COPYRIGHT NOTICES


Published by:
Life Christian University
410 East Chapman Road
Lutz, Florida 33549
www.LCUUs.edu

Life Christian University is a trademark of Life Christian University, Inc., a 501(c)(3) not-for-profit educational and church organization incorporated in the State of Florida, USA.
# Table of Contents

## Student Handbook

- From the President .......................................................................................... 1
- Statement of Faith ........................................................................................... 3
- Diplomas & Christian Degrees ........................................................................... 6
- Tuition ............................................................................................................... 8
- Entrance Requirements .................................................................................... 12
  - Transfer Credit .......................................................................................... 12
  - Bible Teaching Experience Credit .............................................................. 12
- Application Process ......................................................................................... 14
- Student Policies ............................................................................................... 15
  - Standard of Conduct ................................................................................ 15
  - Attendance .................................................................................................... 16
  - Course Requirements .................................................................................. 16
  - Master's and Doctoral Students Special Requirements ......................... 16
- Late Work ........................................................................................................ 17
- Ministry Practicum ......................................................................................... 17
- Fees ............................................................................................................... 19
- Academic Standards ....................................................................................... 21
- Graduation Requirements .............................................................................. 22

## Course Catalog

- Undergraduate Programs in Theology ............................................................. 25
- Master's Programs in Theology ....................................................................... 30
- Doctoral Programs in Theology ....................................................................... 33
- List of Courses ................................................................................................ 35
  - Bachelor Program in Christian Counseling ........................................... CC-1
  - Bachelor Program in Christian Education .............................................. ED-1
# TABLE OF CONTENTS

- Bachelor Program in Music Ministry ........................................MU-1
- Campus Information and Legal Notices ...........................................43

## APPENDIX A: STUDENT FORMS

- Student Applications
- Ministry Practicum Activity Log
- Course Tracking & Intent to Graduate Form
- Request for Transcript Form

## APPENDIX B: RESEARCH PAPER GUIDELINES

- Student Handbook Affidavit*  

---

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

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

Our School of Christian Education prepares the student for Christian Education within the church and in Christian schools as well as for Primary and Secondary Christian School Administration.
Our School of Music equips students for effectively leading church praise and worship or for an evangelistic music ministry. Emphasis is placed on skill development and on learning to minister under the anointing of the Holy Spirit.

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

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,

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

**THE CHURCH & ITS MISSION**

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

**BAPTISM IN WATER**

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

**HOLY COMMUNION**

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

**BAPTISM OF THE HOLY SPIRIT**

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

▼ EVER-INCREASING FAITH

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

▼ DIVINE HEALING

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

▼ THE SECOND ADVENT OF CHRIST & THE FINAL JUDGMENT

As the climax to God’s dealing with man, Jesus is coming again. At that time, there will be a resurrection of the righteous and the wicked. The wicked will be judged and the righteous will be ushered into the everlasting Kingdom of God.
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 attend all classes and read all textbooks. Audit students are invited to participate in the graduation exercise for degree students and 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 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 Bible Teaching Experience (BTE) credit. Up to 30 credit-hours of BTE credit may be awarded toward a Bachelor's Degree. Up to 9 credit-hours of BTE credit may be awarded toward a Master's Degree. Experienced ministers should see their Director for complete 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 BTE.

For details on programs and course descriptions, see the Course Catalog.
LOW TUITION PHILOSOPHY

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

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

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

STUDENT LOANS

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.

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

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

The cost of a one-year Audit Program is $1,125, payable in 9 installments of $125 ($37.50 per credit-hour). Each installment includes tuition, primary textbook for each course, and Ministry Practicum credits (see page 17). Audit credit may be converted to academic credit by paying the additional tuition amount and completing the additional work requirements.

\begin{tabular}{lcc}
  Description & Credit-Hours & Cost  \\
  Tuition (includes books & fees) & 27 & $1,125  \\
  + Ministry Practicum & 3 & 0  \\
  = Totals & 30 & $1,125  \\
  \hline
  ÷ 9 payments & & $125 \\
\end{tabular}

\section*{Undergraduate Program Annual Tuition}

The cost of a full year of undergraduate studies is $1,575. This cost is the same whether a student is working toward a Diploma, Associate’s Degree, Advanced Diploma, or Bachelor’s Degree. It is payable in 9 installments of $175 each ($52.50 per credit-hour).

Each installment covers tuition, primary textbook for each course, and Ministry Practicum credits (see page 17).

\begin{tabular}{lcc}
  Description & Credit-Hours & Cost  \\
  Tuition (includes books & fees) & 27 & $1,575  \\
  + Ministry Practicum & 3 & 0  \\
  = Totals & 30 & $1,575  \\
  \hline
  ÷ 9 payments & & $175 \\
\end{tabular}
MASTER’S PROGRAM TUITION

The cost of a 1-year Master’s Program is $2,310, payable in 11 installments of $210 each ($64.16 per credit-hour). Each installment covers tuition, primary textbook for each course, and Ministry Practicum credits (see page 17).

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (includes books &amp; fees)</td>
<td>33</td>
<td>$2,310</td>
</tr>
<tr>
<td>+ Ministry Practicum</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>= Totals</td>
<td>36</td>
<td>$2,310</td>
</tr>
<tr>
<td>÷ 11 payments</td>
<td></td>
<td>$210</td>
</tr>
</tbody>
</table>

DOCTORAL PROGRAM TUITION

Our Doctoral Degrees are based on a 45-credit-hour program which includes 15 credit-hours of course work and a 30-credit-hour doctoral dissertation. The cost of the coursework phase of this program is $1,125, payable in 5 installments of $225 ($75 per credit-hour). Each installment covers tuition and the primary textbook for each course. The cost of the dissertation phase is $2,500 payable in 10 installments of $250 ($83.33 per credit-hour).

<table>
<thead>
<tr>
<th>Description</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Dissertation</td>
<td>30</td>
<td>$2,500</td>
</tr>
<tr>
<td>+ Tuition (includes books &amp; fees)</td>
<td>15</td>
<td>$1,125</td>
</tr>
<tr>
<td>= Totals</td>
<td>45</td>
<td>$3,625</td>
</tr>
<tr>
<td>÷ 5 payments (1 per course during coursework phase)</td>
<td></td>
<td>$225</td>
</tr>
<tr>
<td>+ 10 payments (during dissertation phase)</td>
<td></td>
<td>$250</td>
</tr>
</tbody>
</table>

REFUND POLICY

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

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

### MATRICULATION FEE

Some students transferring 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 $600 fee to matriculate a Bachelor's Degree and a $800 fee to matriculate a Master's Degree.
NEW STUDENTS

Applicants entering a degree program must have either earned a diploma from an accredited high school, passed the General Equivalency Diploma (G.E.D.) test, or be able to prove an equivalent education. NOTE: Students without proof of high school will receive a Certificate of Completion. After completing 60 credit hours as a certificate student (earning a GPA of C or better), they will have demonstrated their ability to study at the university level and may enroll in the university and begin to earn credits toward a degree. (The 60 hours of Certificate study do not count toward their degree.)

