

Student Handbook



LCU-KY Student Handbook

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LCU ONLINE™

STUDENT HANDBOOK & COURSE CATALOG

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***REQUIRED:**

Please read your *Student Handbook and Course Catalog*, then sign the Student Handbook Affidavit (see form on the last page). Turn this form in with your Assessment Package.

From the President

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

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

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

We desire to set forth in this *Student Handbook and Course Catalog* a simple, yet comprehensive overview of our purpose and the programs we offer. Our Spirit-filled programs focus primarily on equipping students for ministry within the local church. Our anointed ministers and teachers bring a wealth of experience to each program and course.

The School of Theology and Biblical Studies is the foundation of our program. The emphasis on the teaching and preaching of God's Word is central to all other ministries of the Church and is, therefore, our major focus. Evangelism and discipleship – the two parts of the Great Commission – are the ultimate purpose of the Church. We cannot afford to lose sight of this “first love.”

The School of Pastoral Ministry prepares the student with a rich, well-rounded program encompassing some elements of Church administration, Christian counseling, music and theology, preparing the pastor to lead the church in all areas of ministry.

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

FROM THE PRESIDENT

School Administration.

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

We accept, as a mandate from God, the words given by the Apostle Paul to his son in the faith, Timothy, when he said, "The things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also" (2 Timothy 2:2).

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

In His service for a quality, spiritual education,

A handwritten signature in black ink, reading "Douglas J. Wingate". The signature is fluid and cursive, with the first name "Douglas" being more prominent and the last name "Wingate" following in a similar style.

Douglas J. Wingate, Ph.D., D.Min., D.D.
President & Founder

Statement of Faith

WE CONSIDER THE FOLLOWING TRUTHS to be fundamental to an understanding of our relationship to the One True and Living God.

ONE TRUE GOD

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

SCRIPTURES INSPIRED

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

THE LORD JESUS CHRIST

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

ORIGINAL SIN & THE FALL OF MAN

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

SALVATION OF MAN

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

STATEMENT OF FAITH

THE CHURCH & ITS MISSION

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

BAPTISM IN WATER

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

HOLY COMMUNION

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

BAPTISM OF THE HOLY SPIRIT

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

EVER-INCREASING FAITH

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

STATEMENT OF FAITH

DIVINE HEALING

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

THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT

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

Diplomas & Degrees

THE TYPES OF CERTIFICATES, DIPLOMAS, & CHRISTIAN DEGREES offered are listed below:*

▼ **AUDIT CERTIFICATE**

Our Audit Program is for those individuals attending strictly for their own personal spiritual growth. Audit students must view all lectures and read all textbooks. Audit students will receive a certificate of attendance for each 30-credit-hour program completed. If they so desire, audit students may later convert their audit credit to academic degree credit by completing the additional work requirements (tests, papers, and labs) and paying the additional tuition for the degree program.

▼ **DIPLOMA**

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

▼ **ASSOCIATE'S DEGREE**

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

▼ **ADVANCED DIPLOMA**

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

▼ **BACHELOR'S DEGREE**

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

▼ MASTER'S DEGREE

A Master's Degree is awarded to a student who successfully completes a minimum of 36 credit-hours above the Bachelor's Degree program for academic credit. These courses should be within the student's chosen major (three electives are permitted).

▼ DOCTORAL DEGREE

A Doctor of Ministry (D.Min.) is awarded to a student who successfully completes 45 credit-hours above the Master's Degree program for academic credit.

***ALL STUDENTS**

All students are required to complete Program #1 courses either by class instruction or by transfer from an approved institution.

Formal teaching and preaching experience may qualify a student for Ministry Life Experience (MLE) credit. Up to 30 credit-hours of MLE credit may be awarded toward a Bachelor's Degree. Up to 9 credit-hours of MLE credit may be awarded toward a Master's Degree. Experienced ministers should see the *Ministry Life Experience Credit Application* form in Appendix A for details.

NOTE: For a degree in Theology, Programs #1, 2, 3, 4, and 5 must be taken in order - even if a student has advanced placement because of transfer credits or MLE credit.

**For details on programs and course descriptions, see the
LCU Course Catalog beginning on page 25.**

Tuition

▼ LOW TUITION PHILOSOPHY

LCU has the philosophy that a quality, spiritual education that trains individuals for service to the Lord Jesus Christ should not leave them with oppressive financial debt. This is one reason that we have not pursued the costly regional accreditation that would qualify us to offer government-guaranteed student loans and other government programs. Universities offering such loans generally charge the maximum tuition allowable, leaving the student with a sizeable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt lingering over their finances. Therefore, we chose a less-costly, independent accreditation. Our approach is to provide the most affordable, highest quality, spiritual education that we can as a ministry to the Lord and to His servants.

▼ STUDENT LOANS

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

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

Students must pre-pay each course. There are no provisions for partial payments.

▼ UNDERGRADUATE PROGRAM TUITION

The cost of an undergraduate course is \$175 (\$58.33 per credit-hour) and includes primary textbook costs. There are 9 courses in each program plus

TUITION

Ministry Practicum totaling 30 credit-hours, all of which typically require one academic year to complete when taken at Main Campus.

TUITION FOR 1 PROGRAM (YEAR) OF UNDERGRADUATE STUDIES

Description	Credit-Hours	Cost
Tuition (includes books & fees)	27	\$1,575
+ Ministry Practicum	3	0
= Totals	30	\$1,575
÷ 9 payments		\$175

▼ MASTER'S PROGRAM TUITION

Master's course tuition is \$210 per course (\$70.00 per credit-hour) and includes primary textbook costs. There are 11 courses in each program plus Ministry Practicum totaling 36 credit-hours, all of which typically require just over one academic year to complete when taken at Main Campus.

TUITION FOR A MASTER'S DEGREE

Description	Credit-Hours	Cost
Tuition (includes books & fees)	33	\$2,310
+ Ministry Practicum	3	0
= Totals	36	\$2,310
÷ 11 payments		\$210

▼ DOCTORAL PROGRAM TUITION

Both the first and second-level Doctoral Degrees are based on a 45-credit-hour program which includes 15 credit-hours of course work and a 30-credit-hour

TUITION

doctoral dissertation. Doctoral course tuition is \$225 per course (\$75.00 per credit-hour) and includes primary textbook costs. The coursework phase for any level of doctoral degree takes about one-half of an academic year when taken at Main Campus. The cost of the dissertation phase is \$1,500 payable in 10 installments of \$150 (\$50.00 per credit-hour).

TUITION FOR A DOCTORAL DEGREE

Description	Credit-Hours	Cost
Doctoral Dissertation	30	\$1,500
+ Tuition (includes books & fees)	15	\$1,125
= Totals	45	\$2,625
÷ 5 payments (1 per course during coursework phase)		\$225
+ 10 payments (during dissertation phase)		\$150

▼ REFUND POLICY

There is no refund for a purchased course.

▼ MATRICULATION FEE

Some students transferring in may have accumulated enough credit hours from various approved academic institutions to qualify for a matriculated Christian degree. The courses must be similar in nature to those we offer. There is a \$500 fee to matriculate a Bachelor's Degree.

Entrance Requirements

▼ ENTRANCE REQUIREMENTS

Audit Requirements

Audit students do not need a high school diploma.

Undergraduate Requirements

Applicants desiring to enter a Christian degree program must have either:

- Earned a diploma from an accredited high school
- Passed the General Equivalency Diploma (G.E.D.) test, or
- Can document an equivalent education.

NOTE: Students who do not have proof of high school graduation will be enrolled in a certificate program and will receive a certificate of completion for each 30-credit-hour program completed. To receive their LCU degree, such students can earn their “equivalent education” by completing up to 2 years of study at LCU while earning grades of “C” or better. Students should contact their Student Advisor for an individual assessment of equivalency requirements. Once students have completed their equivalency requirements, they may enroll in LCU’s degree program and begin earning credits toward their LCU degree(s).

Master’s Requirements

Theology candidates must have earned a Bachelor’s Degree with a theological major from a recognized college or university (leveling courses may be required). If the Bachelor’s Degree is in an unrelated field, 60 credit hours of biblical foundation courses are required before starting at the Master’s level.

First-Level Doctoral Requirements

To enter the Doctor of Ministry (D.Min.) program, a student must have earned a Master’s Degree with a theological major from a recognized college or university (leveling courses may be required.)

ENTRANCE REQUIREMENTS

Second-Level Doctoral Requirements

To enter the Doctor of Philosophy (Ph.D.) program, the student must have completed one of LCU's 45-credit-hour D.Min. programs and have completed a minimum of 10 years of full-time ministry.

