

EMMAUS BIBLE COLLEGE
ACADEMIC CATALOG
NON-TRADITIONAL PROGRAMS
2016 - 2017



The information and requirements included in this catalog are effective for the 2016-17 academic year. This catalog is not a contract. Emmaus Bible College reserves the right to change policies or revise the information contained in this catalog at any time. Information regarding revisions and updates is available from the Registrar's office.

Emmaus Bible College admits qualified students who are personally committed to faith in Jesus Christ and does not discriminate on the basis of sex, age, disability, race, color, national or ethnic origin.

Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(800) 397-2425
(563) 588-8000

www.emmaus.edu/edl email: distance.learning@emmaus.edu

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Letter from the President

Dear Student:

Thank you for considering Emmaus Bible College and taking the time to look at our non-traditional offerings. Students have been coming to Emmaus for 75 years because they want to be transformed by the study of God's Word, to have their character shaped by Christ, and to prepare for a life of service. With Emmaus Distance Learning (EDL) we have the opportunity to expand the reach of our mission beyond the classroom walls of our campus in the heart of Dubuque, Iowa. We can now offer in-depth study of the Scriptures and other topics to students all over the United States and around the world.



Today's college courses and programs at Emmaus are designed to prepare you to serve the Lord in your local church, your ministry, the community in which you will live, and through the professional career you choose. This year we are pleased to offer our first non-traditional degree completion program. The ***Bachelor of Science degree in Management and Leadership*** is designed for working adults who have completed some college, typically two years. This program is offered in a combination of online courses through Emmaus Distance Learning and evening courses on the Emmaus campus. The choices at Emmaus Bible College are designed to thoroughly prepare you for your calling in life—to fulfill your passion to serve the Lord, lead your family, serve and lead in the church, and excel in your chosen profession.

Emmaus Distance Learning courses and the Degree Completion Program provide instruction through non-traditional formats, but our core values, institutional and educational goals, and educational philosophy remain the same. Our mission remains to glorify God by educating and equipping learners to impact the world for Christ through faithful and effective service in their ministries, professions, and communities.

Whether you are considering Emmaus Distance Learning or have already taken classes with us, we welcome you to experience Emmaus Bible College in person. If you have the opportunity, we would love for you to visit our campus, attend a class and have lunch with our faculty and current students. Whether you spend your nights in one of our three residence halls, or your own home, we welcome you as part of the Emmaus family.

Please stop by my office if you make it to campus, email me, or call our campus and ask for me. I would love to say hello and personally welcome you!

A handwritten signature in blue ink that reads "P. Boom". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Philip Boom
President

Our Distinctives

Mission

Our mission as a biblical higher education community is to glorify God by educating and equipping learners to impact the world for Christ through faithful and effective service in their ministries, professions, and communities.

Theme Verse

“Then beginning with Moses and with all the prophets, He explained to them the things concerning Himself in all the Scriptures.” (Luke 24:27 NASB)

The Emmaus Experience

In a context of academic excellence, the *Emmaus Experience* is characterized by:

- Educational programs infused with biblical content
- Meaningful relationships between faculty, staff, and students
- An environment conducive to spiritual and personal growth

Vision

Emmaus Bible College will be flourishing, relevant, and accessible as a trusted name for transformational learning rooted in biblical truth.

Core Values

- **Biblical authority.** As God’s inspired Word, the Bible speaks as the final authority on all issues of faith, life, and practice. Biblical truth is at the core of our programs and guides our institutional decision-making.
- **Academic rigor.** Responsible Christian discipleship involves bringing every thought captive to the obedience of Christ. Emmaus Bible College endeavors to train the mind through rigorous programs of study designed to enhance knowledge, develop critical thinking skills, and shape biblical worldview.
- **Godliness.** God calls His people to live in alignment with His character and will. Emmaus Bible College seeks to be a community in which relationships and actions are guided by godly character and consistently reflect honesty, integrity, and accountability.
- **Dignity of each individual.** Every person bears God’s image and is loved by God. The Emmaus Bible College community purposes to reflect this biblical perspective in all relationships and to value each individual in light of this truth.
- **Biblical diversity.** In Christ, believers from diverse cultures and backgrounds are one body. Emmaus Bible College endeavors to be a community characterized by unity while learning from and appreciating our diversity.
- **Culture of excellence.** In response to the biblical injunction to do all things for the glory of God, the Emmaus Bible College community strives for excellence in its programs and services.
- **Heart of service.** Following Christ’s model of servant-leadership, the Emmaus Bible College community seeks to be characterized by service and love for one another and for our communities and constituencies.
- **Our heritage.** Emmaus Bible College values its history and identity within the Plymouth Brethren movement and teaches principles of church life rooted in New Testament truth, including the centrality of Christ, plurality of leadership, and priesthood of all believers.

Institutional Goals

Emmaus purposes to:

- Empower learners to realize their full potential through high-quality academic and student development programs that are biblically grounded and culturally relevant.
- Provide an attractive, safe environment conducive to learning and spiritual and personal growth.
- Encourage the personal welfare and professional development of each faculty and staff member.
- Sustain and enhance the human, physical, and financial resources needed to achieve mission and vision.
- Enrich external constituencies through education, ministry, and service.

Educational Goals

Through its academic programs, Emmaus purposes to:

- Increase understanding and application of the Bible and Christian theology.
- Encourage spiritual growth and development of Christian character.
- Challenge for the development and integration of a biblical worldview.
- Develop foundational knowledge and skills to support lifelong learning.
- Cultivate educated contributors to contemporary society.
- Equip servant-leaders with skills and knowledge appropriate to their chosen professions or fields of service.

Educational Philosophy

Our Distinctives

The educational philosophy of Emmaus Bible College is framed by our beliefs about the nature of truth and learning.

- **Biblical/Christian Education**

We recognize the final authority of the Bible in all that it affirms. The direct study of the Bible is part of every academic program at Emmaus. This is educationally significant not only in Bible and theology coursework but also in general education, ministry and professional studies, and co-curricular and extra-curricular programs and activities.

- **Higher Education**

We are committed to providing a high-quality educational experience for every student. Students are admitted on the basis of their ability to be successful at the undergraduate level.

- **Freedom of Inquiry**

We believe that all truth has God as its ultimate source and needs to be pursued with honest, thorough, and open inquiry. At the same time, we recognize the limitations of individuals in the process of determining what information is relevant and how that information should be appropriately interpreted.

- **Foundation for Lifelong Learning**

We believe that learning is a lifelong pursuit. Curricular, co-curricular, and extra-curricular experiences are designed to foster a desire for lifelong learning in the lives of students.

- **Holistic Education**

We seek to educate the whole person, not simply the mind. Curricular, co-curricular, and extra-curricular activities are all intended to contribute to personal growth and development in the lives of students. This holistic approach to education is articulated more specifically in the Student Development Philosophy below.

Student Development Philosophy

As an institution of higher learning, Emmaus Bible College seeks to create a learning environment in which students are challenged to develop intellectually, spiritually, vocationally, and personally.

- Through partnerships between academic life and student development, students are challenged in and out of the classroom to increase their knowledge of the Bible and their understanding of the world and to pursue their personal role in God's plan through their chosen ministry or vocation.
- Through co-curricular programs, students are challenged to grow spiritually and build qualities of Christian character into their personal lives.

Curriculum*

The academic programs at Emmaus Bible College are designed to meet our institutional mission and educational goals in the lives of learners. Programs of study are organized into the following curricular areas:

- **Core Studies**

The Core Studies curriculum is part of the academic program of each Emmaus student and includes Bible and theology and general education. Specific areas of study in Bible include Biblical Studies, Bible Exposition and Exegesis, and Biblical Languages. The General Studies program provides the foundational knowledge, skills, and dispositions necessary to be productive contributors to society as well as coursework that supports student learning within specific major programs.

- **Ministry Studies**

Students may elect to complete elective coursework or a major or minor in Ministry Studies. Areas of study include Camp Ministries, Church Planting and Revitalization, Computer Applications in Ministry, Counseling, Intercultural Studies, Music Ministry, Pastoral Ministry, and Youth Ministries.

- **Professional Studies**

Students may elect to complete elective coursework or a major or minor in Professional Studies. Areas of study include Archaeology, Applied Mathematics, Business Administration, Computer Information Systems, Computer Science, Counseling Psychology, Elementary Education, ESL Education, History, Music, Secondary Education, Spanish Language, and Teaching English to Speakers of Other Languages (TESOL). Cooperative programs in Nursing and Cross-Cultural Nursing are offered in partnership with Northeast Iowa Community College, and a concentration in Pre-Professional Health Sciences is offered in partnership with the University of Dubuque.

*Emmaus Bible College is only approved to offer courses up to fifty percent of an academic program online.

Assessment of Student Learning

Emmaus Bible College is committed to providing a high-quality educational experience for each student. The assessment of student learning process provides a mechanism for evaluating the effectiveness of the academic programs at Emmaus. Each academic program has established a set of learning outcomes to be met by certificate or degree graduates. Evaluation tools are used at the program level and at the institutional level to assess whether or not learning outcomes are being met. The evidence collected is then analyzed and used to make academic program changes or improvements.

Doctrinal Statement

The teaching of Emmaus Bible College is based on the following:

Our Distinctives

- The Bible is inspired of God, inerrant in the original documents, and of final authority in all matters of faith and practice.
- There is one God, eternally existent in three Persons, Father, Son, and Holy Spirit.
- The Lord Jesus Christ is fully God and fully man. He was born of a virgin and is sinlessly perfect. His sacrifice is substitutionary and representative. He rose bodily from the dead and ascended to His Father's right hand where He now ministers as our Great High Priest. He will come to rapture His Church and subsequently return to reign over the earth.
- Each member of the human race is fallen, sinful, and lost, and regeneration by the Holy Spirit is absolutely essential for the salvation of man. Redemption is wholly by the blood of Christ, and salvation is by grace through faith in our Lord Jesus Christ.
- The Holy Spirit indwells the believer who is thus empowered to live a godly life.
- There will be a resurrection of the saved and of the lost, of the saved unto eternal life and of the lost unto eternal, conscious judgment.
- The Church began with the descent of the Holy Spirit at Pentecost and is composed of all true believers in the Lord Jesus Christ. These believers are united to Him and to one another by the indwelling Spirit. The Church's calling, hope, and destiny are heavenly, and its chief functions are to glorify God and to witness for Christ until His return.
- Christ, the risen head of the Church, is the giver of spiritual gifts to all believers. Gifted individuals such as evangelists, pastors, and teachers are responsible to Him for their service and are given "for the equipping of the saints for the work of the ministry, for the edifying of the body of Christ."
- There are two Christian ordinances, baptism and the Lord's Supper. Baptism by immersion signifies that the believer, having died with Christ, is buried with Him in baptism and also is risen with Christ to walk in newness of life. The Lord's Supper is a memorial feast, instituted by the Lord Himself exclusively for His own.
- Every true child of God possesses eternal life, and being justified, sanctified, and sealed with the Holy Spirit is safe and secure for all eternity.
- The personal imminent return of the Lord Jesus Christ to translate His Church will be followed by the Tribulation and the inauguration of Christ's reign over the earth. He will then deliver up the Kingdom to God the Father that the Triune God may be all in all.

The teaching of Emmaus Bible College follows the historic, evangelical interpretation of the Scriptures, which has, in general, been accepted by the Christian church since its inception. It recognizes no sectarian barriers and seeks to declare the whole counsel of God without over-stressing any single line of truth.