Audit students do not need a high school diploma.

TRANSFER CREDIT

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

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

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

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

BIBLE TEACHING EXPERIENCE CREDIT

Bible Teaching Experience credit recognizes academic study for the preaching and teaching of the Word of God in formal classes or services sanctioned by the church, such as adult services, children’s church, and youth services. To qualify for BTE 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. BTE credit will also be awarded for evangelistic speaking engagements. Conducting Sunday school classes, home Bible studies, or cell groups using pre-written curriculum will not count toward BTE credit.

Experienced ministers should see the Director for an BTE Application. A $40 evaluation fee is due at the time of submission. A further fee of $25 per credit-hour (undergraduate level) or $35 per credit-hour (graduate level) will be assessed for each BTE credit-hour awarded. If no BTE credit is awarded, the student incurs no additional fee. The maximum BTE credits that can be awarded are 30 credit-hours for undergraduate students and 9 credit-hours for graduate students. No BTE credits can be awarded for post-graduate (doctoral) level students.

The BTE Application must be received by the Office of the Registrar within 60 days of the student’s enrollment. Later applications will not be accepted. Qualifying students will receive an BTE Award Letter from the Office of the Registrar showing the BTE credits for which the student is eligible and the total Credit Awarded Fee due. Upon remittance of the Credit Awarded Fee, the BTE credits will become official.

Assessment for an undergraduate student awarded 30 credit-hours:

<table>
<thead>
<tr>
<th>Description (Undergraduate BTE)</th>
<th>Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE Evaluation Fee</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>+ BTE Credit Awarded</td>
<td>30 hours</td>
<td>$750</td>
</tr>
<tr>
<td>= Totals</td>
<td>30 hours</td>
<td>$790</td>
</tr>
</tbody>
</table>

Assessment for a graduate student awarded 9 credit-hours:

<table>
<thead>
<tr>
<th>Description (Graduate BTE)</th>
<th>Graduate Credit-Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE Evaluation Fee</td>
<td></td>
<td>$40</td>
</tr>
<tr>
<td>+ BTE Credit Awarded</td>
<td>9 hours</td>
<td>$315</td>
</tr>
<tr>
<td>= Totals</td>
<td>9 hours</td>
<td>$355</td>
</tr>
</tbody>
</table>
ALL OF THE FOLLOWING STEPS must be completed before an application will be processed by the Registrar:

1. Please complete your application ONLINE if possible at www.lcus.edu. Choose Admissions. Then choose Apply to Study at LCU. Follow the directions to complete your application and submit it online with your $40 application fee.

2. Contact each college, university or institute of ministry that you have previously attended. Have them send transcripts to your campus. (You are responsible for following up with the Director to determine whether all of your transcripts have been received.)

3. If transcripts from an accredited college or university will not be provided, submit one of the following proofs of high school graduation (not necessary for Audit Students). This can be uploaded on the website.
   a) Diploma (a photocopy is acceptable)
   b) G.E.D. (a photocopy is acceptable)
   c) Or Equivalent (official documents are required)

4. Read the Student Handbook and Course Catalog and sign the Student Handbook Affidavit on the last page of the catalog. This can also be uploaded on the website.

5. If using paper forms, submit completed application material to the Director no later than the first night of class. Include a payment of $40, payable to the campus to cover the application and evaluation process.

6. For experienced ministers only: If applying for Bible Teaching Experience credit, include a BTE Application and the $40.00 BTE application fee. (Forms are available from the Director.)
STANDARD OF CONDUCT

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

By way of example: academic dishonesty, such as cheating on an exam or plagiarism (the intentional or unintentional presentation of another's work as one's own) is not acceptable. Students who cheat on an exam must now write a 6-page course paper. Students who plagiarize on a course paper must complete an exam on preventing plagiarism (earning a grade of 100%), and rewrite the course paper. First-time offenders who cheat on exams or plagiarize must pay a $150 fine. Repeat offenders will be dismissed.

PERSONAL HABITS

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

DRESS CODE

Unlike students at secular universities, our students are in training for the ministry, where they will represent Jesus, the King of Kings.

For women: modesty, femininity and good taste are the guiding principles of women's dress. No low cut necklines or dresses with slits above the knee are permitted. No shorts or jeans with holes; no bare feet or flip-flops.

For men: well-groomed, clean, neat and tidy are the guiding principles of men's dress. Beards are permitted if trimmed and kept neat. Hair should be properly groomed at all times. No shorts or jeans with holes; no bare feet or flip-flops.
STUDENT POLICIES

▼ ATTENDANCE, ABSENTEE & TARDY POLICIES

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

▼ COURSE REQUIREMENTS

In addition to attending class, students are expected to read all textbooks and to take all quizzes, tests, and exams; to deliver any scheduled oral presentations; and to turn in any other work required on the assigned date. Research papers are due one week after the last class meeting date (if not otherwise specified) even if the student is absent on that date. A guide for preparing research papers acceptable at this institute can be found in Appendix B. To aid students in typing and formatting their research papers, a template in Microsoft Word is also available for download from our website at www.lcus.edu.

▼ MASTER’S & DOCTORAL STUDENTS SPECIAL REQUIREMENTS

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

**LATE WORK**

If the course requirements are not completed and the Course Completion Affidavit turned in within one week of the last class meeting, the student will receive a grade of “Incomplete.” Once an incomplete grade has been posted, the student has two additional weeks to complete all of the course requirements and turn in their affidavit. To change a grade from “Incomplete,” the student must pay a $15 Change of Grade (from Incomplete) Fee.

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

**INCOMPLETE OR FAILING GRADES**

Students who do not complete a course – or fail a course – will have to pay tuition again and retake the course. The incomplete or failing grade will then be replaced by the student’s new grade.

**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.
**STUDENT POLICIES**

*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 within each program.
MICELLANEOUS FEES

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

APPLICATION FEE

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

MATERIALS FEE

The campus may charge a $20 fee for start-up materials (such as the Student Handbook and Catalog and your outline binder).

GRADUATION FEE

There is a $40 fee for each graduating student each year to help cover the costs of the campus’ annual graduation ceremony.

CHANGE OF GRADE (FROM INCOMPLETE) FEE

There is a $15 change-of-grade fee. This fee applies when a final grade report has already been submitted to the Registrar showing an incomplete (“I”) grade. This fee is due at the time the final course grade is recorded.

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 on the website. One official transcript is provided free of charge at each graduation. Additional transcripts cost $10 each.

