

# **Academic Information**

## **Non-Accredited Status**

Maranatha College is a not accredited by a regional or national accrediting agency. Maranatha College is a Bible college designed to train and instruct men and women in their spiritual Christian development and to further their knowledge and understanding of the teachings of the Bible. The basic approach to accomplishing this is by engaging in a serious study of the Bible and by “hands on” training through ministerial practicums, internships, and mentorships.

Maranatha College is ultimately devoted to developing and equipping people to be more useful and effective in ministry within today’s church and to impact the world with the positive, life-changing message of the Gospel of Jesus Christ. A strong emphasis is placed upon developing utterly devoted disciples whose personal lives will be a powerful reflection of the high moral character and spiritual diligence that Christ demonstrated on the earth.

## **Academic Sessions for Online Classes**

Students taking online courses can enroll anytime during the year. Maranatha College offers open registration for all of the core classes and electives for the Certificate of Ministry program.

## **Academic Sessions for Regional Classes**

In order to offer students “hands on” training, Maranatha College offers regional classes in the United States. The dates, places, and instructors for these courses will be advertised on the college’s website and in ACTS magazine.

## **Credit Hour**

The term “credit hour” at Maranatha College translates to approximately 10 hours of instruction and academic engagement time, which can be determined by one “in-class hour” per week for 10 weeks. A three- (3) credit-hour course would require an average of 3 “in-class” hours per week for 10 weeks. For each “in-class” hour spent, a student should normally spend two (2) hours on assignments and studies.

Although the specific number of lecture hours, length and type of study assignments, quizzes and tests, and practical learning activities are at the discretion of under the professor, one can normally assume on the average that maintaining a full-time class load of 15 credit hours will relate to about 15 “in-class hours” per week, and this in turn would require an average of 30 hours spent in assignments and studies. Full-time students with this kind of class load can expect to spend 40 to 50 hours per week, granted that they have not fallen behind in their studies.

Most of the “in-class” time will be spent listening to lectures, participating in discussions on course materials, and taking notes. Most quizzes and tests will also be given during “in-class hours.” The instructor determines the specific amount of lecture time given.

## **Academic Programs**

Currently, Maranatha College offers the Certificate of Ministry. We will soon offer the Associate of Ministry and Bachelor of Ministry degrees.

## **Certificate of Ministry**

Maranatha College offers a Certificate of Ministry, which may be earned online. This Bible-based program consists of 40 credit hours, including 35 credit hours of required courses and 5 hours of electives. The Certificate of Ministry is designed to introduce Christians to biblical studies, spiritual discipline, preaching, counseling, etc. The recipient of a Certificate of Ministry will be biblically trained to serve in a variety of ministries. The Certificate of Ministry is the first step for those pursuing an Associate of Ministry or a Bachelor of Ministry at Maranatha College.

### **Associate of Ministry**

For the student who earns the Certificate of Ministry with a cumulative grade point average of 2.00 or higher, Maranatha College offers an Associate of Ministry degree that will give the student a strong foundation in biblical studies and a larger and more in-depth introduction to Christian ministries. The Associate of Ministry degree builds upon the Certificate of Ministry and consists of 60 credit hours. This program serves as an intermediate program between the Certificate of Ministry and the Bachelor of Ministry.

### **Bachelor of Ministry**

The Bachelor of Ministry degree is the highest degree awarded at Maranatha College. In order to be admitted into the Bachelor of Ministry program, the student must have earned a 2.70 grade point average or higher in the Associate of Ministry program. The Bachelor of Ministry degree includes the courses required in the Certificate of Ministry and the Associate of Ministry programs and consists of 120 credit hours. This program equips the student with an even stronger foundation in biblical studies along with a more defined focus on preaching, teaching, training, and counseling in Christian ministries. The Bachelor of Ministry degree is the ideal degree for the student who seeks training for pastoral ministry. Each student will be mentored by a pastor and complete the required Christian service practicums.