Our Heritage

In 1938 a young missionary in Belgian Congo became burdened by the need for a school in North America where young people could gather for intensive study of the Bible in a context where the principles of New Testament Christianity could be taught without compromise. Shortly thereafter, R.E. Harlow left his Congo mission station and returned to Toronto. In collaboration with two friends, John Smart and C. Ernest Tatham, he undertook the work of organizing Emmaus Bible School. The growth of the school's ministry is indicative of the divine blessing it has enjoyed.

The school's name appears just once in the Bible in Luke 24:13. Although Emmaus was a very small village, the events that occurred near there make its name one to be remembered. Three days after the death of the Lord Jesus, two of His disciples were walking from Jerusalem to Emmaus. They were depressed that their Master had been killed because they were hoping it was He who was going to redeem Israel. The Lord joined them in their walk, and through they didn't recognize Him, He talked to them about His resurrection and showed them in all the Scripture "the things concerning Himself." These disciples, later reporting the incident to other disciples, recounted with joy,

Did not our hearts burn within us while He talked with us on the road and while He opened the Scriptures to us?
(Luke 24:32)

This incident explains the use of the name Emmaus. It expresses the purpose of the college, a place where young men and women come to have the Scriptures opened to them, where they learn "the things concerning Himself."

1941

Evening school classes commence in Central Hall, Toronto, Canada, under the leadership of the school founders, R.E. Harlow, John Smart, and C. Earnest Tatham.

1942

The correspondence school is established to meet a need for systematic Bible study materials for men and women serving in the military during World War II.

1945

Resident school classes begin in Central Hall, Toronto.

1946

Increased enrollment necessitates the purchase of a building at 81 Harcourt Avenue, Toronto.

1947

Growing enrollments lead to the establishment of a campus on Normal Avenue, Chicago, Illinois. The school offers a one-year Biblical Studies program.

1949

The Chicago, Normal Avenue campus begins to offer an upper level, senior division of studies.

1953

To accommodate continuing growth, the school acquires a former YMCA building at 156 N. Oak Park Avenue, Oak Park, Illinois. Co-founder R. E. Harlow is named Principal of Emmaus Bible School.

1954

The Toronto and Chicago campuses merge. All classes are now offered at the Oak Park campus.

1956

Emmaus Bible School becomes a member of the Evangelical Training Association (ETA).

1959

William McDonald becomes the second President of Emmaus Bible School.

1960

The school purchases a 20-unit apartment building in close proximity to the Oak Park campus to house additional resident students.

1965

John Smart, one of the three founders, assumes the presidency of Emmaus.

1966

Our Heritage

Property adjacent to the Oak Park Avenue building is purchased for future expansion. The school adds a missions program to the curriculum.

1967

The Groveland Apartment building provides housing for male resident students.

1968

Construction of a new faculty wing is completed.

1972

Emmaus Bible School hosts its first Missionary Emphasis Week focused on overseas missions.

1974

Renovation of the Oak Park building results in the addition of an 1800-square-foot student center.

1976

Daniel H. Smith is inaugurated as the fourth President of Emmaus Bible School.

1979

Emmaus Bible School hosts its first Home Worker's Week focused on ministries in North America.

1983

The school hosts its first Christian Ministries Seminar combining the Missionary Emphasis Week and Home Worker's Week into a program highlighting avenues for service both at home and abroad. The board approves the purchase of the former Aquinas Institute of Theology campus in Dubuque, Iowa.

1984

Emmaus Bible School becomes Emmaus Bible College and relocates to its new 17-acre campus in Dubuque, Iowa

1985

Emmaus offers college-level evening courses in the Dubuque area.

1986

Emmaus receives accreditation from the Accrediting Association of Bible Colleges (AABC) and begins to grant bachelor degrees. The Trust Services department is established to assist the Lord's people with their estate planning and financial stewardship needs.

1989

The College purchases adjacent land for a future athletic field.

1991

Emmaus celebrates its 50th anniversary. Work on the new athletic field is completed.

1992

The college establishes the Emmaus Archives to preserve the unique history of Emmaus Bible College.

1993

Emmaus joins the National Christian College Athletic Association and officially begins competing in men's and women's basketball at the collegiate level.

1994

Construction of the Pollard Field House is completed. Emmaus is approved by the Accrediting Association of Bible Colleges to offer a degree in Elementary Teacher Education.

1996

Emmaus marks 50 years of commencement exercises and awards degrees to the first graduates from the Elementary Education program.

1997

Our Heritage

The State of Iowa Department of Education approves the Elementary Education program for teacher licensure. The Robbie Pile Dining Hall is dedicated.

1998

Three new double majors are added to the academic offerings: Biblical Studies/Intercultural Studies, Biblical Studies/Youth Ministries, and Biblical Studies/Computer Systems Management.

1999

The Emmaus Ministry Resources project is instituted in partnership with Stewards Ministries.

2000

Kenneth A. Daughters is inaugurated as the fifth President of Emmaus Bible College. Dr. Daniel Smith is appointed the first Chancellor. Daniel H. Smith Hall opens in October to house maintenance shops, business offices, the computer classroom and lab, and three dormitory floors.

2001

The first issue of *Journey* magazine is published in the spring, followed by the first Iron Sharpens Iron conference in May. Emmaus Trust Services becomes Believers Stewardship Services.

2001

Emmaus celebrates its 60th anniversary.

2002

Emmaus Correspondence School becomes ECS Ministries.

2003

The college community engages in a comprehensive institutional self-evaluation in preparation for an accreditation team visit from the Higher Learning Commission.

2004

Emmaus Bible College achieves candidate status with the Higher Learning Commission of the North Central Association of Colleges and Schools.

2005

A new double major in Biblical Studies/Music Ministry is added to the academic offerings. Work is completed on a new Science Lab.

2006

Emmaus Bible College is regionally accredited by The Higher Learning Commission and becomes a member of the North Central Association of Colleges and Schools. The college also receives reaffirmation of accreditation from the Association for Biblical Higher Education (ABHE) and reaffirmation of State of Iowa approval of the Elementary Education program for teacher licensure.

2007

Two new programs in Biblical Studies/Nursing and Biblical Studies/Business Administration are offered in cooperation with Northeast Iowa Community College.

2008

Emmaus Bible College is recognized for “the extraordinary and exemplary community service contributions of its students, faculty, and staff in meeting community and national needs” by The President’s Higher Education Community Service Honor Roll.

2009

Two new double majors are added to the academic offerings: Biblical Studies/Business Administration and Biblical Studies/Counseling Psychology. Men’s soccer and women’s volleyball are added as intercollegiate sports. The David A. Glock auditorium is dedicated. The college celebrates 25 years in Dubuque, Iowa.

2011

Our Heritage

The Higher Learning Commission of the North Central Association of Colleges and Schools reaffirms regional accreditation for Emmaus Bible College until 2020-2021.

2012

The State of Iowa reaffirms approval of the Elementary Education program for teacher licensure and approves Secondary Education programs in business, psychology, and world history. A Camp Ministries major, offered in cooperation with Camp Forest Springs (WI), and an Associate of Arts degree in General Studies are added to the academic program offerings.

2013

Mr. Philip Boom is inaugurated as the sixth president of Emmaus Bible College.

2014

Several new programs are added to the academic offerings: Associate of Arts in Secondary Education, Secondary Education Math endorsement, and minors in Archaeology and Spanish Language.

2015

Emmaus Bible College begins offering online courses through Emmaus Distance Learning (EDL). The college continues to expand academic opportunity through the addition of new programs including minors in History and Mathematics, an Associate of Arts in Youth Ministry, and a major in ESL Education.

2016

Emmaus Bible College continues to expand academic offerings with the addition of new programs including majors in Applied Mathematics, Computer Science, and Cross-Cultural Nursing, a concentration in Pre-Professional Health Sciences, and a Continuing Education Certificate in TESOL. Emmaus also launches a degree completion program for working adults, B.S. Management and Leadership.



Related Ministries

EmmausOnline

As a service to the Plymouth Brethren movement and the church around the world, Emmaus Bible College offers video/audio course lectures through mobile applications for iPad, iPhone, Android, Windows Mobile, and Kindle. Access requires the use of a computer and a high speed Internet connection or a mobile device with Internet access. Lectures may be streamed or downloaded and viewed offline. **College credit is not available for EmmausOnline courses.** Visit emmaus.edu/online for more information.

Extension Courses

Emmaus offers Bible and Bible-related evening courses in local churches within approximately 90 miles of the college. Extension courses provide opportunities to become better grounded in the Bible and get a taste for college-level biblical studies. The entire Emmaus curriculum is available for selection by the local sponsoring committee. **College credit is not available for extension courses.**

Emmaus Ministries Department

Emmaus Ministries Department serves constituents through educational ministries in support of the health and growth of New Testament churches. This is accomplished through a number of ministry programs including Journey magazine, Iron Sharpens Iron and Women in the Word conferences, EmmausOnline, and other projects.

ECS Ministries

ECS Ministries publishes a variety of Christian literature including books, booklets, small group study guides, and Bible correspondence courses. All of these have the goal of helping individuals and groups study the Bible. Through its Emmaus Correspondence School division, ECS Ministries has offered quality Bible education by home study on a popular level since 1942. Over 25 million courses have been distributed around the world in over 125 different languages. Courses offered through the Correspondence School are not college-level courses, but are a means of comprehensive study for Christians who want a deeper knowledge of God's Word. Through this convenient and economical method, students can benefit from Bible training while maintaining their normal routines right at home. Contact ECS Ministries and find out more about the courses and programs offered for home study. For more information, please call (888) 338-7809, or visit the website at www.ecsministries.org.

Believers Stewardship Services

Believers Stewardship Services is a ministry designed to glorify God by helping Christians accomplish their financial and estate planning goals in fulfilling biblical stewardship. This mission is accomplished by educating believers about these important topics, encouraging them as they seek to be wise stewards, and enabling them to implement their personal financial and estate planning goals, all without charge or obligation. Other services are available to assist local assemblies and related ministries in stewardship, planned giving, and other related matters. For additional information, please call (888) 338-7810 or visit the website at www.believerstewardship.org.

Accreditation and Recognition

The Higher Learning Commission (HLC)

Emmaus Bible College is accredited by the Higher Learning Commission.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604
(800) 621-7440
www.hlcommission.org

Association for Biblical Higher Education (ABHE)

Emmaus Bible College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), formerly the Accrediting Association of Bible Colleges (AABC). ABHE is a member of the Council for Higher Education Accreditation (CHEA) and is recognized by the U.S. Department of Education (USDE) as the accrediting agency for biblical higher education.

The Association for Biblical Higher Education
5850 T.G. Lee Boulevard, Suite 130
Orlando, Florida 32822
(407) 207-0808
www.abhe.org

State of Iowa Department of Education

www.boee.iowa.gov

Emmaus Teacher Education (K-8 and 5-12), ESL Education (K-12), and Music Education (K-12) programs are approved by the State of Iowa for teacher licensure. Successful program graduates are eligible to be recommended for an Iowa Teachers' License.

Association of Christian Schools International (ACSI)

www.acsi.org

Emmaus is a member of the Association of Christian Schools International (ACSI) and students graduating from the Teacher Education program qualify for ACSI teacher certification.

United States Citizenship and Immigration Service (USCIS)

Emmaus Bible College is authorized under Federal law to enroll nonimmigrant alien students.

Veterans' Benefits

The Iowa State Approving Agency has granted approval of most Emmaus courses for the enrollment of veterans, reservists, and other eligible persons for benefits under the provisions of Chapters 30, 32, 33, 35, and 36 of Title 38, US Code Chapter 1606 and 1607 of Title 10 US Code and the applicable Code of Regulations. See the Financial Aid section of the catalog for more information.

