



Columbia Union College

The Columbia Union College External Degree Program was established in 1969 to meet the needs of adult students who find it difficult to finish a college degree during traditional weekday hours or within fixed class schedules because of professional obligations, family necessities, or physical limitations. It is not intended to be substituted for an on-campus experience.

Students are able to pursue their degree or supplement their program elsewhere without being confined exclusively to class schedules or to a campus. They can live anywhere, move any time without interfering with their coursework, start any time during the year, study on their own time, and set their own pace.



Objectives

The Columbia Union External Degree Program (EDP) assists students in obtaining a cohesive program by offering academic advising and educational services that will lead to a degree. In addition, the External Degree Program upholds the general objectives as stated in the Columbia Union College Bulletin. Specific objectives include:

- (1) offering flexibility to students completing a college degree, and
- (2) providing personal academic advising and educational services appropriate for the distance learner.

The College

Columbia Union College was established in 1904 as a co-educational Seventh-day Adventist institution. In 1942 the college received accreditation by the Middle States Association of Colleges and Secondary Schools as a four-year degree-granting institution. Today, Columbia Union College is a coeducational college offering degree programs in the arts, sciences, religion, and selected professional fields. The college is accredited to grant both associate and bachelor's degrees.

Statement of Mission

Columbia Union College is a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. This cosmopolitan institution challenges students to seize the opportunities in the nation's capital in order to become moral leaders in communities throughout the world.

Accreditation

The External Degree Program is an integral part of Columbia Union College and is accredited (or approved) by:

- The Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215.662.5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post Secondary Accreditation.
- Maryland Higher Education Commission
- The Adventist Accrediting Association of the Department of Education of the General Conference of Seventh-day Adventists

Authorizations

Columbia Union College is authorized under federal law to train veterans and enroll non-immigrant alien students.

Nondiscrimination Policy

Admission to Columbia Union College is made without regard to race, age, religion, handicap, color, sex, or national origin. Admission is granted to applicants who meet the minimum standards outlined in the Admissions Information section of this Catalog and whose principles and interests are in harmony with the ideals and traditions of the college.



Program Description

The External Degree Program offers the flexibility needed in these days of high mobility. The basic components of the program are:

Directed Independent Study

Under the supervision and guidance of the faculty of Columbia Union College, students study at home and prepare for proctored examinations. Instructional materials are provided for each course.

Programs Offered

Business Administration (B.S.)

General Studies (B.A., B.S.)

Psychology (B.A.)

Religion (B.A.)

Theology (B.A.)

General Studies (A.A., A.S.)

Business Administration Minor

Psychology Minor

Inquiries concerning program requirements and availability should be addressed to Griggs University.

Special Features

- High-quality faculty
- Directed independent study and individualized instruction
- Convenience of living anywhere or moving anytime without interrupting course work
- Advantage of starting course work anytime during the year
- Academic credits for documented prior-learning experience and by examination
- Course work may be adapted to student's schedule

Admission Information

Admission Requirements for Degree-seeking Students

Prospective students with no prior college experience must:

1. Have graduated from an accredited secondary school, have graduated from a Distance Education Training Council (DETC) accredited high school program such as Griggs International Academy, or hold an equivalent diploma.
2. Have completed an adequate pattern of high school subjects:
 - 4 units of English and literature OR 3 units of English and 1 unit of speech
 - 2 units of mathematics
 - 2 units of laboratory sciences
 - 1 unit of American history
 - 1 unit of world history
 - 4 units of academic course electives from English, mathematics, science, history, religion, foreign languages, or computer science
3. Have one of the following:
 - Minimum cumulative high school grade point average of 2.50 on a 4-point scale
 - Minimum cumulative high school grade point average of 2.25 and ACT composite or SAT combined math and verbal scores at or above the 30th percentile
 - GED test scores with an average of 50 and no standard score below 40
 - If educated in another country, qualification for university admission in that country



4. Students who have graduated from or completed an accredited* homeschool program must submit the following documents to begin the admissions process at Columbia Union College:

- A completed admission application for the undergraduate program
- A description of the program of study at home including a list of courses completed and/or official transcripts from an accredited* high school correspondence program
- Two recommendations from outside the home
- ACT or SAT test scores

* *High school correspondence courses must be accredited by the Distance Education and Training Council (DETC).*

5. Students whose native language is other than English need to submit examination results for the TOEFL or the Michigan Test for English Language Proficiency. The required scores for unrestricted admission are 550 (TOEFL paper-based), 213 (TOEFL computer-based) or 90 (Michigan). Students scoring below 550 but not below 500 (TOEFL paper-based), below 213 but not below 190 (TOEFL computer-based), or below 90 but not below 80 (Michigan) will be considered for admission.

Transfer students must have a combined cumulative grade point average of 2.00 (C) or above from all accredited schools of higher education attended.

Transfer students with fewer than 24 semester hours will be considered on the basis of transfer credit combined with high school records.

Nondegree-seeking students and special EDP students wishing to pursue individual courses for personal growth, certification, or to supplement a program that they are taking elsewhere, need not meet the admission requirements above, but should merely follow the enrollment process described later.

Admission Status Classifications

REGULAR

Regular status has no restrictions.

PREFRESHMAN

Prefreshman is the status designated for a secondary student enrolled for a limited number of hours prior to graduating from secondary school. Admission may be granted to secondary students who fit in one of the following categories:

1. Secondary school students who have completed the 11th grade with an overall 3.00 GPA (based on a 4.00 scale)
2. Secondary school students whose achievement in a certain field of study demonstrates exceptional abilities
3. Homeschooled students who can demonstrate 11th grade competency through transcripts from an accredited homeschool provider or standardized test scores

Secondary school students must submit official transcripts and written recommendations from parent or guardian and the school principal or guidance counselor.

Homeschooled students must submit evidence of achievement and written recommendation from parent or guardian and another adult familiar with their abilities.

Probation

Admission on probation for one semester may be given to students who do not meet the requirements for regular admission. Probation students are monitored closely and may enroll for only a limited number of credits.

Denial

Applicants may be denied admission when evidence displays that the applicant:

- Is not qualified or is underprepared to pursue a college degree
- Engages in behavior contrary to the codes of the college
- Has submitted fraudulent information or documents



Admission Process for Prospective Degree-seeking Students

- *Ownership of Documents:* The application form and any materials submitted with the application form for application to Columbia Union College become property of the college.