### **Academic Divisions**

For terms of clarification, “Lower Division” courses are those included in the core curriculum, plus those electives the deans may include in lower division status. Completing the lower division core curriculum and required electives will take a full-time student about two years. “Upper Division” courses basically refer to those courses made available to students who are attending Maranatha College full-time for a third or fourth year, to specialize in a particular aspect of ministry or biblical studies.

### **Academic Advising**

Upon enrollment, new students will be assigned an academic advisor who will help guide them through their chosen field of study. Students who have not yet chosen a major may benefit greatly from the help and encouragement the advisor can provide in seeking God’s will for the ministries in which they should be trained.

Advisors are provided to assist students in planning course schedules and helping to select the appropriate courses and electives that will best support the student’s educational and ministry goals. In all instances, however, students must carry full responsibility for completing their program of study. Advisors cannot be held liable for student failure to meet specified program requirements.

### **Personal Advising**

Maranatha College understands that there is much more to college life than planning for a degree and attending classes. For advising on personal issues, Maranatha College provides each

student with a caring “mentor” who will help assist the student through sharing and counseling. This mentor will also support the student by prayer, and will work in coordination with the academic advisor to help provide the student with the optimal environment for learning and spiritual growth. For more information, refer to the Discipleship Training section.

### **Catalog Requirements**

A student normally endeavors to fulfill the requirements set forth in the catalog in force at the time of entering college. However, a lapse in matriculation of one or more regular quarters will require that the student fulfill the requirements of the catalog in effect upon reentry. A student extending continuous enrollment more than fifteen quarters will be required to fulfill the requirements for the catalog in force during the sixteenth quarter. *In all instances, students must carry full responsibility for completing their own program of study.*

### **Student-On-Leave Program**

Students who find it necessary to break matriculation for one to three quarters due to finances or personal reasons may apply for the Student-on-Leave Program. Students must apply for the program prior to the end of the term in which they are still enrolled. Students in this program may remain under their same catalog year and may also pre-register for the term for which they anticipate return. The Admissions Office will maintain contact with the student on leave and keep the student informed of special events, preregistration and registration dates. Applications for the Student-On-Leave Program may be obtained in the Admissions Office.

### **Classification of Students**

A student will be classified as a freshman, sophomore, junior, or senior according to the following number of credit hours of work completed:

- Freshmen: students with fewer than 30 credit hours
- Sophomores: students having completed at least 30 credit hours
- Juniors: students having completed at least 60 credit hours
- Seniors: students having completed at least 90 credit hours

## **General Requirements for Graduation**

### **Certificate of Ministry**

Following are the requirements for the awarding of a Certificate of Ministry from Maranatha College. The minimum amount of time necessary for completion of these requirements would be 1 year.

1. Complete the Maranatha core curriculum with a cumulative GPA (grade point average) of at least 2.00. (Individual classes may be taken over to better the original grade, with the permission of the College dean.)
2. Complete an additional 5 credits in available course electives.
3. Complete the non-academic requirements:
  - a. Faithful church attendance
  - b. Satisfactory Christian conduct

- c. Satisfactory compliance with the Statement of Faith agreement
- 4. Financial account with Maranatha College in satisfactory condition.
- 5. Application for graduation submitted during preregistration one month before requirements are completed.

### **Associate of Ministry**

Following are the requirements for the awarding of a Certificate of Ministry from Maranatha College. The minimum amount of time necessary for completion of these requirements would be 2 years.

- 1. Complete the Maranatha core curriculum with a cumulative GPA (grade point average) of at least 2.00. (Individual classes may be taken over to better the original grade, with the permission of the College dean.)
- 2. Complete an additional 5 credits in available course electives.
- 3. Complete the non-academic requirements:
  - a. Faithful church attendance
  - b. Satisfactory Christian conduct
  - c. Satisfactory compliance with the Statement of Faith agreement
- 4. Financial account with Maranatha College in satisfactory condition.
- 5. Application for graduation submitted during preregistration one month before requirements are completed.

### **Bachelor of Ministry**

Following are the requirements for the awarding of a Bachelor of Ministry from Maranatha College. The minimum amount of time necessary for completion of these requirements would be 3-4 years of full-time study.