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Dubuque, Iowa

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Dubuque, Iowa

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Wheaton, Illinois

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Murfreesboro, Tennessee

Mr. Stephen C. Wilson
Dubuque, Iowa

The Faculty

Elizabeth L. Arjona

Librarian
B.S., Bible Exposition and Theology, Emmaus Bible College
M.L.I.S., Library and Information Science, San Jose State University
2013 – present

Lisa L. Beatty

Vice President/Dean for Academic Affairs
B.A., Music/Music Education, Clarke College (Clarke University)
M.A., Vocal Performance, University of Iowa
Ph.D., Educational Policy and Leadership Studies, University of Iowa
1992 – present
Emphasis: Music

Janice G. Bennett

Registrar
B.S., English Education, Bob Jones University
B.S., Biblical Studies, Emmaus Bible College
M.A.E., College Student Personnel Services, University of Northern Iowa
2014 – Present

Philip Boom

President
B.S., Chemical Engineering, New Jersey Institute of Technology
M.B.A., International Business and Marketing, Temple University
Doctoral Studies, Leadership, Lancaster Bible College, Capitol Seminary and Graduate School
2010 – present
Emphasis: Business

Ben R. Brown

B.S., Bible Exposition and Theology, Emmaus Bible College
M.A., Teaching, Trinity International University
Graduate Studies, History, Liberty University
Illinois Teaching License
2012 – present
Emphasis: History, Education

Elisa C. Cooper

Chair, Music Department
B.M., Piano Performance, Wheaton College
M.M., Piano Performance, Indiana University
2005 – present
Emphasis: Music

Stephen J. Elliot

Chair, Computer Studies Department
Program Director, Computer Information Systems, Computer Science
B.S., Biblical Studies and Computer Information Systems, Emmaus Bible College
M.S., Computer Science, Colorado Technical University
Doctoral Studies, Computer Engineering, University of New Mexico
2014 – present
Emphasis: Computer Studies

John H. Fish

Program Director, Biblical Languages
B.A., Linguistics, Brown University
Th.M., Semitics and Old Testament, Dallas Theological Seminary
Th.D., New Testament Literature and Exegesis, Dallas Theological Seminary
1969 – present
Emphases: Biblical Languages, Biblical Studies

David A. Glock

Diploma, Emmaus Bible College
B.S., Biblical Studies, Philadelphia College of Bible (Cairn University)
Th.M., New Testament Literature and Exegesis, Dallas Theological Seminary
1968 – present
Emphasis: Biblical Studies

Susan M. Henderson

Program Director, Elementary Education
B.A., Elementary Education, Eastern College
M.Ed., Teaching and Curriculum, Pennsylvania State University
Pennsylvania Teaching License
2006 – present
Emphasis: Teacher Education

Joel A. Hernandez

Chair, Intercultural Studies Department
Program Director, Intercultural Studies
B.S., Biblical Studies, Emmaus Bible College
Th.M., Pastoral Ministries, Dallas Theological Seminary
2007 – present
Emphasis: Intercultural Studies, Missions

Timothy J. Iverson

Chair, Mathematics Department
Certificate, Emmaus Bible College
B.A., Mathematics, University of Northern Iowa
M.A., Mathematics, University of Northern Iowa
M.S., Science Education, Institute for Creation Research Graduate School
1995 – present
Emphases: Science, Mathematics

Franklin S. Jabini

B.A., General Bible, Caribbean College of the Bible, Belize
M.Min., Biblical Studies, Caribbean College of the Bible, Trinidad
Post-graduate Certificate in Bible Translation, Vrije Universiteit, Amsterdam
D.Min., Christian Bible College, North Carolina (unaccredited)
Th.D., Missiology, University of Zululand
2013 – present
Emphasis: Intercultural Studies, Missions

John B. Jimo

Chair, Teacher Education Department
Diploma, Emmaus Bible College
B.A., Elementary Education, Northeastern Illinois University
Th.M., Bible Exposition/Academic Ministries, Dallas Theological Seminary
Doctoral Studies, Teaching and Learning, University of Iowa
Professional Teaching Licenses: Illinois, Texas
2004 – present
Emphasis: Teacher Education

Roy A. Kosin

B.S., Chemical Engineering, Clemson University
Th.M., Pastoral Ministries, Dallas Theological Seminary
2016 – present
Emphasis: Biblical Studies, Pastoral Ministries

Raju D. Kunjummen

Chair, Bible and Theology Department
Program Director, Bible and Theology, Biblical Studies, Bible Exposition and Exegesis
B.S., Biochemistry, University of Minnesota
Doctoral Studies, Biochemistry, University of Minnesota
Th.M., Old Testament, Grace Theological Seminary
M.A., Near Eastern Languages and Cultures (Semitics), University of California at Los Angeles
Doctoral Studies, Near Eastern Languages (Semitics), University of California at Los Angeles
2016 – present
Emphases: Biblical Studies, Biblical Languages

David J. MacLeod

B.S., Secondary Education/American History, Worcester State College (Worcester State University)
Th.M., New Testament Literature and Exegesis, Dallas Theological Seminary
Ph.D., Systematic Theology, Dallas Theological Seminary
1983 – present
Emphasis: Biblical Studies, Theology

Arthur T. Manning

B.S., Electrical Engineering, University of Minnesota
M.S., Electrical Engineering, University of Texas at Austin
2001 – present
Emphasis: Computer Studies

Benjamin T. Mathew

Chair, Counseling Department
Program Director, Counseling Psychology
B.S., Biblical Studies, Emmaus Bible College
M.A., Biblical Counseling, Dallas Theological Seminary
Doctoral Studies, General Psychology, Northcentral University
Licensed Mental Health Counselor, State of Iowa
2002 – present
Emphases: Counseling, Psychology

Kim S. Parcher

Chair, Business Department
Program Director, Business Administration, Management and Leadership
B.A., Biblical Studies, Christian Heritage College
M.Div., Grace Theological Seminary
M.B.A, Human Resources/Business, Indiana Institute of Technology
Ph.D., Global Leadership, Indiana Institute of Technology
2015 – present
Emphases: Business, Management and Leadership

Sheri Popp

Associate Dean for General Education and Assessment
Program Director, Secondary Education
B.S., Biblical Studies, Emmaus Bible College
Certification English Literature 5-9, 9-12, Missouri Baptist University
M.S., Education, Educational Administration, Missouri Baptist University
Ed.S., Missouri Baptist University
2011 – present
Emphases: Teacher Education, General Education

Jeffrey D. Riley

Chair, Educational Ministries Department

Program Director: Camp Ministries, Youth Ministries
B.S., Biblical Studies, Emmaus Bible College
M.A., Christian Education/Academic Track, Dallas Theological Seminary
2010 – present
Emphasis: Educational Ministries, Camp Ministries, Youth Ministries

John J. Routley

Program Director, Archaeology
Certificate in Biblical Studies, Emmaus Bible College
B.A. Archeology and Near Eastern Studies, Wheaton College
M.A. Theological Studies, Faith Baptist Theological Seminary
2012 – present
Emphasis: Archaeology, Educational Ministries

John H. Rush

Director of Library Services
B.S., Social Studies Education/English, Bob Jones University
M.L.S., Rutgers University
1983 – present

Seth L. Scott

B.S., Biblical Studies and Intercultural Studies, Emmaus Bible College
M.A., Community Counseling, Regent University
Doctoral Studies, Counselor Education, Walden University
Licensed Mental Health Counselor, State of Iowa
National Certified Counselor, National Board for Certified Counselors, Inc.
Certified Alcohol and Drug Counselor, State of Maine (inactive)
2012 – present
Emphases: Counseling, Psychology

Mark R. Stevenson

Associate Department Chair, Bible and Theology
Certificate, Kawartha Lakes Bible College
B.S., Biblical Studies, Emmaus Bible College
M.Div., Trinity Evangelical Divinity School
Ph.D., Historical Theology, University of Wales
1999 – present
Emphases: Biblical Studies, Church History, Biblical Languages

Megan K. Von Bergen

B.A., English, Bob Jones University
M.A., English, Kansas State University
2011 – present
Emphasis: General Education

Catherine M. Young

B.S., Secondary Education (Mathematics), Millersville University
M.S., Education/International Specialization, Philadelphia Biblical University (Cairn University)
2014 – present
Emphasis: Teacher Education, Mathematics

Adjunct Faculty Non-Traditional Programs

Michael R. Eells

Th.M., Systematic Theology, Trinity Evangelical Divinity School
M.Div., Trinity Evangelical Divinity School
B.S., Biblical Studies, Emmaus Bible College
2015 – present
Emphasis: Biblical Studies

Christine L. Faulkner

M.A., Biblical Counseling, Dallas Theological Seminary
B.S., Biblical Studies, Emmaus Bible College
2016 – present
Emphasis: Counseling, Psychology

Thomas C. Harrington

B.S., Aeronautics, Parks College, St. Louis University
M.B.A., Indiana University
Ph.D., Business Administration, The University of North Carolina, Chapel Hill
2014 – present
Emphasis: Business

Philip F. Jensen

B.S., Illinois State University
J.D., University of Nebraska at Lincoln
2010 – present
Emphasis: Business Administration

Thomas J. Kook

Director, Emmaus Distance Learning
B.S., Marketing, Iowa State University
M.B.A., Organizational Leadership, Ashford University
2016 – present
Emphasis: Business Administration

Michael J. Leary

Ph.D. Candidate, New Testament and Early Christian Origins, University of Edinburgh, New College
M.A., New Testament History, Trinity Evangelical Divinity School
B.S., Biblical Studies, Emmaus Bible College
2016 – present
Emphasis: Biblical Studies, Theology

Michael J. Stoudt

Doctoral Studies, Organizational Leadership, Eastern University
M.P.A, Kutztown University
B.A., Accounting, Moravian College
2016 – present
Emphasis: Business Administration

Administration

President*

Mr. Philip Boom

Chancellor

Dr. Daniel H. Smith

Vice President/Dean for Academic Affairs*

Dr. Lisa L. Beatty

Vice President for Advancement*

Mr. Jonathan W. Glock

Vice-President for Administration and Finance*

Mr. Mark A. Presson

Dean for Student Development

Mr. Israel Chavez

Associate Dean for General Education and Assessment

Mrs. Sheri Popp

*President's Cabinet

Admissions Policies

Spiritual Requirements

Salvation

The prospective student must give evidence of knowing the Lord Jesus Christ as his or her personal Savior. Space is provided on the application form for the applicant's testimony.

Compatibility

Engaging with a college community requires a desire for harmonious living and an ability to cooperate. Like any community, certain guidelines are necessary. The Non-Traditional Student Handbook contains information on the student's relationship to social activities, general conduct, and the college family. A teachable spirit, a healthy attitude, and reasonable compatibility are expected of every student.

Academic Requirements

Emmaus Distance Learning (Degree-seeking)

Graduation from a public or private high school, home-school program, or completion of a GED (General Equivalency Diploma) or HiSET (High School Equivalency Tests) Program is required. An official transcript showing courses taken, grades received, and the student's graduation date must be submitted prior to enrollment. Students who have not maintained a cumulative GPA of 2.0 or higher during high school may be admitted on academic assistance.

Students without a high school diploma or equivalent may be admitted based on evidence of college readiness such as demonstrated success in high school documented on the high school transcript (generally 3.5 cumulative GPA or higher for work completed), standardized test scores, or other evidence. Such students may not have access to federal aid and should contact the Director of Financial Aid for more information.