CHECKLIST

- \$50 application fee(nonrefundable)made payable to Columbia Union College
- Completed Admission Application form (pp. 29, 30)
- Final official high school transcript (not necessary if student has earned an associate or higher degree or has accumulated more than 24 semester hours of college credit)
- Official transcripts from all accredited degree-granting colleges and universities attended (forms on p. 31)

Transcripts must be sent to the Admissions Office at Columbia Union College directly from the issuing school unless you choose the express process.

Express Process

Submit all the above checklist items at the same time in one envelope. In this case, request that the transcripts be mailed to you; but **DO NOT OPEN** the envelopes or they will not be accepted as official.

CUC Steps After Receiving the Completed Application

1. Application will be presented to the admissions committee.
2. If accepted, transcripts will be evaluated for the awarding of transfer credit and a Degree Audit Report will be prepared. The advisor will give written notification regarding what courses will be required for degree completion. Students may enroll for one course while their application is in process. The course should be chosen carefully to fit within desired goals.

Library Access

When ordered, mailings for all courses include syllabi, text, and/or other materials necessary for students to meet the primary objectives for each course. For research assignments, students will have access to the library at Columbia Union College (<http://www.cuc.edu/Library>). CUC will provide library resources to students in the

External Degree Program via the APO system, fax, and Internet. Students will access electronic periodical databases, some of which provide full text, through their CUC Internet accounts (see "Using myCUC.") Reference service will be available via mail, telephone, fax, and e-mail. Specific information on how to access the library through these avenues may be given in the course syllabus.

Using myCUC and WebAdvisor

All currently enrolled students have access to myCUC and WebAdvisor. The myCUC website provides students with a variety of information that will help them while enrolled in the External Degree program. Through this portal, students may access Desire2Learn and email, check grades, and obtain their Degree Audit Report through WebAdvisor. The email username and password will permit students to access restricted databases through the Weis Library Proxy Server.

How can I get access to myCUC?

From CUC home page (www.cuc.edu), click on myCUC. From the myCUC Main Menu click on "Account Setup" under "My Profile." Enter requested personal information (i.e., Social Security Number, Date of Birth, Home Zip Code) and establish your myCUC password and your CUC e-mail password. The user name and password will also be used to access WebAdvisor.

Academic Information

Grading System

Grade	Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
P	Pass
W	Withdrawal

A grade of "C-" will not meet prerequisite, cognate, or major requirements.



Course Repeat Policy

All grade point averages for admission, academic standing, and graduation are calculated on hours attempted. However, if a student repeats a course, both the original and repeat grades are entered on the student's permanent record, but only the repeat grade and credit are computed in the grade point average. (The grade point average will be calculated using the quality points earned on the second effort.)

Transcripts

Students who desire transcripts of their college work must submit a written request to Columbia Union College Records Office at least two weeks before the transcript is needed. Telephone requests or third-party requests not accompanied by the student's signed permission of release will not be honored. Transcripts are issued only when a student's account is paid in full. If an outstanding account is being paid by personal check, the Accounting Services will release the transcript only after the check has been cleared by the bank. To avoid delay, a certified bank check or money order is recommended.

Students who need their transcripts sent within 24 hours will be charged a rush transcript fee of \$10, payable in advance by money order or credit card. Further details and a downloadable transcript request form are available on the Internet at <http://www.cuc.edu/records>

Transfer Credit

Credits earned at an accredited college or university with grades of C or better may be accepted at CUC. A student may request to transfer courses with C- or D grades earned at another college. Such requests will be considered on the basis of the student's academic and professional goals. The college reserves the right to reject credit earned at other institutions or require validation examinations, especially in professional programs, to meet current content requirements in specific courses. A maximum of 70 semester hours from recognized two-year colleges will be accepted. Upper division credit may not be allowed for courses taken at a junior college or for courses numbered as lower division credit at another four-year college or university without validation by the academic department involved.

College-Level Examination Program (CLEP)

The External Degree Program includes provision for knowledge gained by other than traditional college course work, provided the student has earned at least 12 semester hours in the External Degree Program. There are two kinds of CLEP tests — general examinations and subject examinations. Credit for general examinations is accepted only for humanities (fine arts, 3 hours). All CLEP exams are administered by computer. CUC will require a score of 50 or above for credit. A complete list of subjects accepted by CUC is listed in their general Bulletin. An official CLEP transcript must be sent to CUC, and a \$50 recording fee paid for each credit hour recorded unless the credit was previously recorded at another college or university.

Experiential Learning Credit

Students who have satisfactorily completed at least 12 semester hours at Columbia Union College may apply for credit for experiential learning by submitting a portfolio, along with a nonrefundable evaluation fee. Credit for experiential learning is considered only when a valid challenge examination is not available. Students must prepare a portfolio in accordance with the criteria established in the Portfolio Instruction Manual. The portfolio must show evidence of college-level student learning gained through experience that extends over a reasonable period of time and is relevant to the student's academic goals.

Credits awarded for experiential learning are limited to a maximum of 24 semester hours for baccalaureate degrees and 12 hours for associate degrees. Credit granted based on a combination of portfolio and challenge examinations may not exceed 30 hours, or 15 hours for an associate degree. Experiential learning credits will be recorded as "Pass" credits. For more information, please contact the director for experiential learning.

Fees for Experiential Learning Credit

Evaluation fee.....	\$100 per request
Portfolio fee.....	\$25
Recording fee.....	\$50 per hour awarded



Credit for Military Service

Students who have served in the military are eligible for transfer credit for courses taken while in the service as established by the American Council on Education (ACE). Soldiers should submit an AARTS transcript; students not eligible for AARTS or SMART should submit an evaluation of military credit and a copy of their DD 214 Form. Students in the Navy, Marines, or Coast Guard should submit a SMART transcript. Air Force students should submit a transcript from CCAF.

Veterans' Certification Guidelines

Columbia Union College cooperates with the Veterans Administration guidelines for the certification of veterans enrolled at the college. The major guidelines are outlined below for students eligible for veterans' benefits.

Applying for Benefits

Veterans should call their VA Regional Office to verify their eligibility and monthly entitlement. A student must complete 12 semester hours each semester to receive full-time benefits. After being accepted, students who will be using VA benefits must contact the VA certifying official on campus.