RETURNED CHECK FEE

A student will be charged $25 for any check returned to us because of insufficient funds.
FEE FOR RECORDINGS OF MISSED CLASSES

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

We reserve the right to charge students a suitable fee (up to $10) for recordings of missed classes.
**GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentages</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Excellent</td>
<td>85-92</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77-84</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>70-76</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0-69</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn*</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**GRADUATING WITH HONORS**

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

- **Summa Cum Laude**: 3.90 - 4.00 cumulative GPA
- **Magna Cum Laude**: 3.65 - 3.89 cumulative GPA
- **Cum Laude**: 3.50 - 3.64 cumulative GPA

**GRADE REPORTING**

Grade posting provides students with the information needed to track their academic progress. Grades will be posted after each course is completed.

**UNSATISFACTORY STUDENT PERFORMANCE**

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

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

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

1. Each student must have completed all required course work in a chosen program prior to graduation. All students MUST have taken or transferred credits covering Program #1 subjects and completed a minimum of thirty (30) credit-hours in one of our 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. This should be turned in to the Director at least eight (8) weeks prior to the scheduled graduation exercise.

4. Each student must have paid all tuition and fees before graduation.

5. The student must complete a Course Tracking Schedule & Intent to Graduate Form and submit it to the Director at least eight (8) weeks prior to the scheduled graduation exercise. No partially completed forms will be accepted.

6. The graduating student is expected to attend the commencement exercise.
**Undergraduate Programs**

**THESE CHRISTIAN DEGREES ARE AVAILABLE:**

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

**UNDERGRADUATE TRACKS**

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

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

Program #1 is foundational in nature and required for all 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. 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.
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.*

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH-101</td>
<td>Principles of Faith</td>
<td>3</td>
</tr>
<tr>
<td>TH-102</td>
<td>Biblical Prosperity</td>
<td>3</td>
</tr>
<tr>
<td>TH-104</td>
<td>Divine Healing</td>
<td>3</td>
</tr>
<tr>
<td>TH-107</td>
<td>Christ-Like Character</td>
<td>3</td>
</tr>
<tr>
<td>TH-103</td>
<td>Ministry of Helps</td>
<td>3</td>
</tr>
<tr>
<td>TH-105</td>
<td>Life &amp; Teachings of Christ I</td>
<td>3</td>
</tr>
<tr>
<td>TH-106</td>
<td>Life &amp; Teachings of Christ II</td>
<td>3</td>
</tr>
<tr>
<td>TH-112</td>
<td>Authority of the Believer</td>
<td>3</td>
</tr>
<tr>
<td>MP-100</td>
<td>Ministry Practicum - Freshman</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
### TYPICAL PROGRAM #2 COURSE LIST

*Note: Programs may change without advance notice.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH-218</td>
<td>Methods of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>TH-202</td>
<td>The Anointing</td>
<td>3</td>
</tr>
<tr>
<td>TH-213</td>
<td>Spiritual Gifts</td>
<td>3</td>
</tr>
<tr>
<td>TH-217</td>
<td>Ministry Gifts &amp; Church Government</td>
<td>3</td>
</tr>
<tr>
<td>TH-221</td>
<td>Discovering Your Purpose</td>
<td>3</td>
</tr>
<tr>
<td>TH-203</td>
<td>Principles of Prayer</td>
<td>3</td>
</tr>
<tr>
<td>TH-222</td>
<td>Old Testament Survey I</td>
<td>3</td>
</tr>
<tr>
<td>TH-223</td>
<td>Old Testament Survey II</td>
<td>3</td>
</tr>
<tr>
<td>TH-204</td>
<td>Homiletics</td>
<td>3</td>
</tr>
<tr>
<td>MP-200</td>
<td>Ministry Practicum - Sophomore</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

### TYPICAL PROGRAM #3 COURSE LIST

*Note: Programs may change without advance notice.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH-301</td>
<td>Blood Covenant</td>
<td>3</td>
</tr>
<tr>
<td>TH-303</td>
<td>Personal Evangelism</td>
<td>3</td>
</tr>
<tr>
<td>TH-305</td>
<td>The Blessing of the Lord</td>
<td>3</td>
</tr>
<tr>
<td>BI-308</td>
<td>Galatians</td>
<td>3</td>
</tr>
<tr>
<td>BI-309</td>
<td>Ephesians</td>
<td>3</td>
</tr>
<tr>
<td>TH-324</td>
<td>Divine Guidance</td>
<td>3</td>
</tr>
<tr>
<td>BI-301</td>
<td>Acts of the Apostles</td>
<td>3</td>
</tr>
<tr>
<td>BI-311</td>
<td>I &amp; II Corinthians: Part 1</td>
<td>3</td>
</tr>
<tr>
<td>BI-312</td>
<td>I &amp; II Corinthians: Part 2</td>
<td>3</td>
</tr>
<tr>
<td>MP-300</td>
<td>Ministry Practicum - Junior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>30</td>
</tr>
</tbody>
</table>
**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. These 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 specialized 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.
### TYPICAL PROGRAM #4 COURSE LIST

#### CHRISTIAN THEOLOGY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE*

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-401</td>
<td>Teaching the Bible</td>
<td>3</td>
</tr>
<tr>
<td>TH-424</td>
<td>Submission &amp; Authority</td>
<td>3</td>
</tr>
<tr>
<td>TH-451</td>
<td>Church History</td>
<td>3</td>
</tr>
<tr>
<td>TH-444</td>
<td>Ministerial Ethics</td>
<td>3</td>
</tr>
<tr>
<td>TH-410</td>
<td>Biblical Principles of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BI-424</td>
<td>Romans</td>
<td>3</td>
</tr>
<tr>
<td>TH-404</td>
<td>Spiritual Armor and Warfare</td>
<td>3</td>
</tr>
<tr>
<td>TH-426</td>
<td>Tabernacles of God</td>
<td>3</td>
</tr>
<tr>
<td>TH-407</td>
<td>Angelology</td>
<td>3</td>
</tr>
<tr>
<td>MP-400</td>
<td>Ministry Practicum - (50% in teaching or preaching)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

### TYPICAL PROGRAM #4 COURSE LIST

#### PASTORAL MINISTRY TRACK

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE*

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH-424</td>
<td>Submission &amp; Authority</td>
<td>3</td>
</tr>
<tr>
<td>TH-444</td>
<td>Ministerial Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BI-404</td>
<td>Pastoral Epistles</td>
<td>3</td>
</tr>
<tr>
<td>BI-432</td>
<td>The Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>CC-402</td>
<td>Counseling with Scripture</td>
<td>3</td>
</tr>
<tr>
<td>ED-401</td>
<td>Teaching the Bible</td>
<td>3</td>
</tr>
<tr>
<td>TH-451</td>
<td>Practical Pastoral Ministry I</td>
<td>3</td>
</tr>
<tr>
<td>TH-452</td>
<td>Practical Pastoral Ministry II</td>
<td>3</td>
</tr>
<tr>
<td>MU-404</td>
<td>True Worship</td>
<td>3</td>
</tr>
<tr>
<td>MP-400</td>
<td>Ministry Practicum (50% in Pastoral Ministry)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>
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, sixty (60) credit-hours of biblical foundation courses are required before starting at the Master’s level. (Experienced ministers: please contact your Director for information and forms to apply for Bible Teaching Experience credit.)