▼ ADVANCED PLACEMENT CREDITS

Transfer Credits

Students transferring credit from another institution of higher learning must provide official, sealed transcripts. (Do not open the sealed envelopes!)

Students will be granted credit for work done on a equivalent level and for a similar amount of time in subjects that fit in the student's program of study. Transferable courses must have received grades of "C" or higher. Transferred grades will be included in the student's overall grade point average (GPA).

Formal transfer credit evaluation is done by the Admissions Department after all official transcripts have been obtained and submitted by the student. In order to avoid an additional reassessment fee, all official transcripts should be received by Admissions within 60 days of the student's acceptance letter from LCU.

To receive one of our Christian degrees, students must take or transfer in credits covering Program #1 subjects and complete a minimum of 30 credit-hours in one of our programs.

For enrollment instructions, see the section entitled "Application Process."

Ministry Life Experience Credit

Ministry Life Experience (MLE) credit recognizes academic study for the preaching and teaching of the Word of God in formal classes or services sanctioned by

ENTRANCE REQUIREMENTS

the church, such as adult services, children's church, and youth services. To qualify for MLE credit, the majority of the material presented should result from the instructor's own study of the Word of God and not rely upon use of pre-printed curriculum. Experienced ministers should see the *Ministry Life Experience Credit Application* form in Appendix A for details.

There is a \$40 evaluation fee that must accompany the MLE Application at the time of submission. A further fee of \$15 per credit-hour (undergraduate level) or \$20 per credit-hour (graduate level) will be assessed for each MLE credit-hour awarded. If no MLE credit is awarded, the student incurs no additional fee.

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

EST. COSTS FOR UNDERGRADUATE MLE

(Showing the 30-credit-hour maximum award)

Description (Undergraduate MLE)	Credit-Hours	Cost
MLE Evaluation Fee		\$40
+ MLE Credit Awarded	30 hours @ \$15 per hour	\$450
= Totals	30 hours	\$490

EST. COSTS FOR GRADUATE MLE

(Showing the 9-credit-hour maximum award)

Description (Graduate MLE)	Graduate Credit-Hours	Cost
MLE Evaluation Fee		\$40
+ MLE Credit Awarded	9 hours @ \$20 per hour	\$180
= Totals	9 hours	\$220

Application Process

YOU MAY BEGIN TAKING COURSES prior to starting the official enrollment process. Simply go to “Begin an LCU Course Today” on our web page and follow the instructions there.

To officially enroll at any time, follow the steps below:

1. Print, complete, and sign an *LCU Online™ Student Application* (see Appendix A).
2. Send your completed and signed *LCU Online™ Student Application* and a \$40 check or money order made payable to Life Christian University to the address below. This amount will cover your application and assessment fee. (This assessment is done to determine your academic standing and can be completed only after all your supporting documentation has been submitted.)
3. You will receive an acceptance letter from LCU within several days. While you are waiting, you can begin to assemble the necessary documents from schools you have attended.

Obtain original, sealed, official transcripts or grade reports from each college, university or institute of ministry that you have previously attended. You will need an official sealed copy to send to LCU. (Do NOT open the sealed envelope(s)!) You may want to order a second copy of each transcript for your own records.

NOTE: If you opt to transfer such credits, they will be factored into your GPA at LCU (only courses with a “C” grade or better can be transferred).

If college transcripts will not be provided, submit a photocopy of your high school transcript or diploma, your GED certificate, or equivalent

proof of a completed high school education.

4. Read this *LCU Online Student Handbook and Course Catalog*. Then print out and sign the *Student Handbook Affidavit* on the last page of this catalog.
5. Print out, read, and sign the *Grant of License* form.
6. Some students qualify for Ministry Life Experience (MLE) credit for in-depth research and study of God's Word, as demonstrated in published writings or in teaching and preaching. See the *Ministry Life Experience Credit Application* form in Appendix A for details of eligibility.
7. Send all of the following documents to LCU in one envelope within 60 days of your acceptance letter:
 - a. Your signed and dated *Student Handbook Affidavit*.
 - b. Your signed and dated *Grant of License* form.
 - c. Your college transcripts or proof of high school education.
 - d. If applicable, your *MLE Application* form and a \$40 check or money order payable to Life Christian University for the MLE application fee.
8. Mail them to the address below:

Admissions Department
Life Christian University
P. O. Box 272360
Tampa, FL 33688-2360 USA

Student Policies

▼ STANDARD OF CONDUCT

Personal Habits

Students are expected to live in accordance with the scriptural ideals of Life Christian University and to be a good testimony for Jesus Christ. Students are expected to abstain from the use of all addictive substances. (Grace is extended to those who are recovering from addictions: we expect the life-transforming Word of God to help such students walk in victory.) Students are also expected to maintain behavior that is above reproach in relationships with the opposite sex, avoiding even the appearance of evil (1 Thess. 5:22).

Academic Honesty

Academic honesty is expected from all students. Academic dishonesty, such as giving or receiving unauthorized aid on an exam or plagiarism (the intentional or unintentional presentation of another's work as one's own) is not acceptable. Academic dishonesty will not be tolerated and subjects the student to expulsion.

Dress Code

Although a dress code for distance learning students is not enforceable, LCU would like to remind students that as ministers of the Gospel, they will be representing the King of Kings and Lord of Lords. Modesty, femininity, and good taste are the guiding principles of women's dress. Being well-groomed, clean, neat, and tidy are the guiding principles of men's dress.

▼ COURSE REQUIREMENTS

In addition to listening to all of the course lectures, students are expected to read all textbooks; take all quizzes, tests, and exams; and submit all required research papers. A guide for preparing research papers acceptable at LCU can be found in Appendix B of this handbook. A pdf version is available to download from

our website. To aid students in typing and formatting their research papers, a template in Microsoft Word is also available for download from our website.

▼ MASTER'S & DOCTORAL STUDENTS SPECIAL REQUIREMENTS

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

Master's and Doctoral level students writing a thesis or dissertation *must* submit a formal thesis/dissertation proposal to the Main Campus which *must* be approved in advance of any student work. Master's and Doctoral students should request a copy of the official *Thesis and Dissertation Guidelines* from their Student Advisor. Every thesis and dissertation must follow these guidelines. All dissertation work must be an original and thorough treatment of the subject area chosen and be of publishable quality.

▼ COURSE COMPLETION

There is no deadline for the completion of the course and the submission of the exam for online students. Most online students find that an average of 4-6 weeks per course works well for almost any schedule. If a personal emergency prevents you from completing your course requirements, please call your Student Advisor. As a staff, we pray for our students every day, and we would be happy to pray for your specific needs as well.

▼ FAILING GRADE

If a student fails a course, they will have to pay tuition again and take the course again. The failing grade will then be replaced by the student's new grade.

STUDENT POLICIES

▼ MINISTRY PRACTICUM

Our Ministry Practicum gives students a chance to put to use what they are learning in their classes while being a blessing to the Body of Christ.

Freshmen, sophomores, and juniors are required to serve a minimum of 72 hours during each 9-course program of study. Ministry Practicum hours must be valid work sanctioned by the student's local church, providing training for the student and helping the church. Ministry Practicum does not include student ministry independent of the local church. This service, verified by a church leader, earns the student 3 credit-hours. Ministry Practicum hours can be served as a volunteer in the ministry of helps (for example as a greeter, usher, Sunday School assistant, youth worker, nursery attendant, etc.) or as paid staff.

See Appendix A for a *Ministry Practicum Summary Log* which students should use to properly document their volunteer hours.

Seniors: during the final year of working toward a Bachelor's degree, a percentage of the Ministry Practicum hours must be in a student's area of specialization. For example, for a Bachelor of Theology, 50% of your MP hours (36 hours) must be for preaching or teaching in classes sanctioned by the local church. See the *Ministry Practicum Form* for details.

Master's-level students are required to serve in their local church and/or community for a minimum of 176 hours during their program of study. A percentage of the Ministry Practicum hours must be in a student's area of specialization. For example, for a Master of Theology, 50% of your MP hours (88 hours) must be for preaching or teaching in classes sanctioned by the local church. See the *Ministry Practicum Form* for details.

NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses at LCU.

▼ MISCELLANEOUS FEES

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

Application Fee

There is a \$40 application fee. This fee covers both processing the application and assessing academic standing.

Cap and Gown Fee

Online students are invited to participate in the annual commencement ceremony at LCU Main Campus in Tampa, Florida. For students who want to participate, there is a \$40 gown rental fee. See the section entitled “Graduation Requirements” for full details.