Student Responsibility

Since the VA pays benefits only for courses that apply toward the student's degree, it is his/her responsibility to make certain the courses he/she is taking apply toward the declared degree. Each time a student registers for, adds, or drops a course, it is his/her responsibility to contact the CUC certifying official in order to be reimbursed by the Department of Veterans' Affairs.

Concurrent Registration

If a student registers at CUC and at another college simultaneously to take a course that will apply toward his or her degree, he or she must notify the CUC certifying official in order to get reimbursement for the class at the other school.

Notification of Student Load to the VA

After the student has registered for classes, the certifying official will notify the VA of the class load for which the veteran is registered. A copy of the certification will be sent to the student.

Notification of Change

of Student Class Load or Major to the VA

The student is to notify the certifying official immediately of any change in major or class load so that the VA can be notified. Within a week after a veteran adds or drops a class, the certifying official informs the VA of the veteran's changed class load status.

Release of Student Records to VA Authorities

Guidelines given to the college by the U.S. government indicate that the college may release confidential information, including grades, to officials from the VA without prior authorization from the student.

Graduation Information

Candidacy for Degree

Each candidate for a degree must file a formal graduation contract with the records office. This must be done at least 12 months before graduation. Graduation contracts are available from the Coordinator, External Degree Program.

Finances

Graduation fee: \$85. Make check payable to Columbia Union College. Students who plan to participate in the graduation ceremony must also pay the class dues as assessed by the senior class (typically \$40-\$100).

Graduation Exercises

Diplomas are issued at the end of each semester. However, graduation ceremonies are scheduled only twice each academic year; spring commencement at the end of the second semester in late April or early May, and summer commencement at the end of July or early August.

Commencement exercises are sponsored by the college and are under the direction of the college president. The college confers the degrees as authorized by the college charter. External Degree Program graduates are invited to participate in the graduation ceremonies.



Student Responsibility

The responsibility for meeting graduation requirements rests primarily upon the student. Therefore, students should become acquainted with the requirements as set forth in their curriculum and consult carefully with their advisor to plan a sequence of courses that fulfills these requirements. To assist students in meeting the requirements, a Degree Audit Report is available on WebAdvisor.

Grade Point Average Requirements

The grade point average (GPA) required for graduation is computed by dividing the total number of grade points earned by the hours attempted. Total credits and GPA requirements are summarized below. A grade of C or above is required on all courses required for the major and all cognate courses.

	Cumulative Hours	GPA	Earned at CUC Hours	GPA
Four-Year Degree				
Cumulative	120*	2.00	30	2.00
Upper division	36	—	15	—
Major	—	2.50	9	2.50
Major upper division	—	—	9	—
Minor	18+	2.00	3	2.00
Minor upper division	—	—	3	2.00
Two-Year Degree				
Cumulative	60	2.00	15	2.00
Major	—	2.50	9	2.50

* Semester hours as specified under the major or minor

Graduation with Honors

To qualify for honors, students must earn the designated GPAs in the following two areas by the beginning of the final term in which the degree is expected:

1. On all credits attempted at all accredited colleges whether or not the courses were accepted at CUC
2. On all credits attempted at CUC

Honors

Cum laude
Magna cum laude
Summa cum laude

Minimum GPA

3.50
3.75
3.90

Students who graduate with honors will have their honors indicated on their transcripts and diplomas and noted in the graduation program.

Departmental Distinction

Students not eligible to graduate cum laude, magna cum laude, or summa cum laude may be eligible to graduate with Departmental Distinction. To qualify for Departmental Distinction, in addition to meeting all other requirements for graduation, students must have attained a grade point average of 3.90 in all courses used to meet the requirements of the major(s). Students who graduate with Departmental Distinction will have that status indicated on their transcripts and diplomas and noted in the graduation program.



Degree Programs

Transfer credit from approved institutions and examinations is accepted toward the degree; however, the last 30 hours toward a baccalaureate degree (15 hours toward an associate degree) must be Columbia Union College courses. A cumulative GPA of 2.00 or better is required. In the area of concentration, a grade of C or better on all courses and a cumulative GPA of at least 2.50 is required.

Computer Proficiency

Computer proficiency is required of all CUC baccalaureate graduates, to be determined by one of these options:

1. Complete CPTR 105.
2. Pass a challenge or validation examination.
3. Earn CLEP credit evidencing computer literacy.
4. Demonstrate computer literacy through experiential learning portfolio evaluation.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The business administration program requires a minimum of 120 semester hours including a minimum of 36 hours from 300- and 400-level courses.

Business Administration Major		36 hours
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
BUAD 246	Business Research and Communications	3
BUAD 315	Quantitative Methods	3
BUAD 375	Business Law I	3
ECON 265	Principles of Economics I-Macro	3
ECON 266	Principles of Economics II-Micro	3
FNCE 290	Business Finance	3
MGMT 330	Principles of Management	3
MGMT 333	Personnel Management	3
MGMT 485	Business Strategy and Policy	3
MKTG 210	Principles of Marketing	3

Required Cognates		8 hours
MATH 110	Probability and Statistics	4
MATH 120	College Algebra	4

General Education Requirements		40 hours
<i>Computer proficiency is required.</i>		
ENGL 101*	Composition.....	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication	3
PSYC 105	Introduction to Psychology	3
OR		
SOCI 105	General Sociology (3)	
RELB/RELT**	Religion electives.....	12
	Science elective	4
HIST	History elective	3
(ENGL)/LITR	Literature elective	3
	Humanities elective	3
HLSC/NUTR	Health Science or Nutrition elective	3

Electives	36 hours
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Upper division courses must total at least 36 hours.

total 120 hours

* Minimum grade of "C" is required.

**Religion requirements for transfer students from non-Seventh-day Adventist colleges:

Students transferring to CUC from a non-Seventh-day Adventist college are required to complete religion as specified below:

Total Credits Earned at a Non-Seventh-day Adventist College	Religion Hours Required
Less than 24.0	12 hours (6 from list of specified courses above)
24.0 – 55.9	9 hours (6 from list of specified courses above)
56.0 and above	6 hours from the list of specified courses above

Transferring students who need only 30 hours to complete the baccalaureate degree, and who will complete their degree within the first year of enrolling at CUC, may petition for a waiver of 3 additional hours of religion.