Prior to admission, all applicants must take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) and have their scores submitted to Emmaus. (The Emmaus ACT code is 1371 and the SAT code is 1215.) Students receiving an ACT score under 18 or an SAT score under 880 (Math and Critical Reading) may be admitted on academic assistance. Exemption of the ACT or SAT may be granted to some transfer students or to those who have been out of high school for two or more years.

Emmaus Bible College is approved to offer online courses up to 50% of a program. To complete an academic credential at Emmaus, degree-seeking students are required to take 50% of their coursework in residence on the Dubuque campus.

Application Procedure for Emmaus Distance Learning (Degree-seeking)

1. Application for Admission (EDL version)
2. One reference from a church leader, or educational leader
3. ACT or SAT Scores
4. High School transcript
5. College transcripts, if applicable
6. Foreign Students need to take the TOEFL if they are from a non-English speaking country. A minimum score of 525 on the paper-based exam, or 70 on the Internet-based exam.

ACT or SAT scores may be waived for students who are transfer students with 24 or more college credits, or who did not take either test while in high school and have been out of high school for two or more years.

Applications will be processed upon receipt of all the required forms and transcripts. It is recommended that prospective students contact their references to determine that the reference forms have been sent to the college.

Degree Completion Program

Students applying to the degree completion program must be a minimum of 24 years old and have earned at least 48 semester credits of coursework through previous college experience. Official transcripts of all previous college coursework must be submitted prior to enrollment. Students who have not earned at least an associate degree prior to applying to the degree completion program at Emmaus Bible College will also be required to submit a high school transcript showing courses taken, grades received, and graduation date. Students who have not maintained a cumulative GPA of 2.0 or higher during college may be admitted on academic assistance.

Application Procedure for Degree Completion Program

1. Application for Admission (Degree Completion version)
2. One reference from a church or educational leader
3. High School Transcript (if they don't have an earned degree of at least an Associates)

4. College transcripts
5. Foreign Students need to take the TOEFL if they are from a non-English speaking country. A minimum score of 525 on the paper-based exam, or 70 on the Internet-based exam.

Applications will be processed upon receipt of all the required forms and transcripts. It is recommended that prospective students contact their references to determine that the reference forms have been sent to the college.

Non-Degree-Seeking Students

Students who do not intend to pursue a degree at Emmaus may apply as a non-degree-seeking student. Such students may take up to 18 credits or one semester at a reduced tuition rate. (See Student Fee Schedule for current rates.) Non-degree-seeking students are not eligible for federal, state, or institutional aid.

Policy of Non-Discrimination

Emmaus Bible College is non-discriminatory and admits students who are personally committed to faith in Jesus Christ of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. Emmaus Bible College does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational and admission policies and other college-administered programs.

Admission of Foreign Students

Foreign students must demonstrate that they have sufficient financial resources to study at Emmaus Bible College. The United States Citizenship and Immigration Service (USCIS) will not issue a student visa to those without sufficient funds. Please contact Enrollment Services for other admissions requirements.

Foreign students from non-English speaking countries must take the *Test of English as a Foreign Language* (TOEFL) as administered by the Educational Testing Service (ETS). A score of 525 on the paper-based exam or 70 on the Internet-based exam is required. For more information, visit TOEFL.org or write to:

TOEFL
Educational Testing Service
Princeton, New Jersey, U.S.A. 08540

Transfer Decisions

Transfer credit may be given for courses from other institutions with demonstrated quality, comparability, appropriateness, and applicability to those of Emmaus. Courses with grades below C (or a grade-point below 2.0) are not transferable. Transfer credits do not affect GPA. Transfer decisions at Emmaus are not made solely on the source of accreditation of a sending program or institution.

Transfer Policy for Credits from Non-Accredited Institutions

Students coming to Emmaus from non-accredited schools may receive up to a maximum of 24 credits toward Bible/Theology requirements at Emmaus. Transfer decisions will be made on a case-by-case basis upon review of submitted course descriptions and/or course syllabi. Emmaus will only consider approving credit for courses where the student receives a letter grade, and that grade must be a "C" or higher. "Pass/fail" or satisfactory/unsatisfactory" grades are not transferable to Emmaus.

Articulation Agreements with Non-Accredited Institutions

Emmaus Bible College has articulation agreements with the following non-accredited institutions: Kawartha Lakes Bible College (closed in 2015), New Tribes Bible Institute, and Jackson Hole Bible College. For more information, please contact the Academic Affairs office at (563) 588-8000 x1103.

College Level Examination Program (CLEP)

Emmaus accepts up to 18 credits of College Level Examination Program (CLEP) credit as administered by The College Board. College credit will be given for *subject* exams only, and only for those subjects that are comparable to Emmaus courses. CLEP credit will not exceed the credit given for a comparable course at Emmaus Bible College. Acceptable scores vary with each exam. The incoming student should request that The College Board send scores directly to the Emmaus Registrar's office. The Emmaus school code is 1215. **Current students planning to take CLEP subject examinations to meet program requirements should seek preapproval from their academic advisor.**

Advanced Placement (AP)

Emmaus will grant credit for Advanced Placement (AP) if the credit is validated by the appropriate AP exam administered by The College Board. Acceptable scores vary. The student should request that The College Board send scores directly to the Emmaus Registrar's office.

ACE Transcripts

American Council on Education credit recommendations, including military credits, will be considered for transfer; and courses found to be similar in content to Emmaus Bible College courses may be awarded transfer credit. In general, vocational-technical training and Military Occupational Specialty courses are not awarded transfer credit.

Disability Services

Emmaus Bible College seeks to ensure that qualified individuals with disabilities receive equal access to all college services, activities, facilities, and privileges. Disabilities may include specific learning disabilities, attention deficit/hyperactivity disorder, visual impairments, deaf and hard of hearing, acquired brain injury, physical and functional disabilities, psychiatric disabilities, and other disabilities specifically diagnosed by licensed professionals.

Reasonable academic accommodations will be made on an individual basis by application (available at www.emmaus.edu/disability-services). Accommodations may include services such as extended time for testing, reader for exams, semi-private room for exams, larger-sized course materials, permission to record lectures, audio books, tutors, and other appropriate strategies.

Students with documented disabilities that might affect their academic performance at Emmaus and require accommodations or other services should contact the Vice President for Academic Affairs at lbeatty@emmaus.edu to discuss possible accommodations.

All documentation of disabilities is considered personal health information, and thus, falls under the privacy protection of HIPPA. Disabilities are not considered during the admission process at Emmaus, and no disability information will appear on transcripts or other documents (other than health records).



General Information

Emmaus Bible College operates on the principle of faith in God for direction and supply of its needs and seeks to honor this principle in the administration of its financial affairs and publicity of its activities. In answer to believing prayer and through faithful Christian stewards, the Lord has supplied the needs of the college since the days of its founding.

Student Fee Schedule

For current costs of Emmaus Bible College's non-traditional courses, please review the respective Tuition and Fees section on our website for [Emmaus Distance Learning](#) and the [Degree Completion Program](#).

Payment Due Date

Payment for tuition and fees is due no later than the first day of class. Any account adjustments during the term (e.g., less financial aid) that increases financial responsibility must be immediately addressed by the student.

Tuition Deferral

An exception to the first day payment requirement (Tuition Deferral) can be made where an employer agrees to pay for the employee's Emmaus tuition/fees. An employer-approved Tuition Deferral Form (available at Navigator/Forms/Business Office/Student Accounts/Degree Completion/Tuition Deferral) is due to the business office in lieu of payment no later than the first day of class. Full payment is due for any charges an employer doesn't agree to pay (application, fees, half of tuition, etc.). Often employers will not pay until they see success (student completes course with an acceptable grade). Therefore, payment any time up to 45 days after the last day of the course is acceptable. Under Tuition Deferral, a student cannot begin new term course work with open balances from more than one term.

Payment Plan

A payment plan option is also available to degree completion students. Prior to beginning course work, students can enroll in a 4-month payment plan for a \$25 fee. Under this plan, charges (tuition and fees) for both terms in the same semester (fall, spring, summer) are combined and divided into 4 payments due as follows: the first day of class (25% of the total plus \$25 payment plan fee), the Friday of the 5th week (25%), the Friday of the 8th week (25%), and the Friday of the 10th week (25%). The student's account must have a zero balance before beginning a third term.

24/7 Access to Student Accounts

Students can access their accounts at any time through Emmaus' online web portal: <https://emm.empower-xl.com/fusebox.cfm>. Emmaus does not issue paper statements. Students are expected to check their balances periodically to ensure their account is current.

Payments

Payment can be made in person at the Student Accounts Office (2nd floor of Smith Hall) by cash, check, debit or credit card (Visa, MasterCard, or Discover) in U.S. dollars. Payment by check with the student I.D. number noted on the check can be sent via U.S. mail to Student Accounts at Emmaus Bible College, 2570 Asbury Road, Dubuque IA 52001), or dropped off at the College Front Desk to be sent to the Student Accounts Office by inter-office mail. Please note; while we accept debit and credit cards for payment on student accounts, please consider using checks or cash to help the college avoid credit card handling charges.

Overdue Accounts

Overdue accounts are subject to service charges of 1% of the balance due (\$5.00 minimum), the month in which account becomes overdue, and then, on the first of each following month the account remains overdue. Transcripts of course work and Certificates/Degrees will not be released if a student owes a balance to the college. The college reserves the right to report overdue accounts to credit bureaus and to send overdue accounts to a collection agency

Communication

Communication with the Student Accounts office is very important. The Student Accounts office will contact you about any issues that arise with your account. If you cannot make the required payments, immediately contact the Student Accounts office at 563-588-8000, ext 2210. We cannot consider your situation unless you share it with us. If payments are not received and you do not communicate extenuating circumstances for us to consider, your account will become delinquent, and appropriate action will be taken.

Refunds/Withdrawing

When a student withdraws or is dismissed from Emmaus Bible College, he or she may be entitled to a refund of charges **and/or** may be required to return some of the federal funds awarded. The student may also be eligible for a refund of a portion of the tuition, fees, and room and board paid to Emmaus for the term. If the student received financial assistance from outside of his or her family, then a portion of the refund will be returned to the grant, scholarship, or loan source from which the assistance was received.

Financial Information

If a student wishes to withdraw, he or she should contact their advisor or email us at distance.learning@emmaus.edu and a staff member will guide the student through the process, which includes filing a Withdrawal Form that can be obtained from the Registrar's office or by accessing it online through Emmaus Navigator.

Emmaus' refund policy exists for calculating the refund of institutional charges. The policy is as follows—after the first day of classes there will be no refund of student service or program fees. Students who withdraw will receive a pro-rated refund of tuition according to the following schedule:

Non-Traditional Courses (EDL and on-campus, accelerated)

100%	Prior to day 5
80%	Day 5 through Day 7
60%	Day 8 through Day 11
40%	Day 12 through Day 14
20%	Day 15 through Day 18
0%	After Day 18

Notes: Day 1 is the first day of class. All “days” are calendar days not class days. The student who withdraws is responsible for any unpaid balance owed according to the withdrawal policy. (Example; where tuition deferral was contemplated and student withdraws on day 15, 80% of tuition and 100% of fees are immediately due.)



General Financial Aid Information

Emmaus Bible College offers a quality education in the study of God's Word at the lowest possible cost. Still, the need for financial aid exists for many of our students.