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 two (2) pre-approved elective courses in lieu of the formal, 50-page-minimum thesis.)
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 a graduate level.

TYPICAL PROGRAM #5 COURSE LIST
CHRISTIAN THEOLOGY TRACK

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-406</td>
<td>Educating Adults</td>
<td>3</td>
</tr>
<tr>
<td>BI-432</td>
<td>Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>BI-404</td>
<td>Pastoral Epistles</td>
<td>3</td>
</tr>
<tr>
<td>TH-458</td>
<td>Expository Preaching</td>
<td>3</td>
</tr>
<tr>
<td>TH-456</td>
<td>Modern Cults &amp; False Religions of the World I</td>
<td>3</td>
</tr>
<tr>
<td>TH-457</td>
<td>Modern Cults &amp; False Religions of the World II</td>
<td>3</td>
</tr>
<tr>
<td>MU-404</td>
<td>True Worship</td>
<td>3</td>
</tr>
<tr>
<td>CC-402</td>
<td>Counseling with Scripture</td>
<td>3</td>
</tr>
<tr>
<td>BI-420</td>
<td>Hebrews</td>
<td>3</td>
</tr>
<tr>
<td>MP-500</td>
<td>Ministry Practicum - Masters (50% in teaching/preaching)</td>
<td>3</td>
</tr>
<tr>
<td>WR-500</td>
<td>Master’s Thesis (min. 50 pages) or 2 additional courses</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hours 36
TRACK #2: PASTORAL MINISTRY

This major course of study helps pastors increase their effectiveness in the work of the 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 a graduate level.

TYPICAL PROGRAM #5 COURSE LIST
PASTORAL MINISTRY TRACK

*PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE.

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH-431</td>
<td>Church History</td>
<td>3</td>
</tr>
<tr>
<td>TH-410</td>
<td>Biblical Principles of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BI-424</td>
<td>Romans</td>
<td>3</td>
</tr>
<tr>
<td>BI-420</td>
<td>Hebrews</td>
<td>3</td>
</tr>
<tr>
<td>ED-406</td>
<td>Educating Adults</td>
<td>3</td>
</tr>
<tr>
<td>TH-458</td>
<td>Expository Preaching</td>
<td>3</td>
</tr>
<tr>
<td>TH-426</td>
<td>Tabernacles of God</td>
<td>3</td>
</tr>
<tr>
<td>CC-409</td>
<td>Temperament Theory</td>
<td>3</td>
</tr>
<tr>
<td>TH-407</td>
<td>Angelology</td>
<td>3</td>
</tr>
<tr>
<td>MP-500</td>
<td>Ministry Practicum - Masters (100% in Pastoral Ministry)</td>
<td>3</td>
</tr>
<tr>
<td>WR-500</td>
<td>Master’s Thesis (min. 50 pages) or 2 additional courses</td>
<td>6</td>
</tr>
</tbody>
</table>

Total Credit Hours 36
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:

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

ENTRANCE REQUIREMENTS

TO ENTER A DOCTORAL DEGREE PROGRAM

To enter a Doctoral program, a student must have earned a Master’s Degree with a Theological major from a recognized college or university. Leveling courses may be required.

PROGRAM REQUIREMENTS

1. The completion of 5 post-graduate level courses related to the student’s major and pre-approved by the Campus Director.

2. One major dissertation with a minimum of 150 pages. Dissertation guidelines are available to Doctoral candidates upon request.
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 PROSPERITY
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-105-6 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.
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 and ministers 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 I Corinthians 12 and 14.

TH-217  MINISTRY GIFTS & CHURCH GOVERNMENT
This course teaches the student the function and the characteristics of the five-fold ministry gifts. It will emphasize church leadership and the responsibilities of each office of church government. An overview of the various types of church government currently in use will also be discussed.
TH-218  METHOD 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-222-3  OLD TESTAMENT SURVEY I & II

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

TH-301  BLOOD COVENANT

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

TH-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-324  DIVINE GUIDANCE

This course will help students grow in their ability to discern the voice of God for specific guidance in their lives.
TH-403 THE LIFE OF PAUL

This course examines the life and faith of the apostle Paul and will help students to be inspired by his total commitment to the Gospel of Christ in spite of all of the religious opposition and persecution that he had to face.

TH-404 SPIRITUAL ARMOR AND WARFARE

This course will help students develop an understanding of biblical spiritual warfare so that when battles come, they will be able to use the spiritual weaponry God has given them and maintain their victorious position over Satan.

TH-407 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-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-451-2  PRACTICAL PASTORAL MINISTRY I & II

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

TH-455   HERMENEUTICS (BIBLE INTERPRETATION)

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

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

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

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

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

BI-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

BI-425-6   ROMANS I & II

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

BI-432    THE GOSPEL OF JOHN

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

BI-444    GENESIS

This course provides faith-building answers to your questions about Creation, the Garden of Eden, and the Flood. It also explores God’s faithfulness to His promises and covenants with Abraham, Isaac, and Jacob.
LIST OF COURSES

\section*{\textbf{CHRISTIAN COUNSELING (CC)}}

\textbf{CC-402 COUNSELING WITH SCRIPTURE}

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

\textbf{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.

\textbf{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.

\section*{\textbf{CHURCH ADMINISTRATION (CA)}}

\textbf{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.

\section*{\textbf{CHRISTIAN EDUCATION (ED)}}

\textbf{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.

\textbf{ED-406 EDUCATING ADULTS FROM A CHRISTIAN PERSPECTIVE}

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

▼ 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.

▼ MINISTRY PRACTICUM (MP)

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

Ministry Practicum gives students academic credit for volunteer ministry in their local church. It is required of all students. NOTE: Ministry Practicum credit is only awarded after 9 courses are completed. Ministry Practicum will be applied with 0 credit if less than 9 courses are completed within each program.

▼ 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 the Director.

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 the Director.
BACHELOR PROGRAM IN CHRISTIAN COUNSELING

Christian Counseling is an essential part of ministry to the Church. Salvation by faith is God’s method for making us whole - and salvation works! The role of a Christian Counselor is to help others see and overcome the obstacles that keep them from experiencing wholeness and enjoying life. This faith-filled program prepares lay counselors to work within their local churches.

NOTE: Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

1) Having a qualified instructor in that area of study
2) Student interest on that campus in that area of study

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

A one-time Specialized Program Fee of $100 may be charged.

