving conflict within an employment context. Organizational conflict management and resolution is a specialized communication skill requiring theoretical understanding of human interaction, decision making, and organizational systems. Students will practice negotiating with role-playing simulations in threaded discussions to negotiate difficult situations stemming from cultural and perspective differences.

MGMT 540 Human Resource Management**3 credits**

Human Resource Management (HRM) is both the study and the function that focuses on understanding, predicting and managing the acquisition, retention and support of human resources within organizations. Key components of HRM include but are not limited to job analysis, job design, competency assessment recruitment, selection and validation processes, performance evaluation, training and personnel development strategies.

ORGL 520 Applied Organizational Psychology**3 credits**

Applied Organizational Psychology is the scientific examination of how human cognition, attitudes, and behaviors affect and are affected by the concepts of ethics and ethical values, leadership and followership, power and politics, organizational culture and organizational climate. Key topics include motivation, diversity, performance, organizational commitment, the psychological contract, job attitudes and organizational development.

Cross listed as PSYC 520.

MBA in Social Sector Management

ACCTW560 Managerial Accounting for Nonprofits**3 credits**

Students in this course will explore budgeting requirements and accounting systems and principles for not-for-profit and governmental organizations as established by the appropriately recognized, standard-setting bodies such as federal, state and local government agencies. Case studies will be drawn from hospitals, schools, churches and other social service type providers

BUSMW505 Professional Assessment & Seminar I**2 credits**

Participants will complete pre-test and assessment exercises using the Intercultural Effectiveness Scale to assist them in achieving self-directed goals related to intercultural and social competency skills needed to navigate and manage relationships in a diverse social sector context. Participants will create individual work plans. Barring any restrictions (such as Covid-19 related protocols), this will be a residence seminar that requires students to be in the same space for ease of interaction in building a cohort and close knit learning community).

BUSMW520 Managing Human Service Agencies**3 credits**

This course is an exploration of the theories and practices of the administration and management of service sector organizations. The course includes research and analysis of financial, human resources and project management constructs in nonprofit/human services (NP/HS) administration. Emphasis is placed on federal, state, and local regulations.

BUSMW540 Social Entrepreneurship**3 credits**

This course is an opportunity to uncover the role and impact of social entrepreneurship (SE) as viewed through Biblical Principles. It will offer the participants the opportunity to explore the fundamental underpinnings (theories) of social entrepreneurship, the challenges of combining enterprise with the objectives of social change, a critical analysis of the impact of social entrepreneurship and forecast for sustainability and the opportunity to build an SE model.

BUSMW560 Global Business and Management Operations**3 credits**

In this course, students will explore the principles of global operations management (GOM) and develop competencies to manage resources and lead organizations in a globalized context. Topics will include manufacturing, supply chain management, quality control, outsourcing, global project management and operations strategy.

BUSMW605 Professional Assessment & Seminar II**3 credits**

Participants will have the opportunity to return in a residency seminar to complete a post-test and additional assessment excises using the Intercultural Effectiveness Scale to gauge achieving self-directed goals related to intercultural and social competency skills needed to navigate and manage relationships in a diverse social sector context as well as reflection on personal work plans and internship experiences. In additional, students will be expected to engage in reflection exercises and program assessment surveys. Program assessment surveys will also be conducted. The resulting will be used to gauge program effectiveness and to strengthen partnerships.

BUSMW670 Integrated Project-Based Capstone**4 credits**

By the time students are approved to take this last course, they will have demonstrated data analysis and case study research methods to investigate a social sector issue and contemporary problem related to social sector management. This capstone course therefore is designed to provide an opportunity for students to apply a solution to a real-world problem in the context of a social sector organization. In consultation with the program director and a supervisor embedded within a social sector organization, participants will be required to submit and seek approval for project proposal prior to embarking on the project. The supervisor within the organization will serve as an external examiner for the project. Project management criteria appropriate for the social sector will be applied. In this learning experience, students will reflect upon, assess, synthesize, and apply everything that they have learned in the entire program.

CHHSW511 Special Topics in the Church and Social Justice**3 credits**

This course will focus on the opportunities and challenges of program design and delivery of social services in and by faith-based organizations. Of special interest are discussions on the role of the religious mission, approach to social justice, values/beliefs, leadership and community outreach.

IBUSW601 Intercultural and Social Competence**3 credits**

Participants will engage in self-directed learning activities in the context of their work including developing well-structured social engagement problems. The course emphasizes empathy skills and emotional resilience for social engagement. Participants learn self-awareness and how to apply principles in relationship management while researching and integrating information about a social problem, engaging others in the process of problem solving, and providing an evaluation about the effects of applying strategies for intercultural and social competency.