BUSINESS ADMINISTRATION MINOR

Business Administration Minor		18 hours
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
ECON 266	Principles of Economics II-Micro	3
FNCE 290	Business Finance	3
MGMT 330	Principles of Management	3
MKTG 210	Principles of Marketing	3
		total 18 hours

BACHELOR OF ARTS IN GENERAL STUDIES

The general studies program requires a minimum of 120 semester hours including a minimum of 36 hours from 300- and 400-level courses.

General Studies Requirements

Basic College Skills		12 hours
ENGL 101*	Composition.....	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication.....	3
CPTR 105	Introduction to Computers.....	3
Humanities		9 hours
(ENGL)/LITR	Literature elective	3
	Electives (Choose from literature, philosophy, humanities, art appreciation, art history, music history, and/or music theory)	6
Physical/Natural Sciences and Mathematics		12 hours
MATH	Math elective.....	4
	Science elective	4
	Math or Science elective	4
Religion		12 hours
RELB/RELT**	Religion electives	12
Social Science		12 hours
HIST 125, 126	History of World Civilization I and II	6
	OR	
HIST 275, 276	American Civilization I and II (6)	
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
	Elective (Choose from economics, geography, history, psychology, sociology, political science, or anthropology.)	3


BACHELOR OF ARTS IN GENERAL STUDIES *continued*

Health		3 hours
HLSC/NUTR	Health Science or Nutrition elective	3
Concentrations	(2) x 24 hours	48 hours
Electives		12 hours

Upper division courses must total at least 36 hours.

total 120 hours

* Minimum grade of "C" is required.

****Religion requirements for transfer students from non-Seventh-day Adventist colleges:**

Students transferring to CUC from a non-Seventh-day Adventist college are required to complete religion as specified below:

Total Credits Earned at a Non-Seventh-day Adventist College	Religion Hours Required
Less than 24.0	12 hours (6 from list of specified courses above)
24.0 – 55.9	9 hours (6 from list of specified courses above)
56.0 and above	6 hours from the list of specified courses above

Transferring students who need only 30 hours to complete the baccalaureate degree, and who will complete their degree within the first year of enrolling at CUC, may petition for a waiver of 3 additional hours of religion.

ASSOCIATE OF ARTS IN GENERAL STUDIES

The Associate of Arts in general studies requires a total of 60 hours. Students with transfer credits are required to take the last 15 hours prior to graduation from Columbia Union College courses.

Basic College Skills		9 hours
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication	3
Physical/Natural Sciences and Mathematics		8 hours
MATH	Math elective	4
	Science elective	4
Religion		6 hours
RELB/RELT	Religion electives	6
Social Science		9 hours
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
HIST	History elective	3
	Electives (Choose from psychology, sociology, political science, geography, or anthropology.)	3
Concentration		24 hours
Electives		4 hours

total 60 hours

* Minimum grade of "C" is required.



BACHELOR OF SCIENCE IN GENERAL STUDIES

The general studies program requires a minimum of 120 semester hours including a minimum of 36 hours from 300- and 400-level courses.

General Studies Requirements

Basic College Skills		12 hours
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers.....	3
Humanities		6 hours
(ENGL)/LITR	Literature elective	3
	Elective (Choose from literature, philosophy, humanities, art appreciation, art history, music history, and/or music theory.).....	3
Physical/Natural Sciences and Mathematics		8 hours
MATH	Math elective	4
	Science elective	4
Religion		12 hours
RELB/RELT**	Religion electives	12
Social Science		9 hours
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
HIST	History elective	3
	Elective (Choose from economics, geography, history, psychology, sociology, political science, or anthropology.)	3
Health		3 hours
HLSC/NUTR	Health Science or Nutrition elective	3
Concentrations (2)x 24 hours		48 hours
Electives		22 hours
Upper division courses must total at least 36 hours.		
		total 120 hours

* Minimum grade of "C" is required.

****Religion requirements for transfer students from non-Seventh-day Adventist colleges:**
 Students transferring to CUC from a non-Seventh-day Adventist college are required to complete religion as specified below:

Total Credits Earned at a Non-Seventh-day Adventist College	Religion Hours Required
Less than 24.0	12 hours (6 from list of specified courses above)
24.0 – 55.9	9 hours (6 from list of specified courses above)
56.0 and above	6 hours from the list of specified courses above

Transferring students who need only 30 hours to complete the baccalaureate degree, and who will complete their degree within the first year of enrolling at CUC, may petition for a waiver of 3 additional hours of religion.


ASSOCIATE OF SCIENCE IN GENERAL STUDIES

The Associate of Science in general studies requires a total of 60 hours. Students with transfer credits are required to take the last 15 hours prior to graduation from Columbia Union College courses.

Basic College Skills		6 hours
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
Physical/Natural Sciences and Mathematics		8 hours
MATH	Math elective	4
	Science elective	4
Religion		6 hours
RELB/RELT	Religion electives	6
Social Science		3 hours
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
Health		3 hours
HLSC/NUTR	Health Science or Nutrition elective	3
Concentration		24 hours
Electives		10 hours
Electives should be chosen to provide concentrations as approved by the department.		
		total 60 hours

* Minimum grade of "C" is required.

BACHELOR OF ARTS IN PSYCHOLOGY

The psychology program requires a minimum of 120 semester hours including a minimum of 36 hours from 300- and 400-level courses.

Psychology Major		34 hours
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 260	Systems and History of Psychology	3
PSYC 305	Social Psychology	4
PSYC 315	Organization and Work	3
PSYC 355	Learning and Motivation	3
PSYC 360	Abnormal Psychology	3
PSYC 365	Theories of Personality	3
PSYC 435	Dynamics of Individual Counseling	3
PSYC 471	Experimental Psychology	4
PSYC 495	Independent Study in Psychology	2
Required Cognates		7 hours
CPTR 105	Introduction to Computers	3
MATH 110	Probability and Statistics	4

**BACHELOR OF ARTS IN PSYCHOLOGY** *continued***General Education Requirements** **43 hours**

ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication.....	3
	Science elective	4
HIST	History elective.....	3
RELB/RELT**	Religion electives	12
(ENGL)/LITR	Literature elective	3
	Humanities elective	3
HLSC/NUTR	Health Science or Nutrition elective	3
	Computer or Modern Languages (except CPTR 105)	6

Electives **36 hours**

Upper division courses must total at least 36 hours.

total 120 hours

* Minimum grade of "C" is required.