The responsibility for paying for education rests with the student and his or her family. The costs of attending college can be met in a variety of ways, including full or part-time employment, family assistance, federal grants and loans, state grants, and other private aid such as scholarships or private educational loans. But most important, we pray that you will trust the Lord to provide for your educational expenses.

Only full-time degree seeking students are eligible for Federal and/or State of Iowa Student Aid. If you have any questions about your eligibility for Federal and/or State of Iowa Student Aid, please contact our Financial Aid office at (800)397-2425 ext. 1309 or at financialaid@emmaus.edu.

Federal and/or State of Iowa Student Aid

Students who are interested in Federal and/or State of Iowa Student Aid should fill out the Free Application for Federal Student Aid (FAFSA)*. You can apply online at www.fafsa.ed.gov. Request that the results be sent to Emmaus Bible College (Title IV school code 016487). Completing the FAFSA will enable the student to be considered for the following programs:

Source	Eligibility	Amount	Deadline
Federal Pell Grant	Expected Family Contribution (EFC) of \$0 - \$5,234	Up to \$5,815 for 2016-2017	Varies
Federal Supplemental Educational Opportunity Grant (FSEOG)	Extremely high need on FAFSA	Up to \$600	Varies
Subsidized Federal Stafford Loan	Need on FAFSA	See Emmaus website for more information	Varies
Unsubsidized Federal Stafford Loan	Students who do not demonstrate need on FAFSA	See Emmaus website for more information	Varies
Iowa Tuition Grant^	See Emmaus website for more information	Up to \$6,000 (established annually by the State of Iowa)	July 1

*Students who do not fill out a FAFSA will not be considered for Federal Aid, State of Iowa Aid, and some forms of institutional aid.

^Available only to Iowa residents who meet the specific criteria. For eligibility requirements for the Iowa Tuition Grant please visit www.iowacollegeaid.gov.

Veterans' Benefits

The Iowa State Approving Agency has granted approval of most Emmaus courses for the enrollment of veterans, reservists, and other eligible persons for benefits under the provisions of Chapters 30, 32, 33, 35, and 36 of Title 38, US Code Chapter 1606 and 1607 of Title 10 US Code and the applicable Code of Regulations. Students wishing to enroll under these plans should keep in mind that their financial aid will probably not be available for several weeks from the time of enrollment. An alternative plan to meet expenses should be prepared until the government checks are received.

Veterans enrolling at Emmaus should consult with the School Certifying Official at jbennett@emmaus.edu to complete the necessary forms to begin activation of their educational benefits. Any eligible student who discontinues his studies for any reason will be charged proportionately for the duration of his enrollment up to that point. All amounts paid to Emmaus Bible College in excess of the pro-rated charge will be returned to the student. Students receiving benefits under Chapter 33 should note that school costs are sent directly to Emmaus.

Withdrawing from all Classes

If a student is a recipient of federal student aid and withdraws from all classes after the enrollment period starts, the federal “Return of Title IV funds” formula dictates the amount of Federal Title IV student aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student who receives federal aid (Pell, FSEOG, Stafford Student Loans, PLUS Loans) and who withdraws on or before the 60% point in the semester. Funds are returned to the appropriate aid program in the following order as applicable (worksheets used to determine the amount to be returned are available upon request):

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal PELL Grant
- FSEOG

Note: If federal grants (Pell or FSEOG) funds are released directly to a student because of a credit balance on the student’s account, he or she may be required to repay some of the federal grants if he or she withdraws.

Refund Policy for Iowa Tuition Grant and Iowa Grant

If a student discontinues attendance before the end of any term after receiving payment under a state grant program, the entire amount of any refund due that student, up to the amount of any payments made under the annual grant, shall be paid by the college or university to the Commission.

If funds remain after the return of Title IV aid and the return of Iowa State aid, such funds will be issued to repay Emmaus financial aid and other private sources of assistance. If funds still remain and the student does not have an unpaid balance, such funds will be returned to the student.

More Information

Federal Aid: www.studentaid.ed.gov

Iowa State Aid Programs: www.iowacollegeaid.gov

Emmaus financial aid: www.emmaus.edu



Student Development

Location

Emmaus is located in Dubuque, Iowa, a Mississippi River city of 60,000 people. It serves as the metropolitan center of 250,000 residents in the Iowa/Wisconsin/Illinois tri-state area.

Dubuque provides many activities for Emmaus students. The Dubuque Symphony Orchestra performs regularly at the Five Flags Center or Heritage Center. The National Mississippi River Museum and Riverwalk is a draw for tourists from across the country. There are many beautiful parks and recreation areas, including the Mines of Spain hiking area and Eagle Point Park, which provides a spectacular view of the upper Mississippi.

Dubuque is also a center for education, hosting five colleges and three seminaries. This community environment is a suitable setting for the Emmaus education and for outreach in service and evangelism.

Facilities

The campus is located on the west side of Dubuque on twenty-four acres of gently rolling land. The main building includes classrooms, the Marble Chapel, the David A. Glock Auditorium, administrative and faculty offices, dormitories, the dining hall, library, coffee shop, bookstore, racquetball courts, and student center. Smith Hall contains a state-of-the-art computer center, additional dormitories, the Business office, ECS Ministries, Believers Stewardship Services, and maintenance facilities. The Pollard Fieldhouse, attached to Smith Hall, offers two gymnasiums, weight room, student center, and the Courtside Cafe.

Outdoor recreational facilities include spacious grounds for softball, football, soccer, and various winter sports. The gymnasiums offer facilities for basketball, volleyball, and other activities. The campus borders a public golf course that provides additional recreational opportunities. Ice-skating, down-hill skiing, and cross-country skiing are also available in the community.

Student Services

Counseling Services

Counseling services are coordinated through the office of the Dean for Student Development, and generally consist of pastoral counseling, which is available from the Dean for Student Development, Director of Campus Life, Director of Residence Life, and other members of the faculty. Should the need arise for more specialized clinical counseling, referral services are handled through the student development office to local licensed mental health counselors, who are skilled and qualified to provide counseling service beyond the scope of general pastoral counseling.

Appointments with student development staff can be made directly through an online scheduling service available through the link on the Emmaus navigator homepage under Student Development. Occasionally, situations may require networking with other mental health professionals in the Dubuque community. The Student Development office will work with the student to find the best care possible.

Library Services

Mission

The mission of the Emmaus library is to train students to be critical thinkers and effective researchers. We aim to prepare each student for Christian living and ministry by promoting a habit of lifelong learning and by fostering spiritual, intellectual, personal, and vocational development through the use of library materials.

The Emmaus library plays a primary role in the implementation of the college's mission. The library serves as a learning and resource center by providing a robust collection of print and non-print materials necessary to your academic endeavors.

Policy for Distance Learning Library Services

Students enrolled in distance education courses with Emmaus are entitled to the same access to the Emmaus library resources that are available to all Emmaus students. The online catalog, research databases, research guides, and tutorials to use these tools are all available on the Emmaus Navigator Library pages.

Contact

For ready-reference, general information, and research assistance, students may contact the Emmaus Librarian through Skype (EmmausLibrarian), email (library@emmaus.edu), and the [Ask Your Librarian form](#) on the Emmaus Navigator Library homepage. The Librarian will promptly respond to your queries. The Library Hours of Operation can be located on the Emmaus Library pages on the Emmaus Navigator.

Emmaus Library on Navigator

The [Emmaus Library pages](#) on the Emmaus Navigator site are your portal to research. Here, we have links to the catalog and EBSCOhost for you to easily access, as well as short tutorials demonstrating how to use these tools.

Document Delivery and Interlibrary Loan

Student Development

EDL students are encouraged to first use the online databases or their local public, church, and community college libraries to fill their information needs. If books and/or journal articles cannot be found online or locally, they may be requested from the Emmaus library by filling out the online library materials request form located on your student portal. If the items are in the library, they will be sent directly to the student at the college's expense. Students must pay return postage for the item. Please allow one to two weeks for delivery.

For items not owned by the Emmaus library, EDL students may initiate an ILL request through their local public or college library. The material may also be requested through the Emmaus Library, recognizing that two to three weeks should be allowed for receipt of books and photocopies of articles and book chapters.

The library complies with Copyright Law 108g when filling ILL requests.

Student Life Requirements

Standard of Conduct

Emmaus students are expected to practice holiness of life and give themselves fully to their prescribed course of study. The school reserves the right to ask any student to withdraw whose presence is not conducive to the best development of the student himself or to that of the school.

In applying discipline, we appeal to the highest form of discipline, self-discipline. We assume that most students will conduct themselves in accordance with the principles set forth in the Student Handbook. If that fails, other forms of discipline may be utilized with the help of the EDL administration and the Student Development staff. These levels progressively followed will produce the most meaningful discipline and effect harmonious living. However, for infractions that are more serious in nature, the Dean for Student Development or Student Development Committee may call in the student for questioning. In cases of serious infractions, it is at the discretion of the Office of the Dean for Student Development to hear the case or refer it to the Student Development Committee.

Online Netiquette

Emmaus Bible College seeks to foster a supportive and positive learning environment for students. As such, we encourage active, but respectful communication in all courses and course formats. Netiquette is a set of standards used by the general public as a guide for productive and respectful interactions through the internet. It is important to foster a non-threatening, supportive learning environment so that each student can reach their educational goals. For a detailed list of recommended standards, please review the Non-Traditional Student Handbook.

Church Attendance

Emmaus is committed to the application of New Testament principles as they relate to church life. Each Emmaus student is expected and encouraged to actively participate in the meetings and the ministries of a local church.

Student Concerns

Student Concerns Procedure

The Student Concerns procedure is designed to assist in resolving problems for students who maybe having difficulties with a faculty member, staff member, or another student. It is the teaching and expectation of Emmaus Bible College that students follow the principles of Matthew 18 for confronting an issue, but if the student concern cannot be resolved through informal discussion with the individual involved, a student may choose to have the issue investigated and judged in a formal setting through the Student Concerns Procedure. (See the Student Handbook for further details.)

Formal Complaints

It is the desire of Emmaus Bible College to adhere to the accreditation standards of the Higher Learning Commission (HLC) and the Association for Biblical Higher Education (ABHE). If issues arise causing a student to question the college's adherence to the standards of HLC or ABHE, the following procedure should be followed. A student wishing to lodge a formal complaint must do so in writing to the following:

Academic Issues

Dr. Lisa L. Beatty
Vice President for Academic Affairs
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000, ext. 1103

Financial or Operational Issues

Mr. Mark A. Presson
Vice President for Finance and Administration
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000, ext. 1125

Student Development

Student Life Issues

Mr. Jonathan W. Glock
Vice President for Advancement
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000, ext. 1122

Philosophical Issues

Mr. Philip Boom
President
Emmaus Bible College
2570 Asbury Road
Dubuque, IA 52001
(563) 588-8000, ext. 1101

It is the teaching and expectation of the college that members of the Emmaus community follow Matthew 18 principles for confronting an issue. However, in the event that you address the proper college authority and the issue remains unresolved, you may contact either accrediting association at the following addresses:

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
(800) 621-7440
www.hlcommission.org

Association for Biblical Higher Education

5850 T.G. Lee Boulevard, Suite 130
Orlando, FL 32822
(407) 207-0808
www.abhe.org

Emmaus Teacher Education (K-8 and 5-12), ESL Education (K-12), and Music Education (K-12) programs are approved by the State of Iowa for teacher licensure. Students with unresolved concerns related to Teacher Education programs at Emmaus may contact the State of Iowa at the following address:

State of Iowa Department of Education

Board of Educational Examiners

Grimes State Office Building
400 East 14th St.
Des Moines, Iowa 50319-0147
(515) 281-3245
www.boee.iowa.gov

In an effort to assist Iowa's students and families in their pursuit of continued education, the Iowa College Aid Commission has created the Student Dispute Resolution Form to document questions, concerns, and complaints related to postsecondary educational institutions in the State. The online form is available at www.iowacollegeaid.gov under the For Students tab; click Forms and Applications.