Official Transcript Request Fee

Official transcripts are issued by the Office of the Registrar, provided the student’s account is paid in full. An LCU Transcript Request Form can be found in Appendix A under Student Forms. One official transcript is provided free of charge at each graduation. Additional transcripts cost \$10

Academic Standards

▼ GRADING SYSTEM

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

▼ GRADUATING WITH HONORS

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

Summa Cum Laude: 3.90 - 4.00 cumulative GPA

Magna Cum Laude: 3.65 - 3.89 cumulative GPA

Cum Laude: 3.50 - 3.64 cumulative GPA

▼ GRADE REPORTING

Grades will be mailed after each course is completed.

Graduation Requirements

THE GRADUATION REQUIREMENTS for the conferring of diplomas and Christian degrees are as follows:

1. Each student must have completed all required course work in a chosen program prior to graduation. All students **MUST** have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit-hours in one of LCU's programs.
2. Undergraduate students must have maintained a 2.0 or greater cumulative grade point average (GPA). Graduate students must have maintained a 3.0 or greater cumulative GPA while attending at the graduate level.
3. Each student should submit a *Ministry Practicum Activity Log* documenting their volunteer work for their local church. A copy of this form is available in Appendix A and on our website. Please see the section entitled "Ministry Practicum" for policies and procedures.
4. Each student must have paid all tuition and fees before certificates or diplomas are issued.
5. Graduating students are welcome to attend the annual commencement at LCU Main Campus in Tampa, Florida. Many students choose to walk in their graduation ceremony when receiving their Bachelor's, Master's, or Doctoral degrees. Those wishing to walk must complete a *Gown Request Form* and pay a \$40 gown rental fee. This form is available in Appendix A and on our website. Form and payment must be submitted to your Student Advisor at least 8 weeks prior to the scheduled graduation exercise.

Course Catalog



LCU-KY COURSE CATALOG

Undergraduate Programs

▼ THESE CHRISTIAN DEGREES ARE AVAILABLE:

- Diploma in Theology
- Bachelor of Theology
- Associate in Theology
- Bachelor of Pastoral Ministry
- Advanced Diploma in Theology
- Bachelor of Christian Education

▼ UNDERGRADUATE TRACKS

Undergraduate course work is established in four programs. Each program is made up of 9 courses and 1 Ministry Practicum for 3 credit-hours each, making a total of 30 credit-hours per program. At Main Campus, each of these programs is completed within a single year. Online students may complete them more quickly or slowly since they are working at their own pace.

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

Program #1 is foundational in nature and required for all students. It is designed to give each student a solid foundation for their own personal life and Christian walk. Program #1 addresses the four areas where Satan tries to keep a believer from being successful in life: faith, health, provision, and character. Program #1 also includes courses on the ministry of Jesus and a survey of the New Testament.

***NOTE: For a degree in Theology:** Programs #1, 2, 3, 4, and 5 must be taken in order even if you have advanced placement because of transfer credit or MLE. For example, if you have 60 hours of transfer credit, you will take Program #1 in your Junior year, Program #2 for your Bachelor's degree, Program #3 for your Master's degree, and Program #4 for your Doctor of Ministry degree.

For a specialized degree: See your specialized program's requirements.

UNDERGRADUATE PROGRAMS

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

Program #3 provides in-depth study of important books and doctrines of the Bible that will equip students to take their place in the mighty end-time move of God. Students will gain a deeper revelation of who God is and what He has already done for all believers. Understanding God’s great love and grace compels us to share His love with others. Such study will help students achieve a greater degree of effectiveness in any area of church-related ministry.

REQUIRED PROGRAM #1 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

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

UNDERGRADUATE PROGRAMS

REQUIRED PROGRAM #2 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-218	Methods of Bible Study	3
TH-202	The Anointing	3
TH-213	Spiritual Gifts	3
TH-217	Ministry Gifts & Church Government	3
TH-221	Discovering Your Purpose	3
TH-222	Old Testament Survey I	3
TH-223	Old Testament Survey II	3
TH-203	Principles of Prayer	3
TH-204	Homiletics	3
MP-200	Ministry Practicum - Sophomore	3
Total Credit Hours		30

TYPICAL PROGRAM #3 COURSE LIST

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-301	Blood Covenant	3
TH-303	Personal Evangelism	3
TH-305	The Blessing of the Lord	3
BI-308	Galatians	3
BI-309	Ephesians	3
TH-324	Divine Guidance	3
BI-301	Acts of the Apostles	3
BI-311	I & II Corinthians: Part 1	3
BI-312	I & II Corinthians: Part 2	3
MP-300	Ministry Practicum - Junior	3
Total Credit Hours		30

UNDERGRADUATE PROGRAMS

▼ PROGRAM #4: SPECIFIC BACCALAUREATE TRACKS

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

Each Program #4 track is made up of 9 courses and 1 Ministry Practicum for 3 credit-hours each, making a total of 30 credit-hours.

TRACK # 1: THEOLOGY

This major course of study gives the student a solid foundation in the Word of God, meets the needs of the Christian worker by equipping them for various areas of full-time Christian service, and prepares them for graduate studies in theology and related fields.

TRACK # 2: PASTORAL MINISTRY

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

TRACK # 3: CHRISTIAN EDUCATION

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

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

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-401	Teaching the Bible	3
TH-424	Submission & Authority	3
TH-431	Church History	3
TH-444	Ministerial Ethics	3
TH-410	Biblical Principles of Leadership	3
BI-424	Romans	3
BI-432	The Gospel of John	3
TH-426	Tabernacles of God	3
TH-306	Angelology	3
MP-400	Ministry Practicum - (50% in teaching or preaching)	3
Total Credit Hours		30

**TYPICAL PROGRAM #4 COURSE LIST
PASTORAL MINISTRY TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
TH-424	Submission & Authority	3
TH-444	Ministerial Ethics	3
BI-404	Pastoral Epistles	3
BI-432	The Gospel of John	3
CC-402	Counseling with Scripture	3
ED-401	Teaching the Bible	3
TH-410	Biblical Principles of Leadership	3
BI-424	Romans	3
MU-404	True Worship	3
MP-400	Ministry Practicum - (50% in Pastoral Ministry)	3
Total Credit Hours		30

UNDERGRADUATE PROGRAMS

TYPICAL PROGRAM #4 COURSE LIST CHRISTIAN EDUCATION TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

Course#	Title	Credit-Hours
ED-402	Introduction to Christian Education	3
ED-403	Educational Psychology for the Christian Teacher	3
ED-414	Spirit-led Classroom Management	3
ED-405	Educating Children & Youth from a Christian Perspective	3
ED-406	Educating Adults from a Christian Perspective	3
ED-401	Teaching the Bible	3
ED-415	Ministry of the Teacher	3
ED-408	Christian Literature	3
ED-419	Child & Adolescent Counseling for the Christian Teacher	3
MP-400	Ministry Practicum (100% in Christian Education)	3
Total Credit Hours		30

ELECTIVE COURSE LIST - PROGRAM #4

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-426	Tabernacles of God	3
TH-431	Church History	3
BI-404	Pastoral Epistles	3
BI-420	Hebrews	3
CC-402	Counseling with Scripture	3
CC-409	Temperament Theory	3
CC-479	Wonderful Counselor	3
MU-404	True Worship	3
MU-413	Biblical Music, Praise & Worship	3
ED-406	Educating Adults from a Christian Perspective	3

Master's Programs

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

▼ THE FOLLOWING CHRISTIAN MASTER'S DEGREES ARE AVAILABLE:

Master in Theology

Master in Pastoral Ministry

▼ MASTER'S LEVEL ENTRANCE REQUIREMENTS

Theology candidates must have earned a Bachelor's Degree with a Theological major from a recognized college or university. Leveling courses may be required. If the Bachelor's Degree is in an unrelated field, 60 credit-hours of biblical foundation courses are required before starting at the Master's level. (Formal teaching and preaching experience may qualify a student for Ministry Life Experience credit. Experienced ministers should see the *Ministry Life Experience Credit Application* form in Appendix A for details on eligibility.)

▼ MASTER'S TRACKS - PROGRAM #5

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

MASTER'S DEGREE PROGRAMS

TRACK # 1: THEOLOGY

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

NOTE: The courses listed for Program #5 in Theology are suggested ONLY for students who have already completed the Program #1-4 courses in Theology. Students who have not yet completed the Program #1-4 courses should take them now at the graduate level. (See pages 26-29.)