- 1. Complete the Maranatha core curriculum with a cumulative g.p.a. (grade point average) of at least 2.00. (Individual classes may be taken over to better the original grade, with the permission of the college deans.)
- 2. Complete an additional 18 credits in available lower level course electives. (Biblical Languages majors are exempt from all or a portion of this requirement.)
- 3. Complete the non-academic requirements:
  - a. Faithful church attendance
  - b. Maranatha's discipleship training (see the section on Discipleship Training)
  - c. Participation in spiritual/missions emphasis days
  - d. Satisfactory Christian conduct
  - e. Completion of Christian service (see section on Christian Service)
  - f. Satisfactory compliance with the Statement of Faith agreement
- 4. Complete the required courses for at least one major with a cumulative g.p.a. of at least 2.00.
- 5. Complete a minimum of 20 additional credits beyond a stated major
- 6. Financial account with Maranatha College in satisfactory condition.
- 7. Application for graduation submitted during preregistration one full year before requirements are completed.

### **Commencement**

Maranatha College holds its commencement ceremonies once each year at the Meridian Camp Meeting in July. For students who want to walk at commencement, please let the college know at least 3 months in advance to make appropriate arrangements. Diplomas, however, may be dated and granted for the close of each academic term: Spring, Summer, or Fall.

At least 3 months prior to completing a program, students are required to complete the application-for-graduation.

## Academic Grading

### Grading Index

In evaluating the letter grade to be awarded to a student, the following system is used:

<i>A+</i>	98-100	<i>C</i>	73-76
<i>A</i>	94-97	<i>C-</i>	70-72
<i>A-</i>	90-93	<i>D+</i>	67-69
<i>B+</i>	87-89	<i>D</i>	64-66
<i>B</i>	83-86	<i>D-</i>	60-63
<i>B-</i>	80-82	<i>F</i>	0-59
<i>C+</i>	77-79		

- A:* Superior work
- B:* Good work
- C:* Average work
- D:* Below average work
- F:* Failing work
- I:* Incomplete work
- AU:* Audited course
- W:* Withdrawn from an audited course
- WP:* Withdrawn passing
- WF:* Withdrawn failing
- FX:* Failed to make up incomplete work or unofficial withdrawal from college
- S:* Satisfactory
- U:* Unsatisfactory

Quality points are figured on the following basis:

<i>A+</i>	4.3 points per credit hour
<i>A</i>	4.0 points per credit hour
<i>A-</i>	3.7 points per credit hour
<i>B+</i>	3.3 points per credit hour
<i>B</i>	3.0 points per credit hour
<i>B-</i>	2.7 points per credit hour
<i>C+</i>	2.3 points per credit hour
<i>C</i>	2.0 points per credit hour
<i>C-</i>	1.7 points per credit hour
<i>D+</i>	1.3 points per credit hour
<i>D</i>	1.0 points per credit hour
<i>D-</i>	0.7 points per credit hour
<i>F</i>	0.0 points per credit hour

### Honors

*Dean's List*—To qualify for the Dean's List, a student must earn a grade point average of at least 3.7 with no grade below B-. The student must complete at least 12 credit hours during one academic term.

*Honor Roll*—To qualify for the Honor Roll, a student must earn a grade point average of at least 3.0 with no grade lower than a C. The student must complete at least 12 credit hours during one academic term.

*Graduation with Honors*—A student will qualify for graduation with honors by achieving, at graduation, a cumulative grade point average in courses completed at Maranatha College of at least 3.5 for *cum laude*, 3.7 for *magna cum laude*, and 3.9 for *summa cum laude*.

### **Satisfactory Academic Progress**

A student will be considered as maintaining satisfactory academic progress by achieving the required minimum cumulative grade point average for the hours attempted in accordance with the following scale:

<b>Hours Attempted</b>	<b>Required Minimum Cumulative Average</b>
1-32	1.5
33-65	1.7
66-97	1.9
98 and above	2.0

Total hours attempted consists of all hours attempted at Maranatha College, including all hours with grades of FX, U, I, and withdrawals with failing status. WP, and W are not included in hours attempted. The classification of transfer students is based on hours attempted at Maranatha College in addition to hours accepted by Maranatha College from the transferring institution.