Academic Information

Calendar and Unit of Credit

The Emmaus academic calendar is based on the semester system. Non-traditional courses and program schedules loosely align with on-campus semesters. EDL offers two 8-week terms each fall and spring semester and two additional 8-week terms in the summer. Accelerated evening courses are 7 weeks in length and are offered in the same six terms.

The college utilizes the Carnegie Unit as the basis for the credit hour with 50 minutes of instruction with transitional and/or break time for a total of one hour. Credit hours are assigned based on the specific learning objectives and expected outcomes of the course. For non-traditional courses, a unit of academic credit is the measure of the total time commitment an average student is expected to devote to learning per week of study. Generally, one unit of credit represents a total of three hours per week of in-class and out-of-class work. The specific amount of time spent on coursework by each student will vary based on levels of interaction and reading and processing skills. However, it is typical for a students in a 3-credit non-traditional course to spend 15-18 hours per week on coursework. Some of this time will be in the online or in-class environment (academic engagement); the rest will be independent preparation. Each class designed for non-traditional delivery is designed with an average of 4-6 hours of academic engagement and 10-12 hours of preparation time each week for 7-8 weeks.

Credit Hour Load

The normal or average academic load is sixteen hours per semester. A minimum of twelve hours a semester must be maintained to be considered a full-time student. A maximum load of 18.5 hours per semester is allowed. Exceptions may be requested from the Vice President/Dean for Academic Affairs. With some exceptions, additional tuition fees apply to loads over 18.5 credits. 12 credit hours is the maximum summer load allowed.

Classification

Students are classified as follows:

- Freshman: High school graduate or equivalent
- Sophomore: Completion of 30 semester hours and 30 grade points
- Junior: Completion of 60 semester hours and 60 grade points
- Senior: Completion of 90 semester hours and 90 grade points

- Full-Time Student: 12-18.5 credit hours
- Part-Time Student: Less than 12 credit hours

Attendance Policy (Emmaus Distance Learning)

Students are expected to fully participate in the academic programs at Emmaus as well as spiritual programs locally. Attendance in class is defined as participating in an academic activity within the online classroom which includes posting in a graded discussion forum, submitting a written assignment or journal entry, or submitting a quiz or exam. Postings not related to graded discussion forums or written assignments or journal entries not related to the actual assignment may be reviewed and disqualified for attendance purposes.

Each instructional week begins on a Tuesday and concludes on the following Monday. A student is recorded either absent or present each day based on participation in an academic activity. All recorded time stamps for assignment submissions, discussion board posts, and attendance records will reflect Central Time Zone. Students who do not attend at least once in any seven consecutive day period will be issued an attendance warning. Students who do not attend at least once in any fourteen consecutive day period will be dropped from the course and may be subject to the applicable course refund policy.

Since discussion board or forum posts are the primary means of communication among online students and are designed to simulate the classroom experience, discussion board or forum posts must be completed during the assigned week to have the desired effect. When students do not participate in the discussions, they shortchange not only themselves, but also other students. It is therefore imperative for students to complete their discussion board posts on time, and no credit will be given for late discussion board posts without prior approval of the instructor.

Attendance Policy (Degree Completion Program)

Due to the accelerated nature of courses in the Degree Completion Program, it is important that students attend all on-campus classes for the full, allotted time. Attendance in the first class is mandatory unless approved beforehand by the professor. Sometimes a student will experience unforeseen circumstances and miss the first class. If so, the student must contact the professor within 3 business days or they will be withdrawn from the class for administrative reasons. If a student knows that they will miss more than one class, they should consider not registering for the class.

Any student that anticipates missing a class must communicate (in person or by email or by phone) with the professor before the

class begins, if possible, and is responsible for all missed work due to an absence. More than two absences will lead to a failing grade for the course.

Student Identity Verification

The purpose of this policy is to ensure that Emmaus Bible College operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education. The HEOA requires “institutions that offer distance education or correspondence education to have a process in place through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the course or program and receives the academic credit.”

Emmaus Distance Learning meets this requirement by issuing a secure login and system generated random pass code to each individual student upon acceptance. The pass code provided is a random selection of lowercase, uppercase, numbers, and symbols. The student is required to change their pass code upon initial login. The pass code is not to be shared by the student with anyone. Emmaus Bible College is open to the use of new identification technologies as they become widely accepted and practical for use.

Cheating/Plagiarism Policy Statement

Emmaus Bible College expects students to complete all academic work with integrity. Students are responsible to complete all of their own work. Dishonesty in the completion of assignments, papers, presentations, examinations or any other academic work is contrary to biblical principles of Christian living and is unacceptable at Emmaus.

Plagiarism is the deliberate presentation of another person’s ideas or words as your own, or the failure (intentional or unintentional) to cite the source of your ideas. Below are some examples of plagiarism:

1. The words, sentences, ideas, conclusions, examples, and/or organization of an assignment are borrowed from a source (a book, an article, another student’s paper, tapes, etc.) without acknowledging the source.
2. A student submits work done by another student—in part or whole—in place of his or her own work.
3. A student submits assignments received from commercial firms or any other person or group.
4. A student knowingly aids another student in plagiarizing an assignment as defined above.
5. A student submits work in which the style, language or grammar has been altered by any one besides the writer.

Other violations of academic integrity include unauthorized collaboration, violation of the conditions under which the work is to be done, fabrication of data, and excessive revision by someone other than the student.

Cheating, plagiarism, or other violations of academic integrity will result in academic penalty, which may include failure of the assignment, exam, or paper, failure of the course, and further disciplinary action brought by the Student Development Committee. The Vice President/Dean for Academic Affairs and the Dean for Student Development will be notified.

Class Withdrawal Policy

Drop/Add – Weeks 1 & 2

Students may add or drop a course without penalty and without a record on their transcript. Students adding a course after the first week must have instructor permission. The policy for dropping classes is as follows:

- 8-Week courses: Students may drop an 8-week class without penalty during the first week of the class.
- 7-Week courses: Students may drop a 7-week class without penalty before the beginning of the second class.

WP/WF

Students may withdraw from a class with a grade of WP (withdraw passing) or WF (withdraw failing) in the below time periods. The instructor indicates whether the student is passing or failing at the time of withdrawal. This grade appears on the student transcript to show that the credits were attempted but not earned. This grade does not affect the GPA. This type of withdrawal requires approval from the instructor, the advisor, and the Vice President/Dean for Academic Affairs. The time periods for withdrawal with a WP or WF are as follows:

- 8-Week course: Students may withdraw from an 8-week course and receive a grade of WP or WF during weeks 2-4 of the class.
- 7-Week course: Students may withdraw from a 7-week course and receive a grade of WP or WF before the beginning of the fourth class.

Grade of F

Students dropping a class after the below time periods will receive a grade of “F”. This “F” will appear on the transcript and will affect GPA.

- 8-Week course: Students withdrawing from a class after week 4 of an 8-week course will receive a grade of “F”.
- 7-Week course: Students withdrawing from a class after the fourth class will receive a grade of “F”.

Late Work

At the discretion of individual instructors, late assignments may not be accepted or grades on late assignments may be reduced. It is your responsibility to check with each instructor to know what their late work policy is.

Incomplete

Students may request a grade of I (Incomplete) if they are unable to complete course requirements on time due to circumstances beyond their control. If you wish to request an Incomplete the following procedure should be followed:

1. The student must initiate the request. Print out a Notice of Grade of Incomplete on Emmaus Navigator.
2. If the faculty member grants your request, he or she will complete the form, give you a copy, and provide a copy for the Registrar.
3. You will have up to 4 weeks from the last day of finals to complete your work.

Grade Appeal Process

Students who wish to dispute a final grade they have received in a course should use the following process:

1. The parties involved (student and instructor) shall discuss the problem and attempt to reach an agreement.
2. If a satisfactory agreement cannot be reached through discussion, a written appeal must be filed with the VP/Dean for Academic Affairs within the first four weeks of the following semester for semester-long courses. The VP/Dean will discuss the issue with both parties and seek a resolution.
3. Should efforts toward conciliation be unsuccessful, the VP/Dean will call the Academic Committee to review the appeal. The decision of the Academic Committee will be deemed final.

Repeat of Courses

Students may elect to repeat a course in which they have earned a C-, D+, D, or F. The grade achieved on the repeated course is recorded on the academic record. While the grade from the first course remains on the record, only the course with the highest grade is used for the calculation of hours earned and in computing the cumulative grade point average.

Grades, Grade Points, Credits

The following system of grading is used in reporting the quality of student work

Grade	Quality Points	Percentage
A+	4.3	99-100
A	4.0	93-98
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	65-66
F	0.0	0-64
I	Incomplete	
W	Withdraw	
WP	Withdraw Passing	
WF	Withdraw Failing	

The Grade Point Average (GPA) is determined by dividing the total number of grade points by the total number of credit hours taken.

Academic Assistance

A student will be placed on a minimum of 8 weeks of Academic Assistance if his or her cumulative GPA drops below 2.0, or if his or her GPA is below 1.5 in any given semester. To provide the student additional academic support, the following measures may be applied:

- Phone or video conferences with an Emmaus Distance Learning staff member
- Time-management assistance or training from adjunct faculty or staff

Withdrawal

Any student withdrawing from Emmaus must begin the process by communicating with their student advisor. This communication

Academic Life

must clearly state the student's intent to withdraw from the course or program. Once this communication is delivered the advisor will communicate the necessary steps for withdrawal from the course or program.

Final Credits

To receive a degree or certificate from Emmaus Bible College, students must complete a minimum of 50% of required credits at Emmaus. (See specific requirements for each academic program.) Additionally, bachelor degree students must complete 24 of the last 30 credits at Emmaus Bible College and must be enrolled at the college during the semester in which the degree will be conferred. (If a policy exception is granted by the VP/Dean for Academic Affairs, the graduate must submit a letter of reference from an evangelical church leader regarding church attendance, service and ministry, and Christian character.)

Additionally, no more than 50% of a certificate or degree program can be completed through the online modality.

Transcripts of Record

Upon written request, students may obtain official copies of their permanent records from the Registrar. Requests should be accompanied by \$5.00 for each copy desired. Transcripts cannot be processed without a completed and signed transcript form. The forms can be downloaded from Navigator or the Emmaus website.

Additional Major

A person who holds a bachelor's degree from Emmaus Bible College may complete an additional major by fulfilling the following requirements:

- be readmitted to Emmaus Bible College;
- earn at least 30 hours beyond the granting of the original degree in residence at Emmaus Bible College;
- complete all requirements for the additional major. If previous courses satisfy some of the major requirements, the department will designate courses from other areas that will enhance the major.

Students pursuing more than one associate degree must complete a minimum of 15 unique credits beyond the first degree to achieve the second.

Academic Life Requirements

Bible Reading

All certificate and degree graduates must complete the Bible-reading requirement, a reading of the entire Bible during one academic year. This is usually accomplished through completion of required reading in Old Testament Survey 1 & 2 and New Testament Survey. Bible reading must be completed by the first day of finals.