TYPICAL PROGRAM #5 COURSE LIST CHRISTIAN THEOLOGY TRACK

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
BI-420	Hebrews	3
BI-404	Pastoral Epistles	3
TH-506	Expository Preaching	3
ED-406	Educating Adults from a Christian Perspective	3
MU-404	True Worship	3
CC-402	Counseling with Scripture	3
MU-413	Biblical Music, Praise, and Worship	3
TH-503	Modern Cults & False Religions of the World I	3
TH-504	Modern Cults & False Religions of the World II	3
MP-500	Ministry Practicum - Masters (50% in teaching/preaching)	3
WR-500	Master's Thesis (min. 50 pages) or 2 additional courses	6
Total Credit Hours		36

TRACK #2: PASTORAL MINISTRY

The Master's in Pastoral Ministry degree helps pastors increase their effectiveness in the work of the ministry with a rich, well-rounded program encompassing elements of Christian education, Christian counseling, Church Administration, music, and theology, thus preparing the pastor to lead the church in all areas of ministry.

NOTE: The courses listed for Program #5 in Pastoral Ministry are suggested ONLY for students who have already completed the Program #1-4 courses in Pastoral Ministry. Students who have not yet completed the Program #1-4 courses should take them now at the graduate level. (See pages 26-29.)

TYPICAL PROGRAM #5 COURSE LIST PASTORAL MINISTRY TRACK

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

Course#	Title	Credit-Hours
TH-431	Church History	3
BI-420	Hebrews	3
ED-406	Educating Adults from a Christian Perspective	3
TH-506	Expository Preaching	3
TH-426	Tabernacles of God	3
CC-409	Temperament Theory	3
MU-413	Biblical Music, Praise, and Worship	3
CC-479	Wonderful Counselor	3
CA-402	Ministry Team Success	3
MP-500	Ministry Practicum - Masters (100% in Pastoral Ministry)	3
WR-500	Master's Thesis (min. 50 pages) or 2 additional courses	6
Total Credit Hours		36

Doctoral Programs

ALL DOCTORAL LEVEL PROGRAMS are individually designed for qualified individuals who want an in-depth study of a particular area of ministry. Each 45 credit-hour program is designed as in-ministry education for ministry professionals and will build on ministry experience and previous education while challenging the individual candidate to pursue and realize their full potential.

▼ THE FOLLOWING CHRISTIAN DOCTORAL DEGREES ARE AVAILABLE:

First-Level Doctorate

- Doctor of Ministry in Theology (D.Min.)
- Doctor of Ministry in Pastoral Ministry (D.Min.)
- Doctor of Education in Christian Education (Ed.D.)

Second-Level Doctorate (Ph.D.)

- Doctor of Philosophy in Theology
- Doctor of Philosophy in Pastoral Ministry

▼ ENTRANCE REQUIREMENTS

FIRST-LEVEL DOCTORAL DEGREE PROGRAM

To enter a Doctoral program in theology or pastoral ministry, a student must have earned a Master's Degree with a Theological major from a recognized college or university. Leveling courses may be required. Those pursuing a Doctor of Education in Christian Education (Ed.D.) must have a Master's Degree in that same field.

PROGRAM REQUIREMENTS

1. The completion of 5 post-graduate level courses related to the student's major and pre-approved by your Student Advisor.
2. A formal dissertation with a minimum of 150 pages. LCU dissertation guidelines are available online. Your proposal must be submitted and approved before you begin writing.

▼ ENTRANCE REQUIREMENTS

SECOND-LEVEL DOCTORAL DEGREE PROGRAM

To enter the Ph.D. program, a student must have completed one of LCU's 45-credit-hour Doctoral programs and have completed a minimum of 10 years of full-time ministry. The Ph.D. is the capstone of all previous academic degrees. It represents the most prestigious accomplishment in a student's educational endeavor. The Doctor of Philosophy is a 45-credit-hour program.

PROGRAM REQUIREMENTS

1. The completion of 5 post-graduate level courses related to the student's major and pre-approved by your Student Advisor.
2. A formal dissertation with a minimum of 150 pages. LCU dissertation guidelines are available online. Your proposal must be submitted and approved before you begin writing.

List of Courses

THEOLOGY (TH)

TH-101 PRINCIPLES OF FAITH

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

TH-102 BIBLICAL FINANCES

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

TH-103 MINISTRY OF HELPS

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

TH-104 DIVINE HEALING

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

TH-105 & TH-106 LIFE & TEACHINGS OF CHRIST I & II

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

TH-107 CHRIST-LIKE CHARACTER

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

TH-109 NEW TESTAMENT SURVEY

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

LIST OF COURSES

TH-112 AUTHORITY OF THE BELIEVER

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

TH-202 THE ANOINTING

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

TH-203 PRINCIPLES OF PRAYER

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

TH-204 HOMILETICS I

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

TH-213 SPIRITUAL GIFTS

This course gives the student a working knowledge of the nine New Testament gifts of the Spirit as described in 1 Corinthians 12 and 14.

TH-217 MINISTRY GIFTS & CHURCH GOVERNMENT

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

TH-218 METHODS OF BIBLE STUDY

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

TH-221 DISCOVERING YOUR PURPOSE

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

TH-222 & TH-223 OLD TESTAMENT SURVEY I & II

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

TH-301 BLOOD COVENANT

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

TH-303 PERSONAL EVANGELISM

This course inspires and equips students to share the Gospel one-on-one with those in their circle of influence. Students will discover their own "style" of evangelism and develop their personal testimony into an effective witnessing tool.

TH-305 THE BLESSING OF THE LORD

Blessing was God's original intent; we are to be living proof that God's blessing has been restored through the Cross of Jesus Christ. This course reveals the *material* reality as well as the *spiritual* reality of the Lord's blessing.

TH-306 ANGELOLOGY

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

TH-324 DIVINE GUIDANCE

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

LIST OF COURSES

TH-410 BIBLICAL PRINCIPLES OF LEADERSHIP

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

TH-424 SUBMISSION & AUTHORITY

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

TH-426 THE TABERNACLES OF GOD

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

TH-431 CHURCH HISTORY

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

TH-444 MINISTERIAL ETHICS

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

TH-456-7 MODERN CULTS & FALSE RELIGIONS OF THE WORLD I & II

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

TH-458 EXPOSITORY PREACHING

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

BIBLICAL STUDIES (BI)

BI-301 ACTS OF THE APOSTLES

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

BI-308 GALATIANS

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

BI-309 EPHESIANS

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

BI-311 & BI 312 1 & 2 CORINTHIANS: PARTS I & II

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

BI-404 PASTORAL EPISTLES

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

BI-420 HEBREWS

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

BI-424 ROMANS

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

LIST OF COURSES

BI-432 THE GOSPEL OF JOHN

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

CHRISTIAN COUNSELING (CC)

CC-402 COUNSELING WITH SCRIPTURE

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

CC-409 TEMPERAMENT THEORY

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

CC-479 WONDERFUL COUNSELOR

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

CHURCH ADMINISTRATION (CA)

CA-402 MINISTRY TEAM SUCCESS

This course will help church leaders and administrators to apply Solomon's wisdom to achieve team success, to explore work habits that work for the team, and to unleash the power that comes from focus.

CHRISTIAN EDUCATION (ED)

ED-401 TEACHING THE BIBLE

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

ED-402 INTRODUCTION TO CHRISTIAN EDUCATION

Enjoy a Spirit-led classroom environment! This course shows the differences between a Christian education and one based on secular humanism.

**ED-403 EDUCATIONAL PSYCHOLOGY FOR THE CHRISTIAN
TEACHER**

This course provides a comprehensive study of the principles underlying the teaching-learning process. Reach every student, no matter what their learning style. Make class enjoyable.

**ED-405 EDUCATING CHILDREN & YOUTH FROM A CHRISTIAN
PERSPECTIVE**

Start young people off right in a life-long walk of faith! This course explores the characteristic and needs of young people and how to teach them to turn to God to meet those needs.

ED-406 EDUCATING ADULTS FROM A CHRISTIAN PERSPECTIVE

How do you motivate adult learners? Learn to attract adult students and keep them interested, ever learning, and ever increasing in faith.

ED-408 CHRISTIAN LITERATURE

Christian literature can make eternal truths real to our hearts. Learn to effectively use poetry, novels, and biographies to enhance your teaching.

ED-414 SPIRIT-LED CLASSROOM MANAGEMENT

This course covers the practical application of education theories. Anticipate and prevent everyday problems. Experience success from day one!

LIST OF COURSES

ED-415 MINISTRY OF THE TEACHER

Learn to recognize the gifts God has given you as you answer the call to make a difference in the lives of those you teach.

ED-419 CHILD & ADOLESCENT COUNSELING FOR THE CHRISTIAN TEACHER

This course examines the challenges facing children and adolescents today and prepares classroom teachers with skills to provide the first line of defense for their students.

MUSIC MINISTRY (MU)

MU-404 TRUE WORSHIP

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

MU-413 MUSIC, PRAISE, & WORSHIP IN THE BIBLE

This course provides an understanding of what the Bible has to say about music, praise, and worship and lays a practical foundation for becoming an effective worshipper. Students will learn about the origin of musical instruments and discover the power of praise to bring deliverance and revival.