****Religion requirements for transfer students from non-Seventh-day Adventist colleges:**

Students transferring to CUC from a non-Seventh-day Adventist college are required to complete religion as specified below:

Total Credits Earned at a Non-Seventh-day Adventist College	Religion Hours Required
Less than 24.0	12 hours (6 from list of specified courses above)
24.0 – 55.9	9 hours (6 from list of specified courses above)
56.0 and above	6 hours from the list of specified courses above

Transferring students who need only 30 hours to complete the baccalaureate degree, and who will complete their degree within the first year of enrolling at CUC, may petition for a waiver of 3 additional hours of religion.

PSYCHOLOGY MINOR**Psychology Minor** **18 hours**

PSYC 105	Introduction to Psychology.....	3
PSYC 210	Developmental Psychology	3
PSYC 365	Theories of Personality	3
PSYC	Upper division Psychology elective	3
PSYC	Psychology electives.....	6

Required Cognates **7 hours**

CPTR 105	Introduction to Computers.....	3
MATH 110	Probability and Statistics	4

total 25 hours



BACHELOR OF ARTS IN RELIGION OR THEOLOGY

Two majors are available from the Religion Department, one in theology and one in religion. The Bachelor of Arts in Theology prepares one for pastoral ministry and is designed primarily for individuals who have years of pastoral experience in the field but whose circumstances prevent study in the traditional setting. It is structured to build on skills already acquired to provide in-depth mastery of biblical and doctrinal studies as well as practical skills. The Bachelor of Arts in Religion is designed for those who would like a religion degree to enhance their personal growth, to serve as lay leaders in their church, or as preparatory study for law or medicine.

Both majors require the religion/theology core, required cognates, general education block, and the requirements for the respective major. Both majors also require a minimum of 120 Semester hours, including a minimum of 36 hours of upper division (300- and 400-level) courses.

Religion/Theology Core		30 hours
RELB 160	Jesus and the Gospels	3
RELB 307	Exile and Return: Introduction to the Old Testament	3
RELB 310	Hebrew Prophets	3
RELB 345	Worship and Witness: Introduction to the New Testament	3
RELB 420	Jewish Apocalyptic Writings: Daniel	3
RELB 425	Christian Apocalyptic Writings: Revelation	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELT 335	Pauline Theology	3
RELT 410	Biblical Theology	3
Required Religion/Theology Cognates		6 hours
HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3
Major Requirements, Cognates, and Electives		56 hours
See listing under each major in the next column.		
General Education		28 hours
Computer proficiency is required.		
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication	3
MATH	Math elective	4
	Science elective	4
PSYC 105	Introduction to Psychology	3
(ENGL)/LITR	Literature elective	3
	Humanities elective	3
HLSC/NUTR	Health Science or Nutrition elective	2
		total 120 hours

* Minimum grade of "C" is required.

**THEOLOGY MAJOR**

Theology Major Requirements		31 hours
RELT 220*	Knowing and Sharing Christ.....	3
RELT 308*	Biblical Preaching.....	3
RELT 360*	Christian Ministry	3
RELT 370*	Public Evangelism.....	2
RELT 460*	Cross-Cultural Ministry.....	3
RELL 201; 202	Elementary Greek.....	8
RELL 251; 252	Intermediate Greek.....	6
RELB 491	Seminar in Contemporary Theology	3
Additional Required Cognate		3 hours
MGMT 330	Principles of Management	3
Electives		22 hours

RELIGION MAJOR

Religion Major Requirements		11 hours
RELT 220	Knowing and Sharing Christ.....	2
RELT 235	Principles of Bible Instruction.....	3
RELT 280	Moral Issues in World Religions.....	3
RELT 385	Christian Ethics and Modern Society.....	3
Additional Required Cognate		3 hours
COMM 320	Persuasion and Propaganda.....	3

NOTE: Intermediate level of French, German, Greek, or Spanish is strongly recommended.

Electives **42 hours**

Upper division courses must total at least 36 hours.

* Practicing pastors with substantial ministerial experience may earn up to 10 semester hours based on their field experience and submission of both a reflective paper and written reports demonstrating this experience from reading literature in the following areas: personal witnessing, public evangelism, church leadership, and pastoral administration. Those without adequate experience (less than five years of pastoring) may not receive more than four semester hours credit and must take the required classes.



Course Descriptions

Academic Departmental Organization

This section describes the courses offered by Columbia Union College. Each course description is intentionally brief and to the point. More detailed information can be obtained from the instructor of the course.

Course Numbers

The course numbers contain three digits.

- 100-299 are lower division courses (for first-year students and sophomores).
- 300-499 are upper division courses (for juniors and seniors).

The first numeral in each course number indicates the class-year status as follows:

- 0 – Remedial and noncollege
- 1 – Freshman level
- 2 – Sophomore level
- 3 – Junior level
- 4 – Senior level

A comma placed between course numbers indicates that each semester's work may be taken independently and credit received for the work of a single semester.

A semicolon placed between the course numbers indicates that the work of the first semester is prerequisite to that of the second. Credit may be received for the work of the first semester without the completion of the work of the second.

Course Availability

Course availability depends on textbook availability and course revision schedules. CUC and GU have instituted a course review and revision procedure that improves service to students. Currently available courses are listed in the Tuition and Supplies Price List (FORM 2). If you have a question about course availability, please contact Griggs University.

Accounting

ACCT 211/0023

PRINCIPLES OF ACCOUNTING I

(3 sem hours)

Introduction to the nature of accounting and the environment in which it is developed and used. You will learn to record, classify, and summarize business transactions in accounting records, measure business income by examination of revenue and expenses, evaluate and implement internal control procedures, and prepare and use financial statements. In addition, you will explore the accounting principles involved in asset valuation, including cash management and valuation of receivables, inventories, cost of goods sold, property, plant, and equipment.

ACCT 212/0033

PRINCIPLES OF ACCOUNTING II

(3 sem hours)

Prerequisite: ACCT 211 *with grade "C" or higher*

You will learn about accounting for corporate transactions, including those involving significant assets and liabilities, stock, and unusual events of corporations. Finally, you will complete your study of financial statements and be introduced to our federal income tax system.

Biology

BIOL 140/0973

THE HUMAN BODY IN HEALTH AND DISEASE

(4 sem hours)

A survey of the structure, function, health, and diseases of the human body. Emphasis is placed on the understanding of the physiologic mechanisms that maintain each body system. A general foundation in the vocabulary of anatomy and physiology is a primary part of the course. Student must submit a certificate of completion for the International or American Red Cross Standard First Aid and Safety or Community First Aid and Safety course. Does not apply toward a biology major or minor. Cross-listed as HLSC 140.