MGMTW541 Human Resource Strategy and Organizational Structure**3 credits**

This course will focus on Human Resource Strategy (HRS) to hone the decision-making skills required to predict and manage the acquisition, retention and support of human resources within organizations. Key components of HRS include but are not limited to job analysis, job design, competency assessment recruitment, selection and validation processes, performance evaluation, training and personnel development strategies.

MGMTW545 Online Technology and Management**3 credits**

Participants will learn how to create practical management solutions for staff, team leaders, and training. The course helps participants to learn how technology is used to solve management and organizational problems in the social sector. The course prepares participants to serve in several roles including how to

create a sense of community through communications, facilitating coordination and planning, data analytics, developing capacity for social engagement, fundraising, project management, and reporting.

MGMTW560 Ethics for Social Services

3 credits

In this course, students will be expected to study ethical codes in the social services sector, explore theoretical and practical ethical frameworks and assess/develop their own personal and professional framework for ethical decision making.

MGMTW620 Strategic and Tactical Planning in the Social Sector

3 credits

In this course, students will develop and demonstrate the competencies required to make decisions that lead to values-creating strategies for their organization's stakeholders. They will learn to assess and provide the tactics needed to address internal risks as well the nature of a turbulent and competitive external environment, while building and protecting the resources, capabilities and competencies of the organizations they serve.

MINISTRY LEADERSHIP

Bible

BIBL 501 Old Testament Literature

3 credits

In this course the student will survey the primary content of Old Testament books and will receive an appreciation for a cohesive understanding of the major figures, events, and themes found in the Hebrew Scriptures.

BIBL 502 New Testament Literature

3 credits

This course will provide an overview of the books in the New Testament. In it, the student will deepen their understanding of progressive revelation and broaden their love for Christ by interacting with New Covenant principles, themes and theology.

BIBL 601 Biblical Interpretation

3 credits

This course introduces students to current hermeneutical issues and methodologies that will equip them with the tools to properly exegete sacred scripture. Although the course work is consistent with graduate level rigor, understanding of the original languages is not required.

Biblical Studies / Christian Ministry

BSCM 511 Advanced Homiletics

3 credits

This course is designed to provide students with advanced course instruction and practical application of the art of sermon preparation and delivery.

Church History

CHHS 501 History of Christian Thought

3 credits

This course is designed to introduce the student to the history of the Christian church and how doctrine developed in the early years. The course will equip students thoroughly with historical and theological data including the arguments of some of the key figures in church history and how their influence shaped the Christian church.

Ministry Leadership

MINL 501 Pastoral Ministry

3 credits

This course is designed to provide students with an introduction to principles of ministry within the church context.

MINL 505 Leadership for Church & Mission **3 credits**

This course is designed to provide students with an introduction to principles of applied leadership to church and missional work. The course will also provide students with a theological and practical overview of how individuals are equipped and serve as a leader of missional work.

MINL 515 Youth & Family Ministry **3 credits**

The purpose of this course design is to provide students with an overview of the family from a biblical/theological perspective. Also, this course will provide students with an understanding of various models and principles of youth and family ministry and the application of support for youth and families.

MINL 520 Emotionally Healthy Church **3 credits**

This course is designed to provide students with a practical understanding that emotional health and spiritual health are inseparable for a church. The course will also help equip students to develop a personal emotional and spiritual growth and disciple-making.

MINL 535 Leadership Styles and Qualities **3 credits**

This course is designed to provide students with an experiential learning model on how to identify and the application of personal leadership styles and qualities. Emphasis is on the application of personal leadership development theory and practical and personal experiences.

MINL 540 Principles of Social Entrepreneurship **3 credits**

This course is designed to provide students with an overview of the biblical foundations and practical application of the socialization and culture of the church as a social organization. Emphasis is on the organizational leadership theoretical frameworks and application.

MINL 615 Pastoral Care & Counseling **3 credits**

This course is designed to provide a theological foundation for pastoral counseling. It will also include an overview of counseling skills necessary in pastoral ministry.

MINL 620 Community Development & Services **3 credits**

This course is designed to provide students with an understanding of the practical application of church and ministry within the community. Emphasis is on the role church plays in the community.

MINL 621 Church and Community Organizing **3 credits**

This course will equip students in getting acclimated towards the dynamics of community development and her impact on the local church. Ministry leaders will be empowered in analysis, effective strategizing, and the keys to an operative missional church.

MINL 640 Business as Mission **3 credits**

This course focuses on missions as an occupation as well as "calling." It provides more specifics of how missional workers serve in various organizations, globally and international and the practical application of their roles.

MINL 680 Field Experience **3 credits**

This course is designed to provide students with an opportunity to find placement in a local church and function as a ministry leader-in-training. This course is the internship component of the Program.