TYPICAL PROGRAM #4 COURSE LIST
CHRISTIAN COUNSELING TRACK
*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC-452</td>
<td>Faith Therapy</td>
<td>3</td>
</tr>
<tr>
<td>CC-456</td>
<td>Effective Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>CC-479</td>
<td>The Wonderful Counselor</td>
<td>3</td>
</tr>
<tr>
<td>CC-409</td>
<td>Temperament Theory</td>
<td>3</td>
</tr>
<tr>
<td>CC-453</td>
<td>Transformation</td>
<td>3</td>
</tr>
<tr>
<td>CC-469</td>
<td>Counseled by God</td>
<td>3</td>
</tr>
<tr>
<td>CC-460</td>
<td>Facilitating Support Groups</td>
<td>3</td>
</tr>
<tr>
<td>CC-489</td>
<td>Group Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>CC-457</td>
<td>Marriage Counseling</td>
<td>3</td>
</tr>
<tr>
<td>MP-400</td>
<td>Ministry Practicum - Senior</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 30
**CHRISTIAN COUNSELING (CC)**

**CC-409 TEMPERAMENT THEORY**

This course provides an understanding of the different types of temperaments and their various strengths, weaknesses, and motivations. This will prove helpful both in counseling situations and in helping people improve their daily interactions with others.

**CC-423 COUNSELED BY GOD**

In this course, you will learn how to help those you counsel hear directly from God for themselves, and move from guilt to hope, from fear to faith, and from anger to love.

**CC-452 FAITH THERAPY**

This course teaches the basic principles of Faith Therapy, providing a description of the process of applying faith to both common and deeply-rooted problems, including poor self image, insecurity, low self worth, and abandonment.

**CC-453 TRANSFORMATION**

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

**CC-456 EFFECTIVE COUNSELING SKILLS**

This course teaches how to listen to and observe clients; how to ask open-ended questions, paraphrase and summarize their answers; as well as how to connect and when to confront a client.
CC-457  MARRIAGE COUNSELING

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

CC-460  FACILITATING SUPPORT GROUPS

Small groups are one of the most effective ways to help the largest number of people with a minimum expenditure of resources. This course teaches how to tap into the power of groups to facilitate lasting life changes.

CC-479  THE WONDERFUL COUNSELOR

This course addresses the role of the anointing in the counseling process and teaches how to flow with the Holy Spirit to heal the broken hearted and set the captives free.

CC-489  GROUP DYNAMICS

This course will provide the group facilitator the skills needed to start and maintain a support group ministry in a local church. Learn to balance grace, truth, and time; discover and develop gifts; discern harmful patterns; handle group conflict; and set an atmosphere for listening, loving and personal growth.
**BACHELOR PROGRAM IN CHRISTIAN EDUCATION**

Our School of Christian Education equips the student for teaching in a Christian Education program for a Christian school, a local congregation, or Bible training program encompassing children, youth, and/or adults. It is also designed to prepare those interested in Primary and Secondary Christian School Administration.

**NOTE:** Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

1. Having a qualified instructor in that area of study
2. Student interest on that campus in that area of study

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

A one-time Specialized Program Fee of $100 may be charged.

**TYPICAL PROGRAM #4 COURSE LIST**

**CHRISTIAN EDUCATION TRACK**

*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE*

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED-402</td>
<td>Introduction to Christian Education</td>
<td>3</td>
</tr>
<tr>
<td>ED-403</td>
<td>Educational Psychology for the Christian Teacher</td>
<td>3</td>
</tr>
<tr>
<td>ED-414</td>
<td>Spirit-led Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>ED-405</td>
<td>Educating Children &amp; Youth from a Christian Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ED-406</td>
<td>Educating Adults from a Christian Perspective</td>
<td>3</td>
</tr>
<tr>
<td>ED-415</td>
<td>Ministry of the Teacher</td>
<td>3</td>
</tr>
<tr>
<td>ED-420</td>
<td>Creationism Vs Evolution</td>
<td>3</td>
</tr>
<tr>
<td>ED-408</td>
<td>Christian Literature</td>
<td>3</td>
</tr>
<tr>
<td>ED-419</td>
<td>Child &amp; Adolescent Counseling for the Christian Teacher</td>
<td>3</td>
</tr>
<tr>
<td>MP-400</td>
<td>Ministry Practicum (100% in Christian Education)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 30
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 characteristics 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!
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.

ED-420  CREATIONISM VS EVOLUTION

This course provides Christian teachers with the tools they need to counteract the theory of evolution which is being taught as truth in the schools today.
BACHELOR PROGRAM IN MUSIC MINISTRY

Our School of Music equips students for effectively leading church praise and worship or for an evangelistic music ministry. This major course of study is designed to help students learn to minister under the anointing of the Holy Spirit while developing their musical gifts, whether vocal or instrumental.

NOTE: Pursuing a degree in a field other than Theology at your campus is dependent on several factors including:

1) Having a qualified instructor in that area of study
2) Student interest on that campus in that area of study

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

A one-time Specialized Program Fee of $100 may be charged.

TYPICAL PROGRAM #4 COURSE LIST
MUSIC MINISTRY TRACK
*NOTE: PROGRAMS MAY CHANGE WITHOUT ADVANCE NOTICE

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credit-Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MU-413</td>
<td>Biblical Music, Praise &amp; Worship</td>
<td>3</td>
</tr>
<tr>
<td>MU-401</td>
<td>Music Theory I</td>
<td>3</td>
</tr>
<tr>
<td>MU-403</td>
<td>Christian Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MU-402</td>
<td>Music Theory II</td>
<td>3</td>
</tr>
<tr>
<td>MU-406/419</td>
<td>Instrument/Voice Development I</td>
<td>3</td>
</tr>
<tr>
<td>MU-404</td>
<td>True Worship</td>
<td>3</td>
</tr>
<tr>
<td>MU-407/420</td>
<td>Instrument/Voice Development II</td>
<td>3</td>
</tr>
<tr>
<td>MU-416</td>
<td>The Practical Side of Leading Worship</td>
<td>3</td>
</tr>
<tr>
<td>MU-408</td>
<td>Worship Team Development</td>
<td>3</td>
</tr>
<tr>
<td>MP-400</td>
<td>Ministry Practicum (100% in Music Ministry)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credit Hours 30
MU-401-2 MUSIC THEORY I & II

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

MU-403 CHRISTIAN MUSIC APPRECIATION

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

MU-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-406-7 INSTRUMENT DEVELOPMENT I & II

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

MU-408 WORSHIP TEAM DEVELOPMENT

Students will learn to become a team player and a contributing member of a worship team. They will have an opportunity to organize and lead a rehearsal as well as inspire, encourage, and develop worship team members.
MU-413  BIBLICAL MUSIC, PRAISE, & WORSHIP

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.