English Composition Requirement

Degree-seeking students must earn a minimum grade of C- in English Composition (ENG 101) to pass the course. Ordinarily, the course will be completed within the student's initial 30 credit hours at Emmaus. Course withdrawal is rarely granted, and only when a formal request with written documentation of extreme hardship is provided to the VP/Dean for Academic Affairs.

General Graduation Requirements

The following requirements must be met in order to graduate from Emmaus Bible College:

- Passing grades in all required courses
- Passing grades in chapel for each semester of full-time attendance*
- Completion of a minimum of 123 credit hours (varies by program)
- Minimum cumulative GPA of 2.0 (2.5 for Teacher Education graduates)
- Completion of the Bible reading requirement
- Completion of required units of Servant Leader Training (SLT)* or the Service Practicum (FND 103)
- Demonstration of consistent Christian character as articulated in the Student Handbook
- Payment of all financial obligations to the college

*Only applicable to students in our full-time traditional programs. However, regular attendance and active participation in your home church is encouraged and expected.

Academic Programs – Business Department



Business Department

Dr. Kim Parcher, Chair; Dr. Tom Harrington, Mr. Phil Jensen, Mr. Tom Kook, Mr. Mike Stoudt

Department Mission

To prepare students to be highly competent business professionals with a biblical worldview, equipped to work effectively in commercial or ministry settings.

Programs of Study

Bachelor of Science in Management and Leadership

Academic Programs – Business Department

The Bachelor of Science in Management and Leadership

The Bachelor of Science in Management and Leadership program is designed to assist adult learners to develop and enhance skills and competencies needed to effectively manage and lead organizations. The program provides a strong foundation of management and leadership principles grounded in a biblical ethic and worldview that prepares graduates for success in a global and changing environment.

The Bachelor of Science degree in Management and Leadership is designed for working adults over 24 years age who have only had the opportunity to complete the first two years of their undergraduate studies, typically concentrating on required general studies course work. The program is offered through a combination of online and accelerated evening courses. Two courses are offered each 8-week term. Individuals taking two courses each term can finish in 10 terms, or just under two years.

Program Director: Dr. Kim Parcher

Student Learning Goals

Upon completion of this program, you should be able to:

1. Interact critically with theories of management and leadership, Christian ethics, and business as mission principles.
2. Develop a philosophy of organizational leadership that integrates a Biblical worldview.
3. Explore current for-profit and non-profit issues and trends that demonstrate an ability to develop plans and strategies for organizational success.
4. Acquire the professional knowledge, skills, and abilities needed to effectively manage and lead in a global and changing environment.
5. Demonstrate foundational understanding of Bible content and Christian theology and fundamental principles of Biblical interpretation.
6. Evidence spiritual growth and development and a commitment to the authority of Scripture as a guide for Christian living.

Program Admission Requirements

1. Provide official transcripts for a minimum of 48 required transfer credits.
2. Declare intent to complete the B.S. Management and Leadership program.
3. Pay all applicable fees for the program as determined by the Business office and published in the annual statement of fees.
4. The Business department will consider up to 18 transfer credits in business, subject to review of grades and course descriptions.

The following courses **must** be taken at Emmaus:

- Ethics for Managers (MGT 220)
- Management and Leadership (MGT 310)
- Organizational Behavior for Managers (MGT 410)
- Capstone Seminar (MGT 420)

Management and Leadership Degree Requirements:

1. Complete a minimum of 123 semester credit hours.
2. A 2.0 cumulative grade point average and a passing grade in all required courses.
3. A minimum of 44 semester credit hours must be earned at Emmaus.
4. Complete the general graduation requirements listed in the Academic Life section of the catalog.
5. Meet course requirements in the following areas:

Bible/Theology (18 credits)

- Old Testament Survey 1 (BT 102)
- Old Testament Survey 2 (BT 104)
- New Testament Survey (BT 106)
- Survey of Doctrine (BT 151)
- Introduction to Biblical Interpretation (BT 201)
- Life of Christ (BT 247)

Foundations (5 credits)

- Orientation for Online Learning (FND 101)
- Foundations of Academic Success (FND 102)
- Service Practicum (FND 103)

Management and Leadership (39 credits)

- Business as Mission (BUS 250)
- Principles of Global Marketing (BUS 321)
- Human Resources Management (BUS 340)
- Project Management (BUS 380)
- Business Law (BUS 420)
- Finance and Accounting for Managers (MGT 210)

Academic Programs – Business Department

Ethics for Managers (MGT 220)
Managerial Economics (MGT 230)
Management and Leadership (MGT 310)
Technology Management (MGT 320)
Quantitative Methods for Managers (MGT 330)
Organizational Behavior for Managers (MGT 410)
Capstone Seminar (MGT 420)

Required Transfer Credits (61 credits total)

Humanities (9 credits)

Composition – 3 credits

Speech – 3 credits

Literature – 3 credits

Philosophy – 3 credits

Elective – 3 credits

Social Science (12 credits)

World or American History – 3 credits

Computer Literacy – 3 credits

Electives – 6 credits

Natural Science (10 credits)

Mathematics – 3 credits

Science with Lab – 4 credits

Math or Science Elective – 3 credits

Open Electives (24 credits)

Award: Bachelor of Science

Academic Programs – Business Department

Class Name	Credits	Learning Method	Start Date
Fall Year 1			
<i>Term 1</i>			
Orientation for Online Learning (FND 101)	P/F	EDL	Self-paced
Survey of Doctrine (BT 151)	3	EDL	8/30/2016
Foundations of Academic Success (FND 102)	3	On Campus	9/6/2016
<i>Term 2</i>			
Finance & Accounting for Managers (MGT 210)	3	EDL	10/25/2016
Ethics for Managers (MGT 220)	3	On Campus	11/1/2016
Spring Year 1			
<i>Term 3</i>			
Managerial Economics (MGT 230)	3	EDL	1/3/2017
Project Management (BUS 380)	3	On Campus	1/10/2017
<i>Term 4</i>			
New Testament Survey (BT 106)	3	EDL	2/28/2017
Management and Leadership (MGT 310)	3	On Campus	3/7/2017
Summer Year 1			
<i>Term 5</i>			
Old Testament Survey 1 (BT 102)	3	EDL	5/2/2017
Human Resources Management (BUS 340)	3	On Campus	5/9/2017
<i>Term 6</i>			
Service Practicum (FND 103)	2	On Campus	7/4/2016
Fall Year 2			
<i>Term 1</i>			
Principles of Global Marketing (BUS 320)	3	EDL	8/29/2017
Organizational Behavior for Managers (MGT 410)	3	On Campus	9/5/2017
<i>Term 2</i>			
Technology Management (MGT 320)	3	EDL	10/24/2017
Intro to Biblical Interpretation (BT 111)	3	On Campus	10/31/2017
Spring Year 2			
<i>Term 3</i>			
Quantitative Methods for Managers (MGT 330)	3	EDL	1/2/2018
Business Law (BUS 420)	3	On Campus	1/9/2018
<i>Term 4</i>			
Business as Mission (BUS 250)	3	EDL	2/27/2018
Life of Christ (BT 247)	3	On Campus	3/6/2018
Summer Year 2			
<i>Term 5</i>			
Old Testament 2 (BT 104)	3	EDL	5/1/2018
Capstone Seminar (MGT 420)	3	On Campus	5/8/2018

Course Descriptions

Biblical Studies

Bible

- BT 102 Old Testament Survey 1 3 credits
A survey of the books of the Old Testament covering the period from Creation through the Davidic monarchy. Attention will be given to the distinctive message and major features of each book with an emphasis on the Abrahamic, Mosaic, and Davidic Covenants as they pertain to God's purposes for Israel and the world.
- BT 104 Old Testament Survey 2 3 credits
A survey of the books of the Old Testament covering the period from Solomon through the post-exilic prophets. Attention will be given to the distinctive message and major features of each book with an emphasis on the events leading up to Israel's captivity, as interpreted by the prophets, and on the nation's return from exile. Special consideration will be given to the prophetic expression of hope with respect to Israel's future
- BT 106 New Testament Survey 3 credits
An overview of the New Testament, including an emphasis on the distinctive message, historical setting, and theological contribution of each book. Geographical and archaeological support for each book is also considered.
- BT 110 Christian Life and Bible Study Methods 3 credits
An introduction to the principles, methods, and practice of inductive Bible study. This course also focuses on the spiritual disciplines of the Christian life, with attention to the doctrine of sanctification and the ministry of the Holy Spirit in the life of a believer.
- BT 236 First Corinthians 3 credits
An exposition of Paul's First Epistle to the Corinthians with careful attention being paid to the argument of the book, its problem passages, and its contribution to New Testament church practices.
- BT 247 Life of Christ 3 credits
A detailed study in the life of Christ. The chronological and geographical aspects of the Lord's ministry will be stressed as He offers the Kingdom to Israel with its subsequent rejection. A term project tracing the geographical and chronological movement is required.
- BT 335 Romans 3 credits
A verse-by-verse exposition of the Epistle to the Romans with careful attention paid to the development of the argument of the book, the authorship, recipients, occasion, purpose, and theology of the epistle.

Theology

- BT 151 Survey of Doctrine 3 credits
A basic foundation in theology is provided through a study of the major themes of the Bible, including Theology Proper, Bibliology, Christology, Pneumatology, Angelology, Soteriology, Anthropology, Hamartiology, Ecclesiology, and Eschatology. A personal Statement of Faith is required of each student as a term project.
- BT 205 Theology 1: Prolegomena, Bibliology, and Theology Proper 3 credits
An examination of three foundational areas of Christian theology: (1) Theological prolegomena, that is, a study of the nature and method of systematic theology, (2) Bibliology, that is, a study of divine revelation as well as the inspiration, inerrancy, and authority of Scripture with an evaluation of contemporary views on these topics, and (3) Theology Proper, that is, a study of the existence and attributes of God and the biblical evidence for Trinitarianism with an evaluation of contemporary views on these topics. *Prerequisite: BT 151 Survey of Doctrine*
- BT 210 Theology 2: Angelology, Anthropology, and Hamartiology 3 credits
Building on the foundation of Theology 1, Theology 2 is an examination of what the Scriptures teach about the creatures of God. Three areas of Christian theology are covered: (1) Angelology, that is, the existence, nature, and activities of the elect angels and the evil angels, as well as the existence, fall, works, and destiny of Satan, (2) Anthropology, that is, the origin, nature, and royal calling of man, and (3) Hamartiology, that is, the doctrine of sin, including a study of the probation of man in Eden, his fall, and the results of his transgression including original sin, the imputation of Adam's sin, and personal sin. *Prerequisite: BT 151 Survey of Doctrine*

Course Descriptions

BT 305 Theology 3: Christology, Pneumatology, and Soteriology 3 credits
Theology 3 logically follows the topics in Theology 2. It is a biblical and historical examination of three important areas of Christian theology: (1) Christology, that is, a study of the doctrine of the person of Christ, including discussion of His deity, humanity, and the hypostatic union, (2) Pneumatology, that is, a study of the Holy Spirit, including studies of His deity, personhood, and ministries, and (3) Soteriology, that is, a study of the work (“offices”) of Christ, the nature and extent of the atonement, the application of the work of Christ, election and human responsibility, the terms of salvation, and the eternal security of the believer. *Prerequisite: BT 151 Survey of Doctrine*

BT/PH 350 Apologetics 3 credits
An introduction to the task and methodology of Christian apologetics. This course will explore common objections to the Christian faith and prepare students to respond in reasonable and appropriate ways. Students are also introduced to the impact of postmodernism in our culture and the challenge it presents for the apologetic enterprise. *May be used as an humanities elective.*

Business

BUS 250 Business as Mission 3 credits
An introduction of mission strategies using various business platforms for access into restricted or limited access countries. Topics include “tent making” strategies as well as professional service and corporate points of access. The course will also explore ways to serve and develop others through the ministry of business.