A student who fails to achieve the required cumulative average, or who achieves less than a 1.5 quarterly grade point average, will be subject to probation and suspension. A student may not change schools or programs while on academic restriction, probation, or suspension.

### **Academic Restriction**

This classification is an acceptance category applied to certain new students, and a restrictive category for students who are having academic difficulties, when the deans feel it would be in the student's interest academically to be limited to a lighter course load, and for the student to meet monthly with the academic advisor. In this way the student may devote more time to establish a solid academic foundation, and have close help and encouragement to assist him.

If the student achieves a 2.0 grade point average by the end of the restricted academic term, he/she may discuss increasing the course load for the next quarter with the academic advisor. By mutual agreement between the student and advisor, the student may then attempt the increased course load for the next upcoming quarter.

Failure to achieve a 2.0 grade point average will place the student on academic probation the following academic term.

### **Academic Probation**

A student who fails to earn a cumulative 1.5 g.p.a. in any academic term will be placed on academic probation the following quarter. Also, a student will be placed on probation when they have failed to achieve a 2.0 g.p.a. during a quarter that they had been on academic restriction.

To be removed from academic probation, a student must achieve at least a 2.0 g.p.a. for the quarter of probation and raise the cumulative average to meet a satisfactory continuation standard.

A student may be limited in certain college-sanctioned activities while on academic probation as decided by the deans.

A student on academic probation may not take over 12 hours of academic work. It should be understood that any core or lower division courses in which the student received an F (failing grade) must be repeated at some time to achieve a passing grade, and any courses included in a student's major or minor field of study in which the student received less than a C (2.0 g.p.a.) must be repeated to achieve at least a C grade.

A student on academic probation *must* schedule monthly conferences with the academic advisor.

### **Academic Suspension**

A student on academic probation will be suspended for one academic term if by the end of the term of probation the cumulative average has not been raised to a satisfactory continuation standard and a 2.0 g.p.a. for the term of probation is not achieved. Upon readmission after the quarter of suspension the student may return on academic probation (continue probation).

A suspended student has the privilege of attending spiritual/missionary emphasis days, continuing in discipleship training, and taking part in special symposiums and seminars.

### **Academic Dismissal**

A student readmitted after suspension that fails to achieve a 2.0 quarter average and whose cumulative average is below continuation standards will be dismissed for an indefinite period. The student may not apply for readmission for one calendar year.

A student reinstated from suspension as the result of an appeal that fails to achieve a 2.0 quarter average and whose cumulative average is below continuation standards will be dismissed for an indefinite period. The student may not apply for readmission for one calendar year.

### **Appeals**

All appeals relating to academic discipline must be filed first with the deans for special consideration. If the student deems that the deans render an unsatisfactory decision, they may then appeal to the Maranatha College Board of Education for their consideration.

## **Student Records**

### **Privacy Rights**

Maranatha College, in accordance with the Family Educational Rights and Privacy Act of 1974 as amended, guarantees any student who is or has been in attendance at Maranatha College the right of access to inspect and review educational records subject only to certain specific exceptions. With other limited exceptions, no personally identifiable information from educational records is to be disclosed to any third party by any employee of Maranatha College without the written consent of the student.

Each student is guaranteed an opportunity to challenge the accuracy of information contained in any file or record to which the student may have access, including the right to a hearing if so requested. Each student also has the right to file a complaint directly with the U.S. Department of

Education whenever the student believes that the rights afforded the student by the college policy or the Family Educational Rights and Privacy Act have been violated.

Copies of the complete college policy statement on student education records may be obtained from the college office.

### **Transcripts**

Maranatha College keeps on file the permanent record of all credits earned by each student. No transcript will be issued unless all financial obligations owed by the student to the college have been fulfilled. Transcripts are issued only upon receipt of a written request signed by the student. A fee is charged to issue each transcript. Official transcripts can be mailed to a third party, or picked up by a student with photo identification.