Organizational Leadership

ORGL 530 Team Leadership **3 credits**

This course is designed to introduce students to leadership development within a team of individuals. Emphasis is on the application of team leadership theory and practical experiences of leading and teaching in a group setting.

ORGL 610 Leading Change**3 credits**

In an increasingly diverse technological and global society, ministry leaders must be well equipped with the academic skills of mentoring, team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. This course will provide the necessary principles, strategies and dynamics to achieve progress and innovation for individuals and organizations alike.

Theology**THEO 501 Christ Alive****3 credits**

This course explores key facets of who Christ is today and his Kingdom work, and how this reality forms the context and rationale for all Christian leadership. It also looks at how Christ can transform those we lead.

THEO 521 Pastoral Ministry**3 credits**

This course is designed to introduce students to the person and work of a pastor. Emphasis placed on the application of principles of leadership to pastoral ministry.

Women's Leadership**WMNL 501 Biblical Perspectives on Women****3 credits**

The Bible has much to say about women and has provided various images and rhetorical discourses about what constitutes womanhood. In this course, students will be exposed to literary, historical and theological perspectives that provide a basis for understanding women's role in the formation of biblical faith.

WMNL 505 Pastoral Leadership for Women**3 credits**

While examining various leadership styles, this course will discuss the history of female leadership in the church, explore how women have negotiated leadership in the biblical text and the impact and implications of women's leadership.

WMNL 530 Ministering to Women**3 credits**

This course is grounded in both theory and praxis. It will provide a theological foundation for ministry to women and will equip women with strategies and insights to effectively minister to women in the local church community and beyond.

WMNL 680 Contemporary Issues for Women: Sexism & Gender Bias**3 credits**

Despite Jesus' recognition and affirmation of women, sexism still exists in the church. This course will look at how these systemic issues in the church are presented in light of the role of women in ministry and will examine biblical and theological texts that underscore or undermine that role.

Academic Support Services

College Library

The Pillar College Library seeks to provide an inviting and friendly atmosphere in the context of being the place most conducive to scholarly research and study. The library is located on the main campus of the college on the 1st floor at 60 Park Place in Newark. This location has computers and study carrels available for individual research and writing, as well as cooperate space for collaboration and groups meetings and gatherings. Pillar College also has locations in Somerset, Paterson, Plainfield and Jersey City and the library provides services and support to all these locations.

Information resources and services are available for research and study. The library supports the college's mission to educate, inspire and equip students for excellent scholarship, service and leadership. Our collection contains print and online resources supporting the college's academic programs at both undergraduate and graduate levels with majors in Biblical Studies, Psychology & Counseling, Business Administration & Management and General Education.

The user community can access information resources through the Online Public Access Catalog (OPAC), which is accessible from the college's homepage: <http://www.pillar.edu/>, and more directly from the library's homepage: <http://www1.youseemore.com/pillar/> In addition to providing useful links to Open Education Resources (OER), the library's homepage is the gateway (via the student's personal login ID and pin number) to online databases such as EBSCO's Academic Search Premier, ATLA Religious Index and ProQuest Journals and eBooks through which full-text articles are available.

Pillar College students are eligible to gain reciprocal borrowing privileges at over twenty-six other undergraduate college and university libraries in New Jersey, by using their Pillar College student ID and a properly filled out VALE Reciprocal Borrowing Agreement Application form. Information resources not in the possession of the library can also be obtained through interlibrary loan (items may take approximately two weeks to arrive).

For ease of use the Pillar College online library is accessible from home. Our students can access resources that will assist with citation formatting, general information and career or employment resources.

The library continually seeks to provide authoritative resources that are appropriate to our student's needs. The library supports the Pillar College mission and strategic plan.

Academic Resource Center (ARC)

Located on the 1st Floor of the Military Park Building, at the Paterson Campus, Room 212, and at the Somerset Campus, the Academic Resource Center (ARC) is designed as a support service to assist all students in achieving optimal academic success. As such, the ARC offers a variety of learning opportunities and appropriate and adequate resources to meet the needs of the learning community. Furthermore, in its 'community of learners' approach to service, the ARC invites faculty to come alongside students in a personal manner to identify needs and suggest appropriate solutions.

Staffed by faculty and peer tutors, the ARC's areas of student support include the following: virtual and in-person tutorials in writing, grammar, research writing (MLA and APA), public speaking, and basic math, life skills support in time or money management and interview preparation, critical reading and thinking, strategies and tips for test anxiety and test-taking, and documentation of sources.