BUS 320 Principles of Global Marketing 3 credits
Description and analysis of marketing processes, methods and policies involved in marketing within a global environment. Key topics include surveying current global forces facing a marketer internationally and the strategic impact of economic, cultural, political and legal differences between countries. Additional topics include assessment of market opportunities by global region and both the development and implementation of global strategies for consumer and business markets. An emphasis will be placed on grasping marketing mix issues on an international stage.

BUS 340 Human Resources Management 3 credits
A study in the theories, practices, and laws involved in the human resource function. Recruiting, selecting, training, evaluating, promoting, and disciplining personnel within commercial, ministry/nonprofit, and international operations will be explored. This class will focus on researching and experiencing the functionality of various positions in an HR department within the atmosphere of immersion into HR culture.

BUS 380 Project Management 3 credits
A study of the models and practice of successful project completion including the management of financials, material resources, communications, and scheduling and tracking systems. Project planning techniques and systems are reviewed and the class will complete the research for a team-based project. Students will be introduced to a collaborative, management, software tool for project organization and management (Microsoft Project) and utilize that tool to complete an initial project work-up.

BUS 420 Business Law 3 credits
A study of areas of law of particular importance to business, including contracts, sales, negotiable instruments, secured transactions, agency, partnerships, and corporations.

Computer Studies

CS 240 Educational Technology 3 credits
The student will be introduced to the several best practice uses of technology in education. Special emphasis will be placed on teaching methods used to integrate technology into instruction, as a communication tool, and to enhance and assist the teacher's productivity and professional development. The following course objectives will be emphasized: 1) to enhance understanding of the basic computer operations and communication and productivity tools, 2) to integrate basic and advanced technology tools into instruction and professional growth, and 3) to demonstrate competence in the use of computer and other technologies in research and problem solving.

Course Descriptions

Counseling

COU 121 Counseling Foundations 3 credits
An introductory course in biblically-integrated counseling. The student will gain an understanding of counseling with a biblical foundation while being exposed to various techniques and theories of counseling. A foundation will be set for basic skill and technique in counseling. Ethics, referral training, and available resources will be addressed. *May be used as a social science elective.*
Prerequisite: PSY 111 Introduction to Psychology

COU 311 Methods and Techniques of Counseling 3 credits
A study of the major techniques and strategies that can be appropriately and effectively used in counseling individuals or families, including ways of determining, defining, and treating problems. *Prerequisite: COU 121 Counseling Foundations*

COU 322 Multicultural Counseling Techniques 3 credits
A study of cultural and cross-cultural issues as they relate to counseling. The course will investigate the society and the church in terms of the role of ethnic groups, lifestyle traditions and change, populations patterns and counseling in various societies and mission fields.

Foundations Courses

FND 101 Orientation for Online Learning Pass/Fail
This course will equip new online students to succeed in Emmaus Distance Learning courses and will provide resources for current EDL students. Students will be introduced to a variety of topics including, but not limited to: EDL course structure, due dates, assignments, writing helps, and research resources available to EDL students.

FND 102 Foundations of Academic Success 3 credits
This course is designed to re-introduce students to an academic mindset from a Christian world point of view. Students will explore study-strategies, self-management skills, learning styles, critical thinking and reading-with-intention mindsets as well as develop strategies for achieving success in school, at home and in their churches and work environments.

FND 103 Service Practicum 2 credits
The practicum serves to connect students with their communities and churches. It is a collaborative effort between a student and their church and/or place of ministry designed to provide students with the opportunity to apply the knowledge and theories gained in the classroom to practical ministries. Students will be required to serve in a leadership role under the direction of a seasoned ministry person and develop a personal ministry statement as part of their preparations for future ministry opportunities.

General Education Courses

Humanities

ENG 101 English Composition 3 credits
An introduction to the critical reading and writing skills essential for success at college. English Composition aims to prepare students for college in two ways. One, students will learn the essential writing skills needed as they start college. We will learn to do academic research, to build an argument from research and integrate it into a paper, to structure a paper and use transitions to guide readers through it, and to explain ideas in detail and with clarity. As students learn and practice these skills, they will be equipped to successfully complete upper-level writing assignments. Two, students will learn the critical thinking skills needed to as they leave college and assume responsibilities in their jobs and communities. Our world is dealing with some serious issues right now; to help students develop a thoughtful, well-supported opinion on these issues, we will read a mix of news articles and essays and discuss these in light of a biblical worldview; we will also research and write about these issues. Ultimately, students will have an opportunity to stake out a position on the important issues their communities are wrestling with and explain their position with grace and truth. My hope is that they become thoughtful, reflective people, able to engage the world from a Christian point of view. **Students must receive a C- in the English Composition to advance to 300 level courses or be accepted into a degree program.**

PH 106 Introduction to Philosophy: Christian Worldview 3 credits
This course will introduce the student to philosophy through a consideration of various theistic and non-theistic worldviews, giving attention to the historical departure from Christian Theism in Western civilization and focusing on current thinking with respect to worldview options. The student will be introduced to the concepts of secular humanism, mystical humanism, modernism, and post-modernism, with a special emphasis on how these compare and contrast to Christian Theism. Attention will be given to how the underlying presuppositions of these ways of viewing reality affect one's ability to think and evaluate his or her world and to how presuppositions relate to morality and ethics.

Course Descriptions

PH/BT 350 Apologetics 3 credits
An introduction to the task and methodology of Christian apologetics. This course will explore common objections to the Christian faith and prepare students to respond in reasonable and appropriate ways. Students are also introduced to the impact of postmodernism in our culture and the challenge it presents for the apologetic enterprise.

REL/ICS 308 World Religions 3 credits
This course is an introduction to several living world religions: African Traditional Religion, Buddhism, Hinduism, Islam, and Judaism. The goal of this course is twofold: achieve a basic understanding of the religions of the people around us, and be better equipped to share our faith with adherents of other faiths. *May be used as a humanities elective.*

Social Sciences

COU 121 Counseling Foundations 3 credits
An introductory course in biblical counseling. The student will gain an understanding of counseling with a biblical foundation while being exposed to various techniques and theories of counseling. A foundation will be set for basic technique in counseling. Ethics, referral training, and available resources will be addressed. *Prerequisite: PSY 111 Introduction to Psychology*

PSY 211 Developmental Psychology 3 credits
Developmental psychology studies the continuous process of human growth and development throughout the lifespan. This course will utilize a Christian worldview to examine the major theoretical perspectives that pertain to the biological (bio-social), cognitive, psycho-social, and spiritual changes from conception through death. Students will consider the biological influences (such as genetics), the environmental aspects (such as parenting techniques or the cohort effect), and the Christian theological propositions (such as the imago Dei) that shape who we are as individuals. Developmental disabilities and the effects of atypical development are considered but not emphasized.

Intercultural Studies

ICS/REL 308 World Religions 3 credits
This course is an introduction to several living world religions: African Traditional Religion, Buddhism, Hinduism, Islam, and Judaism. The goal of this course is twofold: achieve a basic understanding of the religions of the people around us, and be better equipped to share our faith with adherents of other faiths. *May be used as a humanities elective.*

Management

MGT 210 Finance and Accounting for Managers 3 credits
An introduction to fundamental accounting and financial knowledge to use in the normal course of for-profit, non-profit and ministry business management environments. Topics covered include financial accounting fundamentals, financial analysis and control, business planning and the budget, working capital decisions, long-term investment and financing decisions, and special topics such as governance and risk management. The focus is on how to intelligently use finance and accounting information to increase the value of the organization to stakeholders, rather than standard accounting methodology.

MGT 220 Ethics for Managers 3 credits
An application of biblical principles, philosophy, and ethics to the practice of business, focusing on the nature of work and excellence in business. This class reinforces a Biblical world view and shows how to use that world view to arrive at consistent, ethical decisions within a business or ministry environment. An emphasis is placed on business management's perspective.

MGT 230 Managerial Economics 3 credits
An introduction to the study of how managers direct scarce resources in ways that most efficiently achieve managerial goals in an economy. The class begins with a broad view of macroeconomics to understand how the aggregate economy behaves with regards to inflation, unemployment, economic growth and monetary and fiscal policies and how these macroeconomic variables influence decisions at the microeconomic or individual firm and market level of the economy. The class finishes with a broad view of microeconomics where the market behavior of managers, patterns of supply and demand and the determination of price and output in individual markets are studied.

Course Descriptions

MGT 310 Principles of Management and Leadership 3 credits
An examination of the basic functions of management: planning, organizing, leading and controlling. Emphasis is placed on motivational theory and its application to individual and group functioning in work situations from a managerial perspective. Leadership styles and their relationship to particular circumstances are analyzed and a distinction is made between leadership and management concepts. A contrast between secular and Biblical leadership principles is also emphasized.

MGT 320 Technology Management 3 credits
An introductory course designed to provide students with a fundamental knowledge of technology management, information systems and their concepts including use by management for decision-making. Students will not only be introduced to the tools of productivity such as electronic spreadsheets, database, and graphics (Excel), but how those tools are used by business and business management to drive businesses forward.

MGT 330 Quantitative Methods for Managers 3 credits
An introduction to basic quantitative tools used by managers to improve the decision making process in organizations, and the application of these tools to real life problems. Some of the quantitative methods covered include decision analysis models used to develop optimal strategies when faced with multiple alternatives and uncertain patterns of future events; forecasting models to predict and prepare for future demand; queuing analysis used in service organizations to manage waiting lines; resource allocation models with applications in manufacturing and operations management; and network models used to optimize supply chains. Emphasis is on applications and interpretation of results rather than theory and calculations. A computer software package is used for model analysis.

MGT 410 Organizational Behavior for Managers 3 credits
An introduction to the theory and applications of organizational behavior including personality, motivational theory and practice, effective teamwork, conflict management, the political atmosphere of organizations, leadership, decision-making, and control from a global management perspective. Emphases are placed on managing individuals and social and organizational processes as well as change within the organizational environment. Students will complete a team based project emphasizing effective personal review of employees in support of the managerial management of individuals.

MGT 420 Capstone Seminar 3 credits
A course that focuses on the formulation, implementation, evaluation, and control of business strategies and their supporting organizational policies including organizational mission from a manager's perspective. An emphasis is placed on effective teamwork, corporate responsibility and business ethics, short vs. long term planning, and resource allocation in an internal business environment. A practical case study forms the capstone application.

Psychology

PSY 211 Developmental Psychology 3 credits
Developmental psychology studies the continuous process of human growth and development throughout the lifespan. This course will utilize a Christian worldview to examine the major theoretical perspectives that pertain to the biological (bio-social), cognitive, psycho-social, and spiritual changes from conception through death. Students will consider the biological influences (such as genetics), the environmental aspects (such as parenting techniques or the cohort effect), and the Christian theological propositions (such as the imago Dei) that shape who we are as individuals. Developmental disabilities and the effects of atypical development are considered but not emphasized. *May be used as a social science elective.*

Religious Studies

REL/ICS 308 World Religions 3 credits
An exploration of the major world religions will be undertaken along with a comparison of their teachings with the teachings of orthodox Christianity. Religions such as Animism, Hinduism, Buddhism, and Islam will be analyzed for the purpose of determining how best to reach adherents of these faiths with the gospel.