MINISTRY PRACTICUM (MP)

MP-100, MP-200, MP-300, MP-400, MP-500 MINISTRY PRACTICUM

Ministry Practicum gives students academic credit for volunteer ministry in their local church. NOTE: Ministry Practicum credit will only be granted after a student has completed 9 courses with this institute.

THESIS / DISSERTATION (WR)

WR-500 MASTER'S THESIS

This 50-page, formal paper on a topic related to the student's major area of study counts for 6 credit-hours. Guidelines for writing a Master's Thesis are available from your Student Advisor.

WR-600 DOCTORAL DISSERTATION

This 150-page, formal paper on a topic related to the student's major area of study counts for 30 credit-hours. Guidelines for writing a Doctoral Dissertation are available from your Student Advisor.

Accreditation

LIFE CHRISTIAN UNIVERSITY IS A THEOLOGICALLY ACCREDITED, educationally accountable institution of higher learning. Our educational programs are designed to help students grow in their faith as they prepare to follow the Lord in the work of the ministry. For this reason, LCU has chosen to be accredited through Accrediting Commission International. ACI is an internationally known, non-profit, church educational organization. They handle the accreditation of Christian theological seminaries, universities, and colleges throughout the world, providing supervision for almost 300 schools in 8 countries and in 38 states of the U.S.

WHY ACCREDITATION?

Accreditation in the U.S. is a voluntary submission to standards of high academic quality, accurate record keeping, and ethical policies and practices. Accreditation is essentially a statement of approval. The best accrediting commissions provide an on-site visit to ensure their high standards are met.

The U.S. government does not accredit schools. Instead, the United States Department of Education (USDE) approves associations which accredit schools. The regional governmental accreditation associations serve as inspectors and overseers to regulate the nearly 80 billion dollar congressionally-approved taxpayer investment in higher education known as “Title IV Funding.”

The United States Department of Education has said, “It should be noted that some institutions have chosen not to participate in the federal student aid program and therefore do not have to be approved by an accrediting agency recognized by the Department.” In actuality, the vast majority of Bible colleges and seminaries choose not to be governed by the USDE and do not seek regional accreditation.

WHY NON-GOVERNMENTAL ACCREDITATION?

LCU has chosen not to seek governmental school accreditation because we believe we should not allow secular institutions to dictate the qualifications for instructors or the programs for a Spirit-filled ministerial degree.

As an independent accrediting agency, ACI helps the religious world obtain accreditation that is not government affiliated. The form of ministry accreditation provided by ACI is recognized by most churches, ministry institutions, and ministry organizations. All ACI member institutions around the world accept credits from other member schools, if the credits apply to their programs.

MEETING AND EXCEEDING STATE REQUIREMENTS

Life Christian University has fulfilled rigorous educational requirements in our determination to acquire and maintain a quality educational program. LCU is a state-authorized school, recognized by the Florida Department of Education's Commission for Independent Education, having fully met and exceeded the requirements of state law. Additionally, in each of the many states where LCU has campuses, we have met and exceeded the requirements of their State Departments of Education as well.

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

Faculty & Administration

▼ FACULTY AND ADMINISTRATION

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

Founder, President, & Chairman of the Board of Trustees; Professor of Theology, Biblical Studies, and Pastoral Ministry

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

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

Vice-President & Vice-Chairman of the Board of Trustees; Dean of Theology & Biblical Studies; Professor of Theology, Biblical Studies, and Pastoral Ministry

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

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

Co-Founder; Associate Professor of Theology and Christian Counseling; Registrar

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

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

Dean of Administration; Director of Curriculum Development; Professor of Theology and Christian Counseling

EDUCATION: University of Missouri, Life Christian University

BARBARA CASTRO - PH.D., M.A., B.S.

Dean of Christian Education Program; Professor of Christian Education, Theology, and Biblical Studies; Curriculum Development

EDUCATION: Florida Southern College, Northeastern State University, Rhema Bible Training Center, Victory Bible Institute, Life Christian University

FACULTY & ADMINISTRATION

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

Regional Campus Representative, Student Advisor, Professor of Theology

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

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

Associate Professor of Biblical Studies; Regional Campus Representative, Student Advisor

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

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

Main Campus Director; Regional Campus Representative, Student Advisor, Instructor of Theology

EDUCATION: River Bible Institute, Life Christian University

CANDY DOYLE - B.C.C., B.TH., A.TH.

Regional Campus Representative, Student Advisor, Instructor of Theology

EDUCATION: Life Christian University

▼ ADDITIONAL ADMINISTRATORS

MARK STEVENS (STEVE) WILLIS - D.MIN., M.A., B.A.TH, B.A.PC, A.A.TH.

Director of Software Development; Professor of Theology & Biblical Studies

EDUCATION: University of Texas at El Paso, Foothill Community College, Love & Grace School of Practical Ministry, Life Christian University

NATHEN CARLSON - A.TH.

Director of Information Technologies

EDUCATION: Hillsborough Community College, Life Christian University

▼ ADDITIONAL FACULTY

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

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

EDUCATION: Rhema Bible Training Center, Life Christian University

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

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

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

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

Dean of Christian Counseling Program; Professor of Theology, Biblical Studies, and Pastoral Counseling

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

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

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

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

LESTER O'BRIEN, JR. - D.MIN., M.A., B.A., A.A., A.S.

Professor of Theology and Biblical Studies

EDUCATION: Tampa Technical Institute, Hillsborough Community College, Life Christian University

DONALD BEACH - M.A., B.A.

Associate Professor of Theology and Biblical Studies

EDUCATION: Eagle's Nest Minister's Training Center, Rhema Bible Training Center, Life Christian University

Board of Trustees

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Rev. Ellis Hodge

Campus Information

MAIN CAMPUS

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

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

Phone: (813) 909-9720

FAX: (813) 909-9730

Email: administration@lcus.edu

AFFILIATION

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

LCU-KY
PO BOX 1689
FRANKFORT, KY 40602
Phone: (502) 320-3466
Email: melissapatillo@gmail.com

Student Rights

▼ **NON-DISCRIMINATION**

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

▼ **PRIVACY**

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

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

We have identified the following student data as “directory information”:

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

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

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

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

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

Independent University

OUR CHRISTIAN DEGREE PROGRAMS are designed to equip students for the work of the ministry, in what many state governments identify as “religious vocations.”

Credits and degrees earned do not automatically qualify that individual for a state teaching certificate or to participate in professional examinations. Any student interested in obtaining a teaching certificate or in practicing a state-regulated profession should contact the Department of Professional and Occupational Regulation in their state of residence.

The transfer of credit to any other academic institution would be at the discretion of the receiving institution.

Appendix A



STUDENT FORMS

FOR LCU OFFICE USE ONLY

STUDENT ID	DATE RECEIVED	DATE ENTERED INTO C-R	ENTERED BY	
CAMPUS CODE	DATE APPROVED	DATE ASSESSED	ASSESSED BY	DESIGNATED STUDENT ADVISOR



Life Christian University

LCU ONLINE™ STUDENT APPLICATION

IMPORTANT:

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

1. PERSONAL INFORMATION

<input type="checkbox"/> MR. <input type="checkbox"/> MS. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE	PRI. LANGUAGE <input type="checkbox"/> ENGLISH <input type="checkbox"/> SPANISH
MAILING ADDRESS		CITY	STATE / PROVINCE		ZIP OR POSTAL CODE	COUNTRY
HOME AREA CODE & PHONE NUMBER		WORK AREA CODE & PHONE NUMBER		CELLULAR AREA CODE & PHONE NUMBER		
PRIMARY E-MAIL ADDRESS						
SECONDARY E-MAIL ADDRESS						
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED	RACE <input type="checkbox"/> BLACK <input type="checkbox"/> OTHER <input type="checkbox"/> CAUCASIAN <input type="checkbox"/> ASIAN <input type="checkbox"/> HISPANIC <input type="checkbox"/> NATIVE AMERICAN	CITIZEN OF <input type="checkbox"/> USA <input type="checkbox"/> OTHER (PLEASE SPECIFY)	PLACE OF BIRTH		DATE OF BIRTH (MM / DD / YYYY)