MU-416  THE PRACTICAL SIDE TO LEADING WORSHIP

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

MU-419-20  VOICE DEVELOPMENT I & II

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

▼ STUDENT GRIEVANCE PROCEDURE

If a student has a grievance, they should contact the Campus Director:

Director's Name: Rev. Deb Smith
Director's Phone: 813-909-9720
Director's Email: deb.smith@lcus.edu
Director's Mailing Address: Life Christian University
410 East Chapman Road, Lutz, Florida 33549
\section*{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.

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

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 Director.
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.
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; 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, Curriculum Development
Education: Florida Southern College, Northeastern State University, Rhema Bible Training Center, Victory Bible Institute, Life Christian University
DEBBI SMITH - M.A., B.A.
Main Campus Director, Associate Professor of Biblical Studies, Regional Campus Representative, Student Advisor
EDUCATION:  Word of Faith Bible Institute, Faith Theological Seminary, Life Christian University

CANDY DOYLE - B.C.C., B.TH., A.TH.
Instructor of Theology, Regional Campus Representative, Student Advisor
EDUCATION:  Life Christian University

RENEÉ BASAGIC - B.C.C., B.TH., A.MUS.MIN.
Regional Campus Representative, Student Advisor
EDUCATION:  Fairmont State College, St. Petersburg College, Lincourt Medical Center, Life Christian University

ADDIONAL ADMINISTRATORS

MARK STEVENS (STEVE) WILLIS - D.MIN., M.A., B.A.TH., B.A.P.C., A.A.TH.
Director of Software Development, Web Page Designer, 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.
Chief Information Officer
EDUCATION:  Hillsborough Community College, Life Christian University

D.J. WINGATE - A.TH.
Director of Audio Productions
EDUCATION:  St. Petersburg College, Life Christian University

RYAN WINGATE - A.TH.
Director of Video Productions
EDUCATION:  St. Petersburg 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

DOMINICK BUTLER - D. MIN., M.A., B.A.
Professor of Theology and Biblical Studies
EDUCATION: River Bible Institute, Life Christian University

DIANNE COFLIN - D. MIN., M.A., B.A.
Professor of Theology, Biblical Studies, and Pastoral Counseling,
EDUCATION: Word of Faith Bible Institute, Faith Theological Seminary, Life Christian University

LARRY PEARRE - D.MUS.MIN., 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
Dr. Douglas J. Wingate – President

Dr. Daniel R. Coflin – Vice President

Rev. Susan E. Wingate – Secretary

Mr. Roy G. Breitenbach – Treasurer

Dr. Phillip Richards

Dr. Ronald Zimmer

Dr. Rod Hoskins

Rev. Marie Myers

Dr. Ellis Hodge
THE APPLICATION PROCESS

1. Please complete your application ONLINE if possible at www.lcus.edu. Choose Admissions. Then choose Apply to Study at LCU. Follow the directions to complete your application. You will be emailed a copy of your completed form for your records. NOTE: If you prefer, you may complete the attached paper form instead and submit it in person to your Campus Director.

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

IMPORTANT: Choose Degree/Certificate Student if you desire to work toward your academic degree. Otherwise, choose Audit Student.

2. Degree/Certificate Students Only: Contact each college, university or institute of ministry that you have previously attended. Have them send transcripts to your campus. You are responsible for following up with the Director to determine whether all of your transcripts have been received. To avoid a $65 Reassessment Fee, all transcripts must be received at your campus within 60 days of your enrollment date.

3. Degree/Certificate Students Only: If transcripts from an accredited college or university will not be provided, please submit one of the following proofs of high school graduation (not necessary for Audit students). This can be done either online or on paper.

   A) Diploma (a photocopy is acceptable)
   B) G.E.D. (a photocopy is acceptable)
   C) Or Equivalent (official documents are required)

4. All Students: Read the Student Handbook and Course Catalog and sign the Student Handbook Affidavit on the last page. This can be done either online or on paper.

5. All Students: Complete your application no later than the first night of class. Students Using the Paper Form: Submit application to your Director along with a payment of $40.00 to cover the application and evaluation process. If you are paying by check, make your check payable to your campus.
**PLEASE COMPLETE THIS APPLICATION ONLINE IF POSSIBLE**
at www.lcus.edu • Choose: Admissions. Then choose: Apply to Study at LCU. Follow the directions.
OR IF YOU PREFER, complete the form below and submit it in person to your Campus Director.

---

**LIFE CHRISTIAN UNIVERSITY**

**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**

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
<th>CITY</th>
<th>STATE / PROVINCE</th>
<th>POSTAL CODE</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY E-MAIL ADDRESS</td>
<td>SECONDARY E-MAIL ADDRESS</td>
<td>CONTACT AREA CODE AND PHONE NUMBER</td>
<td>CONTACT RELATIONSHIP</td>
<td></td>
</tr>
</tbody>
</table>

**2. CHURCH BACKGROUND / MEMBERSHIP & MINISTRY EXPERIENCE**

**CHURCH PRESENTLY ATTENDING**

**PASTOR’S NAME**

**CURRENT MINISTRY STATUS, IF ANY**

- [ ] SENIOR PASTOR
- [ ] ASSISTANT PASTOR
- [ ] EVANGELIST
- [ ] MUSIC MINISTER
- [ ] CHAPLAIN
- [ ] MISSIONARY
- [ ] YOUTH MINISTER
- [ ] CHILDREN’S MINISTER
- [ ] PASTORAL TEACHER
- [ ] RADIO / TV MINISTRY
- [ ] CHILDREN’S MINISTER
- [ ] YOUTH MINISTER
- [ ] CHAPLAIN

**MINISTRY CREDENTIALS?**

- [ ] LICENSED
- [ ] N / A
- [ ] ORDAINED

**CREDENTIALING ORGANIZATION**

**PAST MINISTRY INVOLVEMENTS**

**MINISTRY START DATE (MM / YYYY)**

**MINISTRY END DATE (MM / YYYY)**

**3. EDUCATIONAL INFORMATION**

**HIGH SCHOOL NAME**

- [ ] YES
- [ ] NO

**START DATE (MM / YYYY)**

**STOP DATE (MM / YYYY)**

**STUDY EMPHASIS**

**DID YOU GRADUATE?**

- [ ] YES
- [ ] NO

**SCHOOL NAME**

- [ ] DIPLOMA
- [ ] G.E.D.

**DEGREE/CERTIFICATE STUDENTS ONLY: 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 sent directly to your local campus.**

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

---

10/28/18  ©2018 Life Christian University  Form: Stu-1  Page 1 of 3
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
2. Address
3. Telephone Listing
4. Race
5. Date & Place of Birth
6. Major Field of Study
7. Church Membership
8. Denominational Affiliation
9. Dates of Attendance
10. Degrees & Awards Received
11. Most Recent Previous Educational Institution Attended

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 your campus.
Submit this completed application to the Director.
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

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
<th>SUPERVISOR SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usher</td>
<td>9-1-13</td>
<td>5-20-13</td>
<td>54</td>
<td>Printed Name A. Here</td>
<td></td>
</tr>
<tr>
<td>Choir - Christmas Cantata</td>
<td>11-1-13</td>
<td>12-20-13</td>
<td>50</td>
<td>Printed Name B. Here</td>
<td></td>
</tr>
</tbody>
</table>

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 Campus Director 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 Church Administration: 100% of your MP hours (72 hours) must be in church administration‡.
- Bachelor of Christian Education: 100% of your MP hours (72 hours) must be in Christian education‡.
- Bachelor of Music Ministry: 100% of your MP hours (72 hours) must be in music ministry‡.