### **Records Retention Policy**

The transcript (permanent record) is the historical record of the student's academic performance at Maranatha College. It contains the term-by-term record of enrollment in courses, grades awarded, and degrees conferred. The transcript, along with a record of Student Ministry activities and credit, and a report of discipleship development is retained permanently in the student's file.

The student's file also contains supplemental material associated with admission to Maranatha College, enrollment, and graduation. Examples include petitions for exemption to policy, degree audits, evaluations of transferred work, declaration of major forms, and miscellaneous correspondence. These supplemental materials are retained for five years after the student's last day of attendance and may then be destroyed.

## **Course Information**

### **Registration for Classes**

Before registering for major subjects or electives, all students must give priority at registration to core curriculum courses or courses within a major which will be taught in the upcoming quarter, in which a "D" or an "F" was received.

There will be a late registration fee imposed if a student does not register on the scheduled day of registration. No late registration will be accepted after the last day of the drop/add period.

### **Preregistration**

Preregistration for the next academic term for continuing students takes place during the seventh and eighth week of each academic term. Preregistration for transfer students, readmits, and new freshmen follows continuing student preregistration. Dates and procedures are published in the yearly Academic Schedule.

Nonnative speakers of English or Spanish may need to take language testing on campus prior to registering.

### **Course Substitutions**

The deans must approve any deviation from the catalog. Formal requests for course substitutions must be made, utilizing the Course Substitution form available in the college office.

### **Auditing**

Persons desiring to attend courses or lectures without examination or credit may register by paying the auditing fee. Any student auditing a course will be responsible to attend more than 60 percent of the classes. Failure to do so will be indicated by a *W* on the transcript.

A student may not change to audit status after the sixth week of each quarter, if the student has a failing average.

For additional information on auditing courses, see “Schedule of Charges” in the Financial Information section.

### **Independent Study**

Independent study is designed to provide a student with the opportunity to investigate areas of knowledge and ministry not covered in regular course offerings or explore in greater depth areas of knowledge or ministry only touched upon in regular courses. This method of study represents an irregular method of meeting college course requirements and will be granted only under exceptional circumstances. Each student shall realize that the expectations and requirements will be at the same level as a regular classroom course.

The following guidelines will apply:

1. The application requires the approval of the faculty member to direct the course and the student’s advisor.
2. Independent study will be limited to a total of five credit hours of the Certificate of Ministry program, 10 hours of the associate’s degree program, and 10 hours of the bachelor’s degree program.
3. Independent study hours will be considered as part of the normal course load.
4. The student understands and contracts with his professor to spend a minimum of 10 hours of study for each hour of credit (i.e., a one-hour course requires a minimum of 10 hours of study; a two-hour course requires a minimum of 20 hours of study; a three-hour course requires a minimum of 30 hours of study.) A log of these hours must be kept by the student and returned to the professor as part of the course requirements.
5. The student is required to complete all coursework within a timeframe that is agreed upon by the student, the professor, and the academic advisor.
6. Once approved, the student must also register for the course in order to receive credit.

### **Course Schedule Changes**

Appropriate forms are provided for making course changes after the completion of registration. These must be fully processed to make any approved changes official. There will be a processing charge for each Schedule Change form submitted during the drop/add period and for each Course Withdrawal form after the drop/add period. New courses may not be added after the third class day of any regular quarter.

### **Class Overload**

A student may register for a maximum of 18 hours during an academic term. If a student desires to register for more hours, approval must be received for the overload from the dean and the academic advisor.

### **Class Attendance**

In order to achieve maximum benefit in one’s academic life, regular class attendance is a necessity for all students taking on-campus courses or regional classes. If a student misses one-

third or more of class time in a course, failure is automatic (i.e., four class hours for a one-hour course, eight class hours for a two-hour course, and twelve class hours for a three-hour course). Appeals of this policy may be made only under extreme circumstances by submitting an appeal form completed by the student and the professor, to the deans. If a student misses one-third or more of a course, he/she may still withdraw with a *WF* (rather than an automatic *F*), if he/she officially withdraws by the Friday of the seventh week of the academic term.

Individual professors may have special attendance policies that may affect the possibility of make-up work or examinations and grading in their courses. If a student becomes sick and cannot attend class, the illness must be registered at once with a local doctor.