2. CHURCH BACKGROUND / MEMBERSHIP & MINISTRY EXPERIENCE

CHURCH BACKGROUND / DENOMINATION						
CHURCH PRESENTLY ATTENDING				PASTOR'S NAME		
CURRENT MINISTRY STATUS, IF ANY <input type="checkbox"/> SENIOR PASTOR <input type="checkbox"/> ASSISTANT PASTOR <input type="checkbox"/> MISSIONARY	<input type="checkbox"/> EVANGELIST <input type="checkbox"/> ITINERANT TEACHER <input type="checkbox"/> CHILDREN'S MINISTER	<input type="checkbox"/> YOUTH MINISTER <input type="checkbox"/> MUSIC MINISTER <input type="checkbox"/> LAY MINISTER	<input type="checkbox"/> CHURCH / MINISTRY ADMINISTRATOR <input type="checkbox"/> CHAPLAIN <input type="checkbox"/> CHRISTIAN BROADCASTING	<input type="checkbox"/> OTHER (PLEASE SPECIFY) <input type="checkbox"/> N / A		
MINISTRY CREDENTIALS? <input type="checkbox"/> LICENSED <input type="checkbox"/> N / A <input type="checkbox"/> ORDAINED	CREDENTIALING ORGANIZATION		PAST MINISTRY INVOLVEMENTS <input type="checkbox"/> PASTORAL <input type="checkbox"/> TEACHER <input type="checkbox"/> EVANGELISM	<input type="checkbox"/> RADIO / TV <input type="checkbox"/> N / A <input type="checkbox"/> OTHER (SPECIFY):	MINISTRY START DATE (MM / YYYY)	

3. EDUCATIONAL INFORMATION

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

ALL EDUCATIONAL BACKGROUND MUST BE SUPPORTED BY THE FOLLOWING DOCUMENTATION:

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

**List all schools including Bible institutes, Bible colleges, other colleges or universities. Must have original, sealed, official transcripts.

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

4. PLEASE STATE YOUR SALVATION TESTIMONY

5. PLEASE BRIEFLY STATE YOUR EDUCATIONAL & MINISTRY GOALS

Non-Discrimination Policy

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

Privacy Rights of Students

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

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

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

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

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

PLEASE READ CAREFULLY THE FOLLOWING AFFIDAVIT BEFORE SIGNING.

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

SIGNATURE

DATE

*Make a payment of \$40 for your application fee, payable to Life Christian University.
Submit this completed application to:*

**Life Christian University-
Kentucky
PO Box 1689
Frankfort, KY 40602**



Life Christian University

GRANT OF LICENSE

Life Christian University (LCU) grants to (PRINT NAME) _____ the license to use any of LCU's educational materials in connection with goods or services provided by and through LCU for use in the LCU Bible and ministry education programs. The materials include, but are not limited to: curriculum, handbooks, brochures, exams, and audio and visual recordings in any form.

Ownership: Nothing in this Agreement shall be construed to transfer or assign any intellectual property rights of Life Christian University to me as a student of LCU. I hereby acknowledge and agree that Life Christian University's educational materials and web contents consist of copyrighted works of LCU and/or its Affiliates. I agree that this does not entitle me to any rights in any of Life Christian University's copyrights, trademarks, trade names, trade secrets, or other intellectual property. Upon completion of each course or termination of the student relationship all DVD's must be returned to LCU.

I understand that I can be held financially liable for any financial or other damage caused to LCU by unauthorized use or distribution, and LCU reserves the right to use all legal remedies to protect its interest in these materials, and the governing law for all legal proceedings shall be that of the state of Florida.

Printed student name: _____

Student signature: _____

Date: _____

REQUIRED:

Please sign this form and turn it in
with your Assessment Package.



DATE: _____ **CAMPUS CODE:** _____ . _____

Question 1:	Yes	No	Do you have the following experience <u>teaching or preaching the Word of God:</u>
	<input type="checkbox"/>	<input type="checkbox"/>	More than <u>1 year</u> as a lead/senior pastor - teaching or preaching?
			<u>OR</u>
	<input type="checkbox"/>	<input type="checkbox"/>	More than <u>2 years</u> in full-time ministry - teaching or preaching?
			<u>OR</u>
	<input type="checkbox"/>	<input type="checkbox"/>	More than <u>3 years</u> in part-time ministry* - teaching or preaching?
Question 2:	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	Have you taught the Word of God in services or formal classes sanctioned by the church?
			<u>OR</u>
	<input type="checkbox"/>	<input type="checkbox"/>	Have you taught the Word of God as a traveling minister or evangelist?
Question 3:	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	Has the majority of the material taught come from your own study of the Word of God?

ATTENTION! IF YOU WERE NOT ABLE TO ANSWER “YES” TO EACH OF THE QUESTIONS ABOVE, YOU DO NOT QUALIFY FOR BTE CREDIT. STOP HERE!

1. PERSONAL INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="text"/>	OCCUPATION
EMAIL ADDRESS			BY MY SIGNATURE, I CERTIFY THAT THE STATEMENTS MADE HEREIN ARE TRUE, ACCURATE, AND VERIFIABLE TO THE BEST OF MY KNOWLEDGE. SIGNATURE: _____ DATE: _____			

*If part-time, include the attached Pastor's or Ministry Organization Leader's Recommendation Form with your BTE Application.

BIBLE TEACHING EXPERIENCE INFORMATION

BIBLE TEACHING EXPERIENCE

INVOLVEMENT: <input type="checkbox"/> LEAD/SENIOR PASTOR <input type="checkbox"/> MISSIONARY <input type="checkbox"/> BIBLE TEACHER <input type="checkbox"/> CHILDREN'S MINISTER (CHECK ONE) <input type="checkbox"/> ASST. PASTOR <input type="checkbox"/> EVANGELIST <input type="checkbox"/> YOUTH MINISTER <input type="checkbox"/> LAY MINISTER <input type="checkbox"/> OTHER (PLEASE SPECIFY)		
CHURCH / MINISTRY NAME		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
WERE YOU: <input type="checkbox"/> FULL-TIME PAID STAFF <input type="checkbox"/> PART-TIME PAID STAFF* <input type="checkbox"/> PART-TIME VOLUNTEER* (*IF PART-TIME, INCLUDE ATTACHED RECOMMENDATION FORM FROM YOUR PASTOR/MINISTRY ORGANIZATION LEADER.)		
HOW MANY TIMES A YEAR DID YOU TEACH?		
VERIFYING STAFF MEMBER'S NAME	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBER'S PHONE NUMBER (WITH AREA CODE)

BIBLE TEACHING EXPERIENCE INFORMATION

BIBLE TEACHING EXPERIENCE

INVOLVEMENT: <input type="checkbox"/> LEAD/SENIOR PASTOR <input type="checkbox"/> MISSIONARY <input type="checkbox"/> BIBLE TEACHER <input type="checkbox"/> CHILDREN'S MINISTER (CHECK ONE) <input type="checkbox"/> ASST. PASTOR <input type="checkbox"/> EVANGELIST <input type="checkbox"/> YOUTH MINISTER <input type="checkbox"/> LAY MINISTER <input type="checkbox"/> OTHER (PLEASE SPECIFY)		
CHURCH / MINISTRY NAME		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
WERE YOU: <input type="checkbox"/> FULL-TIME PAID STAFF <input type="checkbox"/> PART-TIME PAID STAFF* <input type="checkbox"/> PART-TIME VOLUNTEER* (*IF PART-TIME, INCLUDE ATTACHED RECOMMENDATION FORM FROM YOUR PASTOR/MINISTRY ORGANIZATION LEADER.)		
HOW MANY TIMES A YEAR DID YOU TEACH?		
VERIFYING STAFF MEMBER'S NAME	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBER'S PHONE NUMBER (WITH AREA CODE)

BIBLE TEACHING EXPERIENCE INFORMATION

BIBLE TEACHING EXPERIENCE

INVOLVEMENT: <input type="checkbox"/> LEAD/SENIOR PASTOR <input type="checkbox"/> MISSIONARY <input type="checkbox"/> BIBLE TEACHER <input type="checkbox"/> CHILDREN'S MINISTER (CHECK ONE) <input type="checkbox"/> ASST. PASTOR <input type="checkbox"/> EVANGELIST <input type="checkbox"/> YOUTH MINISTER <input type="checkbox"/> LAY MINISTER <input type="checkbox"/> OTHER (PLEASE SPECIFY)		
CHURCH / MINISTRY NAME		
ADDRESS	CITY	STATE / PROVINCE
	POSTAL CODE	COUNTRY
YOUR TITLE	(REQUIRED) START DATE (MM/YYYY)	(REQUIRED) STOP DATE (MM/YYYY) <input type="checkbox"/> ONGOING?
WERE YOU: <input type="checkbox"/> FULL-TIME PAID STAFF <input type="checkbox"/> PART-TIME PAID STAFF* <input type="checkbox"/> PART-TIME VOLUNTEER* (*IF PART-TIME, INCLUDE ATTACHED RECOMMENDATION FORM FROM YOUR PASTOR/MINISTRY ORGANIZATION LEADER.)		
HOW MANY TIMES A YEAR DID YOU TEACH?		
VERIFYING STAFF MEMBER'S NAME	VERIFYING STAFF MEMBER'S TITLE	VERIFYING STAFF MEMBER'S PHONE NUMBER (WITH AREA CODE)

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED.