**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. Ask your Campus Director for Form: Stu-5A, which gives ideas on additional places to minister as well as complete details on how to calculate ministry preparation time.

‡ This specialized program might not be offered at your campus.
### 1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>S.R.</th>
<th>JR.</th>
<th>MAIDEN NAME, IF APPLICABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LCU LEVEL</th>
<th>AUDIT LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ DIPLOMA</td>
<td>☐ YEAR 1</td>
</tr>
<tr>
<td>☐ ASSOC.</td>
<td>☐ YEAR 2</td>
</tr>
<tr>
<td>☐ ADV.DIP.</td>
<td>☐ YEAR 3</td>
</tr>
<tr>
<td>☐ BACH.</td>
<td>☐ YEAR 4</td>
</tr>
<tr>
<td>☐ MASTER’S</td>
<td>☐ YEAR 5</td>
</tr>
</tbody>
</table>

STUDENT SIGNATURE

### 2. CHURCH INFORMATION

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE / PROVINCE</th>
<th>POSTAL CODE</th>
<th>COUNTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SENIOR PASTOR NAME</th>
<th>OFFICE AREA CODE &amp; PHONE NUMBER</th>
<th>OFFICE AREA CODE &amp; FAX NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3. SERVICE RECORDS

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>SUPERVISOR SIGNATURE*</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>SUPERVISOR SIGNATURE*</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>SUPERVISOR SIGNATURE*</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>SUPERVISOR SIGNATURE*</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>SUPERVISOR SIGNATURE*</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF MINISTRY</th>
<th>START DATE</th>
<th>SUPERVISOR SIGNATURE*</th>
<th>STOP DATE</th>
<th>HOURS WORKED</th>
<th>SUPERVISOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS WORKED | DIRECTOR’S SIGNATURE

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

NOTE: You can complete this form electronically using Acrobat. Download from LCUs.edu, fill-in, print, give to your Campus Director.
# Life Christian University

## INTENT TO GRADUATE FORM

**GRADUATION DATE:** ___________________________  
**CAMPUS CODE:** ____________________ - __________________

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

### 1. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>STUDENT NUMBER</th>
<th>□ MR □ MRS □ REV.</th>
<th>□ MA □ MISS □ DR.</th>
<th>FIRST NAME</th>
<th>M.I. □ DR. □ JR.</th>
<th>MAIDEN NAME, IF APPLICABLE</th>
</tr>
</thead>
</table>

**REQUIRED FOR GOWN:**  
HEIGHT – FT: ___________  
WEIGHT – CHOOSE YOUR WEIGHT RANGE (SEE ATTACHED CHART)  
□ 'A' □ 'B' □ 'C'

<table>
<thead>
<tr>
<th>EMAIL</th>
<th>MAJOR (IF OTHER THAN THEOLOGY)</th>
<th>□ $40 GRADUATION FEE PAID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HOME PHONE</th>
<th>WORK PHONE</th>
<th>LCU LEVEL</th>
<th>□ DIPLOMA □ ASSOCIATES □ ADVANCED DIPLOMA □ BACHELOR’S □ MASTER’S □ DOCTORATE</th>
</tr>
</thead>
</table>

**AUDIT STUDENT LEVEL:**  
□ YEAR 1 □ YEAR 2 □ YEAR 3 □ YEAR 4 □ YEAR 5 □ YEAR 6 □ YEAR 7

### 2. COURSE INFORMATION

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE NAME</th>
<th>DATE COMPLETED</th>
<th>LETTER GRADE</th>
<th>CREDITS</th>
<th>DIRECTOR’S VERIFICATION</th>
</tr>
</thead>
</table>

**MP**  
MINISTRY PRACTICUM (Undergraduate & Master’s Level Students Only)

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>MASTER’S STUDENTS ONLY: ADDITIONAL COURSES TAKEN IN LIEU OF WRITTEN THESIS</th>
<th>DATE COMPLETED</th>
<th>LETTER GRADE</th>
<th>CREDITS</th>
<th>DIRECTOR’S VERIFICATION</th>
</tr>
</thead>
</table>

### 3. SIGNATURES

<table>
<thead>
<tr>
<th>STUDENT SIGNATURE</th>
<th>DATE</th>
<th>DIRECTOR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

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

7/29/19  ©2019 Life Christian University  
FORM: STU-6
<table>
<thead>
<tr>
<th>HEIGHT</th>
<th>WEIGHT RANGE “A”</th>
<th>WEIGHT RANGE “B”</th>
<th>WEIGHT RANGE “C”</th>
</tr>
</thead>
<tbody>
<tr>
<td>4'10&quot; – 5'0&quot;</td>
<td>Up to 159</td>
<td>160-219</td>
<td>220-280</td>
</tr>
<tr>
<td>5'1&quot; – 5'3&quot;</td>
<td>Up to 179</td>
<td>180-239</td>
<td>240-300</td>
</tr>
<tr>
<td>5'4&quot; – 5'6&quot;</td>
<td>Up to 199</td>
<td>200-264</td>
<td>265-330</td>
</tr>
<tr>
<td>5'7&quot; – 5'9&quot;</td>
<td>Up to 229</td>
<td>230-294</td>
<td>295-360</td>
</tr>
<tr>
<td>5'10&quot; – 6'0&quot;</td>
<td>Up to 259</td>
<td>260-329</td>
<td>330-400</td>
</tr>
<tr>
<td>6'1&quot; – 6'3&quot;</td>
<td>Up to 284</td>
<td>285-354</td>
<td>355-425</td>
</tr>
<tr>
<td>6'4&quot; – 6'6&quot;</td>
<td>Up to 309</td>
<td>310-384</td>
<td>385-460</td>
</tr>
<tr>
<td>6'7&quot; – 6'9&quot;</td>
<td>Up to 329</td>
<td>330-404</td>
<td>405-480</td>
</tr>
<tr>
<td>6'10&quot; – 7'0&quot;</td>
<td>Up to 349</td>
<td>350-429</td>
<td>430-510</td>
</tr>
</tbody>
</table>
TO GET YOUR TRANSCRIPT
FROM LIFE CHRISTIAN UNIVERSITY

1. Fill in the information on the “Request for LCU Transcript Form” (Form: Stu-8) – either electronically or on paper.

2. Sign the form – either electronically or on paper.

3. Decide on which of the following processing services you require:

   • **For Normal Service** – up to 3 weeks
     Cost: $10.00 fee per copy
     a. If paying by check, mail printed form and your check to:
        Life Christian University
        P.O. Box 272360
        Tampa, FL 33688

     b. If paying by credit card, either:
        1) Email electronic form to info@lcus.edu
           OR
        2) Fax printed form to 813-909-9730.