**BIOL 295/2870
INDEPENDENT STUDY
IN BIOLOGY**

(1 to 4 sem hours)

Study on an independent basis in collaboration with the instructor on a topic in biology at the lower division level. (Offered as needed; online only)

**BIOL 311/0981
A SCIENTIFIC STUDY
OF CREATION**

(2 sem hours)

A study of the evidences supporting a creation origin of the earth. The approach is scientific rather than biblical.

Business

**BUAD 105/7310
INTRODUCTION TO BUSINESS**

(3 sem hours)

An introduction to the business world. Topics, include industry, finance, accounting, marketing, economics, management, etc. Informative to any student regardless of major. Not required for business majors.

**BUAD 246/2880
BUSINESS RESEARCH
AND COMMUNICATION**

(3 sem hours)

Prerequisite: ENGL 102

Designed to enhance research and writing skills and to help the student develop competency in writing business communications. (Available online only.)

**BUAD 315/7381
QUANTITATIVE METHODS**

(3 sem hours)

Prerequisite: MATH 110

The business decision-making process and the applications of linear equations, linear programming, matrix algebra, probability, minimization and maximization problems, game theory, PERT, inventory models, and introduction to forecasting.

BUAD 375/0084 BUSINESS LAW I

(3 sem hours)

A survey course designed to introduce legal topics and concepts that can and will affect you throughout both your personal and business lives. You will explore the legal environment, torts, business crimes, contracts, property, and estate planning.

Communication

**COMM 105/0363
INTRODUCTION TO HUMAN
COMMUNICATION**

(3 sem hours)

A study of the theory, basic levels, and forms of communication. Instruction in the fundamental processes of oral expression with practice in interpersonal, nonverbal, small group, and public speech exercises. Speeches on VHS videos are required.

**COMM 320/2980
PERSUASION AND
PROPAGANDA**

(3 sem hours)

Prerequisite: COMM 105 or equivalent; PSYC 105 or SOCI 105 recommended.

Theory and practice of logical and psychological forms of persuasion and utilization of the persuasive elements inherent in the communicator, the message, the audience, and the occasion. (Available online only.)

Computer Science

**CPTR 105/7801
INTRODUCTION TO COMPUTERS**

(3 sem hours)

Prerequisite: MATH 052, *placement test*, or *30th percentile on ACT or SAT Math*

An introduction to the capabilities and uses of computer technology. In addition to the basic hardware components of computer systems, students will be introduced to the Internet, word processing, electronic spreadsheets, databases, programming, and career opportunities available in the computer field. This course does not include hands-on instruction. Credit for this course does not apply toward a major or minor in computer science, but it does apply toward the general education Core Competency requirement.

Economics

**ECON 265/0045
PRINCIPLES OF
ECONOMICS I-MACRO**

(3 sem hours)

An introductory course that explores topics such as economic growth, inflation, unemployment, fiscal and monetary policies, money supply, banking, and the central banking system within the context of major economic theories.

**ECON 266/0054
PRINCIPLES OF
ECONOMICS II-MICRO**

(3 sem hours)

Microeconomics examines the factors that influence individual economic choices and how the choices of various decision makers are coordinated by markets. Topics include supply, demand, equilibrium, elasticity, costs, and competition models, and their impact on factor and goods markets; antitrust and mergers; and income distribution.



Education

EDUC 210A/0101 PHILOSOPHY OF ADVENTIST EDUCATION

(3 sem hours)

An overview of philosophers and schools of philosophy that are pertinent to the field of education in relation to individuals, church, and societal values. Study of Ellen White's influence on the theory and practice of Seventh-day Adventist education.

EDUC 424/3190 EDUCATIONAL ASSESSMENT

(3 sem hours)

Prerequisite: EDUC 242 and acceptance into the teacher education program

An introductory course in the principles of constructing standardized and teacher-made tests, test scoring and interpretation, grading-reporting practices, and an overview of commonly-used statistical terms.

English

ENGL 101/0572 COMPOSITION

(3 sem hours)

Prerequisite: *English placement exam*

This course is designed to advance writing skills for college and professional pursuits by bringing observation, thoughtfulness, organization, sense of audience, and sense of self to bear on student writing.

ENGL 102/0341 RESEARCH AND LITERATURE

(3 sem hours)

Prerequisite: ENGL 101 with a minimum grade of "C"

A study of poetry, short stories, drama, and the process of writing a research paper. ENGL 101 and 102 are prerequisites to all other courses in the department. A paper is required.

LITR 225/0353 AMERICAN LITERATURE I

(3 sem hours)

Prerequisite: ENGL 102 with a minimum grade of "C"

A survey of American literature from the 16th to 19th centuries. Major American authors and literary works from colonial times to the Civil War era are examined with emphasis on how the history and culture of each era affected the literature. Two short papers are required.

LITR 455/7551 CHARLES DICKENS AND MARK TWAIN

(3 sem hours)

Prerequisite: ENGL 102 with a minimum grade of "C"

Charles Dickens and Mark Twain, two of the most important and popular writers of their time, have come to represent the very essence of England and the United States, respectively, in the nineteenth century. Students will read major works of each author, placing their artistic development into historical context; investigating the role of each author as a representative, critic, and reformer of his own society; and analyzing the way each author uses humor as social commentary. A paper is required.

Finance

FNCE 290/7372 BUSINESS FINANCE

(3 sem hours)

Prerequisite: ACCT 212

The source and uses of funds required by a business. A theoretical framework that the financial manager can use to reach decisions within the realities of the financial world. Topics include financial analysis, estimating funds requirements, short-and long-term loan arrangements, capital structure planning, and securities issues.

Foods/Nutrition

NUTR 300/0414 NUTRITION

(3 sem hours)

A course designed not only to provide an introduction to the relationship between nutrition and good health, but also to explore the basic medical and chemical aspects of nutrition.

French

FREN 101/0583 INTRODUCTORY FRENCH I

(3 sem hours)

Grammar with reading and writing of simple French in the context of significant aspects of culture. Oral and listening work stressed. Designed for students who have no French or less than two years of secondary-school French or its equivalent. Credit not applicable toward a major or minor in French.