PASTOR'S OR MINISTRY ORGANIZATION LEADER'S RECOMMENDATION FORM

Dear Pastor or Ministry Organization Leader,

The student listed below has applied for advanced placement credit toward his or her degree at Life Christian University for teaching the Bible at your church or ministry organization.

Please provide whatever information you believe will help us in evaluating this request. We have provided the following form for your convenience. When you have finished, please place the completed form in a **sealed letterhead envelope** and give it to the student for submission with his or her application.

Thank you!

Office of the Registrar, Life Christian University

1. STUDENT'S INFORMATION

STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I.	<input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____	MAIDEN NAME, IF APPLICABLE
----------------	---	-----------	------------	------	---	----------------------------

2. PASTOR'S/MINISTRY ORGANIZATION LEADER'S RECOMMENDATION

HOW MANY TIMES A YEAR DID THE ABOVE PERSON TEACH AT YOUR CHURCH OR MINISTRY ORGANIZATION?

WAS THE MAJORITY OF THE MATERIAL THEY TAUGHT PREPARED BY THEM (AND NOT PRE-PRINTED CURRICULUM)?

☐ YES ☐ NO

DID THEY COME TO TEACH FULLY PREPARED?

☐ YES ☐ NO

DO THEY EXHIBIT A CALL TO THE MINISTRY?

☐ YES ☐ NO

DOES THEIR TEACHING REFLECT QUALITY ACADEMIC STUDY?

☐ YES ☐ NO

DID THEY DEMONSTRATE INTEGRITY IN THE WORD OF GOD?

☐ YES ☐ NO

ANY OTHER COMMENTS, OBSERVATIONS, OR RECOMMENDATIONS?

VERIFYING PASTOR'S OR MINISTRY ORGANIZATION LEADER'S NAME

TITLE

PHONE NUMBER (WITH AREA CODE)

MINISTRY PRACTICUM

Our Ministry Practicum (MP) gives students a chance to put to use what they are learning in their classes while being a blessing to the Body of Christ. MP work is **REQUIRED** of all Audit, Undergraduate, and Master's students. For details, see "Ministry Practicum" in your Student Handbook.

Keeping track of your Ministry Practicum hours:

Keep a log of all your MP hours on a separate piece of paper. For *each type* of ministry (usher, greeter, choir, etc.), note your start date and log each week's hours.

Before your graduation, or as your ministry assignment finishes, note the stop date and add up your total hours for *that type* of ministry. Write this information on the Ministry Practicum Summary Log. Then have your supervisor sign in the space provided. (In the example below, the student helped usher for 36 weeks for 1 1/2 hours each week for a total of 54 hours.)

3. SERVICE RECORDS			
TYPE OF MINISTRY Usher	START DATE 9-1-13	SUPERVISOR SIGNATURE* <i>Signature A. Here</i>	
	STOP DATE 5-20-13	HOURS WORKED 54	SUPERVISOR NAME Printed Name A. Here
TYPE OF MINISTRY Choir - Christmas Cantata	START DATE 11-1-13	SUPERVISOR SIGNATURE* <i>Signature B. Here</i>	
	STOP DATE 12-20-13	HOURS WORKED 50	SUPERVISOR NAME Printed Name B. Here

Before your graduation, write the grand total of hours worked in the box at the bottom of the page. Make a copy for yourself, then turn this form in to your Student Advisor at least 8 weeks before graduation. **NOTE:** If necessary, students may continue working to complete their ministry practicum after their coursework is finished.

BACHELOR-LEVEL STUDENTS ONLY:

During the final year of working toward your Bachelor's degree, a percentage of the 72 Ministry Practicum hours must be in your area of specialization as follows:

- Bachelor of Theology: 50% of your MP hours (36 hours) must be in teaching or preaching*.
- Bachelor of Pastoral Ministry: 50% of your MP hours (36 hours) must be in pastoral ministry.
- Bachelor of Christian Education: 100% of your MP hours (72 hours) must be in Christian education.

MASTER-LEVEL STUDENTS ONLY:

If you are working toward your Masters degree, you must serve a minimum of 176 hours.

- Master of Theology: 50% of your MP hours (88 hours) must be in teaching or preaching*.
- Master of Pastoral Ministry: 100% of your MP hours (176 hours) must be in pastoral ministry.

*Teaching or preaching can be done in a number of settings, not necessarily from the pulpit. MP can include any occasion when a student ministers the Word of God, if signed off by a church leader. Download [Form: Stu-5A](#), which gives ideas on additional places to minister as well as complete details on how to calculate ministry preparation time.



Life Christian University

MINISTRY PRACTICUM SUMMARY LOG

DATE: _____

IMPORTANT: PLEASE PRINT OR TYPE, except for boxes marked "signature." This form is required of all certificate, undergraduate, and masters students. It ensures that a student receives proper credit for fulfilling his/her obligation to serve a minimum of 72 hours (176 hours for masters students) in the ministry of the church he/she attends. Work must be performed during the student's current program of study. It is the student's responsibility to ensure that this form is completed and submitted to his/her student advisor prior to graduation. Fill out one line of Section #3 per job performed. Use multiple sheets if necessary. Please keep a photocopy of the completed form for your records.

1. PERSONAL INFORMATION

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

2. CHURCH INFORMATION

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

3. SERVICE RECORDS

TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TYPE OF MINISTRY	START DATE	SUPERVISOR SIGNATURE*	
	STOP DATE	HOURS WORKED	SUPERVISOR NAME
TOTAL HOURS WORKED		STUDENT SIGNATURE	

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



Life Christian University

ONLINE STUDENT GOWN REQUEST FORM

GRADUATION DATE: _____

Graduating students walking in the annual commencement at LCU Main Campus must complete this form and pay a \$40 gown rental fee. Form and payment must be submitted to their student advisor at least eight (8) weeks prior to the scheduled graduation exercise. Gown information must be included for proper gown size.

1. PERSONAL INFORMATION				
STUDENT NUMBER	<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> REV. <input type="checkbox"/> MS. <input type="checkbox"/> MISS <input type="checkbox"/> DR.	LAST NAME	FIRST NAME	M.I. <input type="checkbox"/> SR. <input type="checkbox"/> JR. <input type="checkbox"/> _____ MAIDEN NAME, IF APPLICABLE
REQUIRED FOR GOWN: HEIGHT – FT: _____ IN: _____ <input type="checkbox"/> \$40 CAP & GOWN FEE PAID WEIGHT – CHOOSE YOUR WEIGHT RANGE (SEE ATTACHED CHART) <input type="checkbox"/> "A" <input type="checkbox"/> "B" <input type="checkbox"/> "C"			CERTIFICATE NAME (INDICATE EXACTLY HOW YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE)	
E-MAIL ADDRESS			MAJOR (IF OTHER THAN THEOLOGY)	
HOME PHONE		WORK PHONE	LCU LEVEL <input type="checkbox"/> DIPLOMA <input type="checkbox"/> ASSOCIATES <input type="checkbox"/> ADVANCED DIPLOMA <input type="checkbox"/> BACHELOR'S <input type="checkbox"/> MASTER'S <input type="checkbox"/> DOCTORATE CERTIFICATE LEVEL <input type="checkbox"/> YEAR 1 <input type="checkbox"/> YEAR 2 <input type="checkbox"/> YEAR 3 <input type="checkbox"/> YEAR 4 <input type="checkbox"/> YEAR 5 <input type="checkbox"/> YEAR 6 <input type="checkbox"/> YEAR 7	

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

Method of Payment: (For your protection, all credit card information will be shredded immediately after processing.)

☐ Check ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card Number: _____ Exp. Date: _____



Life Christian University

TO GET YOUR TRANSCRIPT FROM LIFE CHRISTIAN UNIVERSITY

1. Fill in the information on the "Request for LCU Transcript Form" (Form: Stu-8-OL).
2. Sign the form.
3. Decide on which of the following processing services you require.

For Normal Service - 3 weeks

Cost: \$10.00 fee per copy

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

Life Christian University

P.O. Box 272360

Tampa, FL 33688

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

Cost: \$10.00 per copy plus \$20 rush shipping fee

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

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

**LCU fax #
813-909-9730**

**LCU phone #
813-909-9720**



Life Christian University

REQUEST FOR LCU TRANSCRIPT

Date: _____

Student Name: _____

Student ID# _____ Email: _____

Date of Birth: _____ Last Year Attended LCU: _____

Phone Number (with Area Code): _____

I am requesting a copy of my transcript from Life Christian University.