   • **For Expedited Service** – 2 days (WITHIN THE CONTINENTAL U.S. ONLY)
     Cost: $10.00 per copy plus $25 rush shipping fee

     1. Either:
        1) Email electronic form to info@lcus.edu
           OR
        2) Fax printed form to 813-909-9730

     2. Then call with your credit card number: 813-909-9720
REQUEST FOR LCU TRANSCRIPT

Date: ___________________   Campus Code: __________-__________

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

Life Christian University

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.

PREVENTING PLAGIARISM CHECKLIST

1. Did you quote, copy, or copy/paste any information from either printed material or from the Internet?  
   □ Yes  □ No

2. If yes, does the total of all copied information make up more than 20% of your paper?  
   □ Yes  □ No  
   If yes, you must rewrite your paper and paraphrase the additional quoted material using your own original sentence structure and words.

PROPER DOCUMENTATION OF QUOTED MATERIAL:

3. Did you enclose all quoted, copied, or copy/pasted information in quotation marks?  
   □ Yes  □ No

4. Did you give proper credit to the author(s) as shown in your Research Paper Guidelines?  
   □ Yes  □ No

5. Did you list the source(s) of all quoted or copied information in your Bibliography?  
   □ Yes  □ No

NOTE: If you answered “No” to Questions 3, 4, or 5, you must rewrite your paper, being sure to enclose all quoted or copied information in quotation marks, give proper credit to the author(s), and list the source(s) in your Bibliography.

□ 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: _______________________________

* Stiff penalties exist for plagiarism. See your Student Handbook. Repeat offenders will be subject to dismissal.
# TABLE OF CONTENTS

INTRODUCTION................................................................................................................. 1

I. Grading Guidelines....................................................................................................... 1

II. Research Paper Guidelines........................................................................................... 2

III. Choosing Your Topic ................................................................................................... 3

IV. Main Topics in the Body of the Research Paper ......................................................... 3

   The Importance of Subtopics ....................................................................................... 4

V. Research Your Topic.................................................................................................... 4

VI. How To Give Credit for Quoted Material ..................................................................... 5

   Proving Your Point with Scriptures ............................................................................. 6

   Quoting from the Internet............................................................................................. 7

   The Order of Punctuation ............................................................................................. 7

VII. How To Do a Bibliography .......................................................................................... 7

VIII. Proofread Your Paper ................................................................................................... 9

CONCLUSION ..................................................................................................................... 9

Addendum on Plagiarism ...................................................................................................... 10

BIBLIOGRAPHY ................................................................................................................. 13
**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. A template is available online.\(^1\)

**I. GRADING GUIDELINES\(^2\)**

The following chart shows how points are awarded when grading course papers.

- **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. For a Microsoft Word template, go to [www.lcus.edu](http://www.lcus.edu). Log-in as a student, then choose “LCU Document Master” then “Writing Guidelines.” Download *Research Paper Template*. Simply highlight the words on each line, and 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.

2. These grading 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 Thesis or Dissertation Writing Guidelines and templates are also available on the LCU website.
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.

Research papers include the following: a title page, a table of contents page (optional for 6-page papers), the body of the research paper, and a bibliography. The title page, table of contents page, and bibliography do not count toward the required number of pages.

The title page includes the title, your name, the course name, name of the school and the date of the paper. 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 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 sentence or
two 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. CHOOSING YOUR TOPIC

How do you choose what to write on? Your topic should definitely be something covered in the course that sparks your interest, something you would like to find out more about. One way to gather inspiration is to make a habit of writing down after class each week the things that struck you the most during that session. Then when it comes time to choose your topic, you will have a whole list of ideas to choose from. A second way is to ask Jesus: “Lord, what do You want me to write?”

In course papers, students should record illuminations and insights they have received while studying the course. A sample format for a paper could be:

1. Introduction which engages the curiosity of the reader and gives your point of view in a thesis statement
2. What does Jesus (or the Bible) say about this topic?
3. What insights have you received from studying these scriptures?
4. Find other scriptures to back up your insights.
5. Compare your insights with what other resources (lecture, textbook, commentaries, encyclopedias, writings of Church fathers, etc.) have said:
   a. Where do they agree with your insights?
   b. Where do they disagree with your insights?
6. Your conclusion

Researching a topic in this way has been called “the discovery method of learning.” It can be quite exciting!

IV. 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.

V. 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. Tell how these truths have impacted your life. Give your own conclusions and tell why you believe as you do. 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.

For help in learning to paraphrase the ideas of others into your own words, see:
https://owl.english.purdue.edu/owl/resource/563/1/
https://owl.english.purdue.edu/owl/resource/563/02/
https://owl.english.purdue.edu/owl/resource/563/03/

VI. 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 10-12).

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).

**VII. 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.
(NOTE: Tech-savvy students may use www.citefast.com to format a bibliography. To match LCU guidelines, you must choose “Chicago” style.)

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.
VIII. 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
- Taking effective notes
- When in doubt, cite sources

Making it clear who said what
Knowing how to paraphrase
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

#2. CTRL-C
Contains significant portions of text from a single source without alterations

#3. FIND - REPLACE
Changing key words and phrases but retaining the essential content of the source

#4. REMIX
Paraphrases from multiple sources, made to fit together

#5. RECYCLE
Borrows generously from the writer’s previous work without citation

#6. HYBRID
Combines perfectly cited sources with copied passages without citation

#7. MASHUP
Mixes copied material from multiple sources

#8. 404 ERROR
Includes citations to non-existent or inaccurate information about sources

#9. AGGREGATOR
Includes proper citation to sources but the paper contains almost no original work

#10. RE-TWEET
Includes proper citation, but relies too closely on the text’s original wording and/or structure

DOWNLOAD FROM:
http://plagiarism.org/plagiarism-101/types-of-plagiarism/

Used with permission.
BIBLIOGRAPHY


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

Scripture references marked NIV are taken from the HOLY BIBLE, NEW INTERNATIONAL VERSION ®. NIV ®. Copyright © 1973,1978,1984 by the International Bible Society. Used by permission of Zondervan Publishing House. All rights reserved.
These Research Paper Guidelines are not intended to be an exhaustive reference source for your future writing projects, but rather to provide a simple format for your research papers.

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

STUDENT HANDBOOK AFFIDAVIT

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

Printed student name: __________________________________________

Student signature: _____________________________________________

Date: _________________________________________________________

REQUIRED:
Please sign this form and turn it in to your Campus Director to complete your enrollment.