FREN 102/0593 INTRODUCTORY FRENCH II

(3 sem hours)

Prerequisite: FREN 101 or the equivalent available for students with two to three years of high school

French Grammar and reading continued in the context of significant aspects of culture; oral and listening work progressively increased.

FREN 151/8430 INTERMEDIATE FRENCH I

(3 sem hours)

Prerequisite: FREN 102 or the equivalent

As the course progresses, you will not only acquire new knowledge of the French language and francophone cultures, you will also master that which you have already learned. With a focus on listening, reading, writing, culture, and literature, the aim of this course is to further your ability to survive in everyday and academic situations in the target language.



FREN 152/8440 INTERMEDIATE FRENCH II

(3 sem hours)

Prerequisite: FREN 151 *or*
the equivalent

You will continue acquiring new knowledge of the French language and francophone cultures, and also master that which you have already learned. With a focus on listening, speaking, reading, writing, culture, and literature, the aim of this course is to further your ability to survive in everyday and academic situations in the target language.

Geography

GEOG 280/7630 CULTURAL GEOGRAPHY

(3 sem hours)

A regional and cultural study of various countries, with emphasis on the interrelationships of the social and physical aspects of these areas. The principal features of climate, topography, resources, and industry are portrayed through factual and cartographic studies.

Health Science

HLSC 110/8550 HEALTHIER LIVING

(2 sem hours)

A study of the principles governing community and personal health, applying these to successful daily living. The course incorporates the Seventh-day Adventist philosophy of health as expressed in the writings of Ellen White.

HLSC 140/7733 THE HUMAN BODY IN HEALTH AND DISEASE

(4 sem hours)

See BIOL 140 for course description.

History

HIST 125/0553 HISTORY OF WORLD CIVILIZATIONS I

(3 sem hours)

An introduction to the historical development of human civilizations from antiquity to the mid-seventeenth century, with focus on the themes of political and social organization, worldview, and cultural achievements.

HIST 126/0563 HISTORY OF WORLD CIVILIZATIONS II

(3 sem hours)

An introduction to the historical development of human civilizations from approximately the mid-seventeenth century to the present. Emphases include the interaction between Western and non-Western cultures and the impact of key social and political ideas and movements.

HIST 275/8521 U.S. HISTORY I: FOUNDING TO RECONSTRUCTION

(3 sem hours)

The political, social, constitutional, and cultural development of the United States from its earliest beginnings to the Civil War.

HIST 276/8531 U.S. HISTORY II: GILDED AGE TO GLOBALIZATION

(3 sem hours)

The political, social, constitutional, and cultural development of the United States from the Civil War to the present.

HIST 325/0932 HISTORY OF CHRISTIANITY I: EARLY AND MEDIEVAL PERIODS

(3 sem hours)

Suggested background:
HIST 125 or equivalent

The significant trends and events in the development of Christianity from the time of Christ to the Reformation, including a study of the church in relation to the Roman Empire, the influence of the church fathers, Christological controversies, the rise of the papacy, and medieval society. (Also available online.)

HIST 326/0942 HISTORY OF CHRISTIANITY II: THE REFORMATION AND MODERN PERIODS

(3 sem hours)

Suggested background:
HIST 126 or equivalent.

The church from pre-Reformation to the present time, its development in Europe and in America. A study of the main branches of Protestantism and their relation to the State, the Catholic Counter Reformation, and the Evangelical movement.

Management

MGMT 330/7351 PRINCIPLES OF MANAGEMENT

(3 sem hours)

The art and science of managing and accomplishing organizational goals through the cooperation of other people. Functions of managers, principles of management, decision making, and analysis of problems central to management.



MGMT 333/2890 PERSONNEL MANAGEMENT

(3 sem hours)

The principles, methods, and practices of administering a personnel program for the business organization. Includes individual reports and case problems. (Available online only.)

MGMT 380/8200 MANAGERIAL SKILLS ASSESSMENT

(3 sem hours)

In order to integrate managerial functions and skills from past experience with the diagnosis of problems in the future, a variety of evaluative and assessing tools is used to provide individual feedback. A learning portfolio is developed to document and organize experiences that demonstrate the student's ability to apply significant managerial concepts such as organizing, planning, coordinating, supervising, and administrating. An overview of the style recommended for research papers is included. A project/paper is required.

MGMT 485/7332 BUSINESS STRATEGY AND POLICY

(3 sem hours)

Prerequisite: *Must be within one semester of completing all business courses*

The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization.

Marketing

MKTG 210/7321 PRINCIPLES OF MARKETING

(3 sem hours)

Principles and practices of the marketing system, analysis of markets, consumer motivation, product decision, pricing policies, distribution, promotion, and selling to consumers.

Mathematics

MATH 110/7811 PROBABILITY AND STATISTICS

(4 sem hours)

Prerequisite: *MATH 051, 30th percentile on ACT or SAT math or placement test*

Descriptive statistics, elementary probability, Venn diagrams, discrete random variables, binomial and normal distributions, inferential statistics, sampling tests of hypotheses, regression, correlations, analysis of variance, chi-square analysis.

MATH 115/8970 SURVEY OF MATHEMATICS

(4 sem hours)

Prerequisite: *MATH 052, 30th percentile on ACT or SAT math or placement test*

This is a general course especially suited for nonmathematics and nonscience majors, including students majoring in liberal arts or education. This course is required for elementary education majors. Topics include sets, numeration systems, consumer mathematics, probability and statistics, logic, and the real number system. Credit for this course does not apply toward a major or minor in mathematics but does apply toward the general education requirements.

MATH 120/7982 OR 2260 COLLEGE ALGEBRA

(2 or 4 sem hours)

Prerequisite: *MATH 052, 30th percentile on ACT or SAT math or placement test*

Linear equations and their graphs, inequalities, systems of equations, polynomial functions, fractional equations, powers and roots, quadratic functions and their graphs, exponential and logarithmic functions. Credit for this course does not apply toward a major or minor in mathematics but does apply toward the general education math/science requirements.

MATH 126/7832 PRECALCULUS

(4 sem hours)

Prerequisite: *MATH 120 or placement test*

Relations, functions, transformation, inverse functions, systems of linear and quadratic equations. Exponential, logarithmic, and circular functions. Credit for this course does not apply toward a major or minor in mathematics but does apply toward the general education math/science requirements.