STUDENT SIGNATURE**

DATE

Please mail my transcript to the following address:
(Please print clearly.)

Organization/Contact

Mailing Address

City

State

Zip Code

Number of copies: _____ x \$10.00 \$ _____

Rush Shipping Fee (if applicable) \$ _____

Total Charges \$ _____

Payment Method: ☐ Check ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card #: _____

Exp. Date: _____

**** We cannot process your request without your signature.**

Appendix B



RESEARCH PAPER GUIDELINES

RESEARCH PAPER GUIDELINES

By:

Your Name

Course Name

Name of School

Today's Date

RESEARCH PAPER AFFIDAVIT

This affidavit, completed and signed, must accompany EVERY research paper you turn in.
PLACE IT IMMEDIATELY AFTER YOUR TITLE PAGE.

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

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

This paper is my own work. No one has helped me in the preparation or writing of this paper except for typing or final proofreading. (Adapted from Chapman 312)

☐ I have reviewed plagiarism.org and I understand and comply with these guidelines.

☐ I understand it is very easy for my instructor to check this paper for plagiarism.

☐ **I HEREBY CONFIRM THAT THIS PAPER IS NOT PLAGIARIZED*.**

STUDENT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

COURSE TITLE: _____

* Penalty for plagiarism: the student will be subject to dismissal.

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RESEARCH PAPER GUIDELINES

INTRODUCTION

Writing is a vital part of any college experience. Writing a college paper encourages you to gather thoughts from other sources (including references from Scripture), formulate your own conclusions, and then express them in a logical and cohesive manner. These *Research Paper Guidelines* give students an example of how to handle a title page, a table of contents page, the introduction, the body of the paper, the conclusion, and the bibliography. Your paper should look like this document, printed on a single side of the paper.

I. GRADING GUIDELINES¹

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

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

¹ These guidelines apply to general course papers for both undergraduate and graduate students. Only portions apply to a Master's thesis or a Doctoral dissertation. Master's and Doctoral level students can download a copy of the Thesis or Dissertation Writing Guidelines from the Student/Alumni section of the LCU website (www.lcus.edu).

II. RESEARCH PAPER GUIDELINES

Every research paper must be typewritten using a 12-point business-like font. The finished paper should be fastened at the top left with a staple for easy review and grading. No other fancy cover is needed or required. All pages except the title page and table of contents should be numbered at the bottom in the center of the page. Each page should have margins of 1” on the left, right, top, and bottom. Typing should be double-spaced. Indent the first line of each new paragraph 1/2”. Do not use extra space between paragraphs. (Download *LCU Research Paper.doc* from www.lcus.edu and use it as a Microsoft Word template. Simply highlight each line, then type your own information onto the title page. Continue to highlight and replace the paragraphs in the template with your own paper’s main topics, subtopics, and information.)

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

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

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

The title of the paper should be centered at the top of page 1. Use capital letters, in a

bold, large font. Next comes the **introduction**, which explains what the paper will cover. The word “INTRODUCTION” should be centered, in capital letters, in a bold, large font, with extra space above and below the word. Your first page should look like the top of page 1 of these *Research Paper Guidelines*. Within the introduction, include your thesis statement, a single sentence that summarizes the main point of your paper and gives your point of view. The rest of your paper gathers and organizes evidence to convince the reader of the validity of your position.

III. MAIN TOPICS IN THE BODY OF THE RESEARCH PAPER

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

The Importance of Subtopics

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

Other Divisions

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

Be Sure To Make Paragraph Breaks

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

IV. RESEARCH YOUR TOPIC

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

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

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

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

V. HOW TO GIVE CREDIT FOR QUOTED MATERIAL

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

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

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

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

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

Multiple authors are cited in a similar way. Both names are included and joined by the word “and,” for example: (Weikel and De la Torre 47). In case you quote from two authors with the same last name, write the last name of the author, and the initial of the first name, for example: (De la Torre, O. 36). If you quote from two or more works from the same author, list the author, a comma, the title of the work (in italic), and the page number(s), for example: (De la Torre, *How To Write an Essay* 78). Even if you don’t quote an author directly but merely summarize his words, you must reference this information. See the Addendum on Plagiarism (pages 9-10).

Proving Your Point with Scriptures

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

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

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

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

Indicate the use of an alternate version of Scripture as follows: “Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs” (1 Corinthians 13:4-5 NIV).

Quoting from the Internet

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

The Order of Punctuation

Notice the order of punctuation after an in-text citation. First, end the quoted material with a quotation mark, then comes the reference in parentheses, then the closing period. If a question mark or an exclamation mark *is part* of the quoted material, include it *inside* the

quotation marks, then give the reference and close with a period: “How shall we, that are dead to sin, live any longer therein?” (Romans 6:2).

VI. HOW TO DO A BIBLIOGRAPHY

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

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

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

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

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

Document an online source as follows: list title of webpage between “ ”, title of site underscored, date of electronic publication (if known), sponsor of the site, the full web address

enclosed between <>, and the date you examined the site. See the example from the Plagiarism.org website in the bibliography.

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

VII. PROOFREAD YOUR PAPER

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

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

CONCLUSION

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

ADDENDUM ON PLAGIARISM

We all have access to endless information on the Internet. People “borrow” or “copy” things every day and freely put them on their blogs and Facebook pages. Most people no longer see this as an issue. If something is published, it is “out there,” and available to copy. Right? However, this “blog-style” thinking is *all wrong* when it gets transferred into the academic world. **So don’t do it!**

WHY IS IT WRONG TO COPY-PASTE IN A RESEARCH PAPER?

Many students plagiarize – and don't think anything about it. The website “plagiarism.org” states the problem clearly: “In a research paper, you have to come up with your own original ideas while at the same time making reference to work that's already been done by others. But how can you tell where their ideas end and your own begin? What's the proper way to integrate sources in your paper? If you change some of what an author said, do you still have to cite that author?”

Basically, your research paper shows that you have assimilated the course’s content. You have received illumination from your lectures, reading, and research. You have integrated these new ideas with things you already knew. Your research paper is a chance to clearly document your own personal thoughts and conclusions on the topic. It should be as original as you are! In this context, plagiarism is a fraudulent act. Not only did you steal someone else’s ideas, you then lied about it, claiming them as your own!

Schools are having to re-educate students about what plagiarism is and how to avoid it. They have also developed systems that can *easily* check to see if sections of a student’s paper have been copy-pasted. The rules on academic honesty have not changed: those caught committing plagiarism are subject to dismissal.

NOTE: Those preparing for ministry should hold themselves to the highest standard possible. Knowingly plagiarizing is lying to the Holy Spirit. How can anyone expect to be placed in ministry by the Lord if they lie to the Holy Spirit?

We are requiring ALL students to visit “plagiarism.org.” Here you will find in-depth answers to such questions as:

What is plagiarism?

How to prevent plagiarism when writing by:

Planning your paper

Making it clear who said what

Taking effective notes

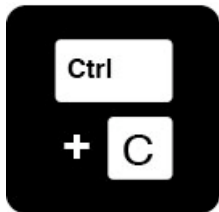
Knowing how to paraphrase

When in doubt, cite sources

Analyze and evaluate your sources

Tutorials are also available on such topics as how to cite sources and how to paraphrase.

Each of the **10 most common types of plagiarism** is shown below, ranked from the most flagrant abuse (“Clone”) to the least (“Re-tweet”).



#1. CLONE

Submitting another's work, word-for-word, as one's own



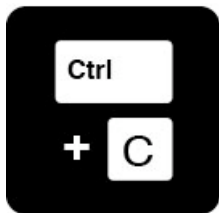
#5. RECYCLE

Borrows generously from the writer's previous work without citation



#8. 404 ERROR

Includes citations to non-existent or inaccurate information about sources



#2. CTRL-C

Contains significant portions of text from a single source without alterations



#6. HYBRID

Combines perfectly cited sources with copied passages without citation



#9. AGGREGATOR

Includes proper citation to sources but the paper contains almost no original work



#3. FIND - REPLACE

Changing key words and phrases but retaining the essential content of the source



#7. MASHUP

Mixes copied material from multiple sources



#10. RE-TWEET

Includes proper citation, but relies too closely on the text's original wording and/or structure



#4. REMIX

Paraphrases from multiple sources, made to fit together

DOWNLOADED FROM:

<http://plagiarism.org/plagiarism-101/types-of-plagiarism/>

Used with permission.

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

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

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



Life Christian University

STUDENT HANDBOOK AFFIDAVIT

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

Printed student name: _____

Student signature: _____

Date: _____

REQUIRED:

Please sign this form and turn it in
with your Assessment Package.