Media and Technology Center (MaT)

Located on the first floor in Newark and in room 106 in Somerset, the Media and Technology Center (MaT Center) is designed to allow students to complete academic projects. Students may use the computers for any such work related to academics at Pillar College.

MaT Center Use

- Food and uncovered drinks are not permitted at computer workstations or near other equipment in the MaT Center.
- No unsupervised children (under age 12) are permitted in the MaT Center.
- When all computers in the MaT Center are in use, students who are using computers for non-academic work such as games, social networking, and other extra-curricular activities will be asked to forfeit the computer when another student needs to complete academic work.
- Computer tutoring is available for students who desire assistance learning to use computers. To make an appointment, contact the Academic Resource Center.
- Students are responsible for keeping backups of all work. Although Pillar College staff will make every effort to preserve data on Pillar College computers, *student work may be deleted from these computers*. Students are always encouraged to keep more than one copy of all work.
- *Pillar College is not responsible for student computers*. Students who have trouble with personal laptops and other equipment should defer to appropriate sources for technical support. The Coordinator of Academic Technology, Media Center Assistants, and the Pillar College I.T. team are not responsible for troubleshooting any student's personal computers.

Computer/Technical Problems

Please report any problems with Pillar College computers or other equipment to the Help Desk (HelpDesk@pillar.edu).

Printing

Please refer to the posted price list before printing. The cost per print will vary according to the price of toner and maintenance.

Video and Multimedia Streaming

Viewing online videos and other multimedia should be limited to academic use. Streaming videos and other multimedia slows the network down for all users, and should therefore be avoided for content not related to class work or academic research.

Inappropriate Activity

Students found engaging in inappropriate behavior in the Media and Technology Center or any Pillar College technology will have the incident reported and stored in the student's record.

Inappropriate activity may refer to:

- Viewing pornography or any inappropriate media

- Downloading copyrighted material
- Copyright infringement
- Using media or technology deemed inappropriate by any faculty or staff member

Infringements apply not only to Pillar College computers, but also to a student's personal computer while connect to the Pillar College wireless network.

Pillar College staff will review each case of inappropriate activity and will take action appropriate to the infraction. Students participating in inappropriate activity may forfeit access to Pillar College technology, including the wireless system. This condition will *not* free students from the responsibility of completing projects involving technology – the student will be required to complete course work at home or at another location. A demonstration of genuine repentance (change of behavior and heart) to the Academic Dean may in some cases result in reinstated privileges. Such a demonstration may, for example, involve counseling with Pillar College staff or proof of counseling with an approved outside source. A user's privileges will be reinstated at the discretion of the Academic Dean. Appeals may be made through the appropriate appeal process.

Copyrighted Material

Downloading or sharing copyrighted material is prohibited on all Pillar College networks. Students must be aware that personal laptops or devices with file sharing tools (such as BitTorrent, uTorrent, and other similar tools) may be running in the background even if they are not intentionally opened. Sharing or downloading copyrighted material is illegal. Students in violation of this policy, whether intentional or unintentional, will face appropriate disciplinary action, ranging from (but not limited to) loss of access to student computers, denial of Pillar College network privileges, or, if necessary, legal action.

Career Services

Pillar College has a Career Services advisory resource for our students. It is located on the 7th Floor of the Military Park Building in the Student Center. We are pleased to provide resources, support, and encouragement as students make decisions about their future direction and professional lives. We also extend this service to our alumni for one year after graduation.

In partnership with our students, we seek to provide resources and information on employment opportunities and graduate studies. Career Services (CS) provides guidance for developing career plans, creating and improving resumes, sharpening interview skills, and more.

The Career Services web presence is accessible from the college's homepage at <http://www.pillar.edu>, under Life At Pillar, Student Services. Also available from the homepage is the Pillar College library. The online library contains resources to assist with researching employment opportunities and career development.

CS is committed to helping students take ownership of their professional development by clarifying goals, enhancing job skills, and exploring continuing educational opportunities.

Every month we host Career Workshops for students, alumni, and the community.

We pride ourselves on providing individualized attention and personalized assistance through:

- Career counseling
 - One-on-One sessions
- Assisting in the creation and review of resumes
 - Personalized assistance with identifying skills, building, and critiquing resumes
- Resources
 - Instruction in the use of online resources to obtain comprehensive, relevant occupational, post-secondary school, and financial aid information
- Interview preparation
 - Mock interviews to strengthen presentation and interviewing skills
 - Tips and Techniques for making a great impression

2023-2024 Updates

This updated version includes following:

- The change of the president from Dr. Schroeder to Dr. Rupert A. Hayles, Jr.
- The addition of the MBA in Social Sector Management
- The addition of the Healthcare Administration concentration to the BA in Business Administration & Management
- The unification of the EIS & ILC course codes to AES.

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