Group absence forms for special college ministry/learning trips should be secured from the trip leader and presented to one's professors in advance of the absence.

If for some reason a professor does not show up for class, students must wait fifteen minutes. If the professor still has not come and the class has not been advised otherwise, class is dismissed.

## **Withdrawals**

Withdrawals after the drop/add period of any academic term will carry a symbol to indicate whether the student was passing or failing. The last day to withdraw from a class or change to audit status with a failing average, will be the Friday of the seventh week of the academic term. A student may not change to audit after this point if the student has a failing grade. A student who withdraws failing after the Friday of the seventh week of the academic term will receive an *F*. A student will receive an *FX* upon withdrawal after the end of the quarter (i.e., after an incomplete is issued) or if not officially withdrawn. In order for the withdrawal date to be effective, course withdrawal forms must be returned to the college office within 48 hours of that date.

Students withdrawing from college will secure a Notice of Withdrawal form from the Maranatha College office. Withdrawal is not official until all the required signatures have been obtained and the form returned to the Maranatha College office.

## **Grade Forgiveness**

A student will be permitted to repeat a course in which he or she has received either an *F* or *D* grade. A student who desires to repeat a course in which a *C-* or better was earned must receive approval from the dean. The first grade will be deducted from the attempted and earned cumulative totals but will not physically be removed from the permanent record. For all repeated courses, the last grade only will be computed in cumulative totals and the grade point average. Students are responsible for indicating at the time of registration that they are repeating courses. Independent study courses are exempted from the grade-forgiveness policy.

## **Credit for Prior Learning Experiences**

No more than one-third of the total number of hours of a certificate or degree program may be transferred. As with all transfer credit, only that credit which is applicable to programs at Maranatha College will be accepted.

## **Curriculum Designation Methods**

### **Course Prefixes**

Related courses are grouped under prefix designations. It should be noted that some courses could be categorized under several different designations, i.e., many Old and New Testament studies will contain elements of Theology, Prophecy, Ministries, Discipleship, etc. However, each course is categorized with the best suitable prefix designation. The prefix designations are as follows:

***Bible and Theology***

- BIB - General Biblical Studies
- BSO - Bible Software
- BTH - Biblical Theology Studies
- DOC - Doctrine
- GRK - Greek
- HEB - Hebrew
- HIS - History of the Church
- NTE - New Testament
- OTE - Old Testament
- PRO - Prophecy
- REL - Religions

***Christian Ministries***

- BCT - Biblical Counseling Techniques
- BEV - Biblical Evangelism
- CHU - Church Growth & Administration
- CSP - Christian Service & Practicum
- HOM - Homiletics
- MIN - Ministries

***Personal Development***

- BIO - Biographical Studies
- DIS - Discipleship
- LEA - Leadership

**Course Numbering**

The first digit of each course number indicates whether the course is a lower division or upper division course. Lower division courses are either part of the required core curriculum, or an elective course. Upper division courses also have two major categories: those that can be taken without completing any prerequisite courses, and those that can only be taken after the prerequisites have been successfully passed with a 2.0 g.p.a. or higher. Any student taking a course out of sequence or who desires to take an advanced course before the completion of the core curriculum must have the permission of the academic advisor and the professor of the course desired.

The second digit sometimes suggests the sequence in which courses should be taken unless specific prerequisites are listed. However, this is not a definite rule, and in many cases does not apply. The academic advisor can answer any questions.

The third digit indicates the number of credit hours normally received for the course. For an example, the course "Old Testament Survey," is designated as OTE 104. The "OTE" means it is an Old Testament course, the "1" means it is part of the core curriculum, the low second number, "0", hints it is one of the first courses that should be taken, and the "4" means it is a 4-credit hour course.

## **Course Numbering Chart**

100 – 199	Core Curriculum Courses (lower level)
200 – 299	Elective Courses (lower level)
300 – 399	Non-prerequisite Courses (upper level)
400 – 499	Courses requiring the successful passing (2.0+ g.p.a.) of prerequisite courses (upper level)