Music

MUHL 204/0386 MUSIC APPRECIATION

(3 sem hours)

Designed for students who are curious about music and who may or may not know much about same. This course focuses around a core group of issues (music in cultures, music and morality, music and quality, etc.) and prods students at a personal level to go beyond memorizing information and come to a more profound understanding of what music is, what it might mean for them, and how they might listen to it with more critical discernment. This course is suited for students prepared to undertake challenging levels of reading and writing.

Physics

PHYS 150/8220 DESCRIPTIVE ASTRONOMY

(4 sem hours)

Prerequisite: *30th percentile on ACT mathematics, high school Algebra II, or placement test*

A non-quantitative course designed especially for the liberal arts student. A look at how our view of the universe has developed and what that current view is. Topics include solar systems and their components, galaxies (compositions and types), and life cycles of stars.



Political Studies

PLST 250/0485 AMERICAN GOVERNMENT

(3 sem hours)

An introduction to the forms, functions, and processes of the American local, state, and national government. This course also explores the development of political ideologies and influence groups.

Psychology

PSYC 105/0117 INTRODUCTION TO PSYCHOLOGY

(3 sem hours)

The basic principles and concepts in psychology, including the principles of motivation, learning, and perception. Designed to introduce college students to history, development, and present scope of psychology. A prerequisite for all other courses in psychology. (Also available online.)

PSYC 210/7892 DEVELOPMENTAL PSYCHOLOGY

(3 sem hours)

Prerequisite: PSYC 105

Developmental Psychology is the study of human development from conception to death. The study of life-span development is accomplished by examining the stages of infancy, childhood, adolescence, and adulthood. The course covers the cognitive, moral, physical, social, and emotional changes that are typical at each stage of development.

PSYC 260/7932 SYSTEMS AND HISTORY OF PSYCHOLOGY

(3 sem hours)

Prerequisite: PSYC 105

The developing concepts and philosophies in the field of psychology from ancient times to the present.

PSYC 305/8000 SOCIAL PSYCHOLOGY

(4 sem hours)

Prerequisite: PSYC 105

A study of the psychological foundations of social attitudes and behavior, prejudice, individual adjustments, interaction, groups, and social situations. Study, analysis, and evaluation of the psychological factors involved in the individual's perception, judgments, and involvement in society; the measurement and change of human attitudes; the study of group composition, conformity, and dynamics. Recommended for education, religion, sociology, and business majors. A paper is required.

PSYC 315/7872 ORGANIZATION AND WORK

(3 sem hours)

Prerequisite: PSYC 105

Focuses on describing, understanding, and explaining behavior in organizations. The issue of controlling, managing, and influencing behavior in the work environment are addressed. A paper is required.

PSYC 355/7791 LEARNING AND MOTIVATION

(3 sem hours)

Prerequisite: PSYC 105

An examination of the major approaches to learning theory and their applications for psychology. Various motivational systems and theories used to predict and understand human behavior will also be covered.

PSYC 360/7921 ABNORMAL PSYCHOLOGY

(3 sem hours)

Prerequisites: PSYC 105, PSYC 210, and permission of instructor

A study of deviant human behavior and methods of dealing with consequent problems.

PSYC 365/7691 THEORIES OF PERSONALITY

(3 sem hours)

Prerequisites: PSYC 105 and PSYC 210

Study of the primary theories of personality, seeking to show their contribution to an understanding of humanity.

PSYC 367/0224 PSYCHOLOGY OF LEARNING

(3 sem hours)

Prerequisite: PSYC 105

Survey of fundamental psychological principles related to methods of learning and teaching and to the understanding and development of individual learning.

PSYC 435/7701 DYNAMICS OF INDIVIDUAL COUNSELING

(3 sem hours)

Prerequisite: PSYC 105

A study of the dynamics of operating in the counseling process and the basic principles facilitating the same. An examination of directive and nondirective approaches. Handling typical student, employee, client, or mentally-sound patient and parishioner problems is explored by means of role-playing, tape recordings, written reports, etc. Recognition of cases requiring referral, ethics, and relations with the counselee's family are considered.

PSYC 471/7951 EXPERIMENTAL PSYCHOLOGY

(4 sem hours)

Prerequisite: PSYC 105, *plus 9 hours of psychology and MATH 110 or permission of the instructor*

A step-by-step analysis of the procedures of experimentation with emphasis on experimental design and planning, experimental control, statistical analysis, report presentation. The completion of an experimental research project is required.



**PSYC 495/8071 OR 7861
OR 7881 INDEPENDENT
STUDY PROJECT**

(1-3 sem hours)

Please indicate on the Order Form how many hours you will be taking for this course. Study on an independent basis in collaboration with the instructor on a topic in psychology at the upper division level. A research project is required.

Religion

**RELB 101, 102/0753
BIBLE SURVEY**

(2; 2 sem hours)

A book-by-book survey of both Old and New Testaments designed to provide a foundation for other religion courses for those students who have not had secondary Bible.

**RELB 160/0881
JESUS AND THE GOSPELS**

(3 sem hours)

Suggested background:
Secondary Bible

A comprehensive study of the life and teachings of Jesus as unfolded in the four gospels with analytical attention to the gospel writers and their writing in an attempt to reveal the impact of His self-revelation on that age and ours. (Available online only.)

**RELB 307/2900
EXILE AND RETURN:
INTRODUCTION TO
THE OLD TESTAMENT**

(3 sem hours)

The narratives, sacred history, and revealed religion of Israel are explored. A review of the Old Testament's uniqueness in providing an answer to human inquiry into the past and its application to the contemporary world. (Available online only.)

**RELB 310/7221
HEBREW PROPHETS***

(3 sem hours)

A study of the prophetic tradition as a creative force in Old Testament times with specific investigation of individual prophets from the viewpoint of their major concepts and teachings. Emphasis is placed on the relevance of the prophets for today.

**RELB 330/0822
OLD TESTAMENT
PROPHETS, EARLY***

(3 sem hours)

Suggested background: Minimum of 6 semester hours in college Bible or equivalent

A study of the writings of the early Old Testament prophets arranged in chronological order.

**RELB 332/0832
OLD TESTAMENT
PROPHETS, LATER***

(3 sem hours)

Suggested background: *Minimum of 6 semester hours in college Bible or equivalent.*

A study of the writings of the later Old Testament prophets arranged in chronological order.

* Students who take RELB 310 should not take RELB 330 or RELB 332 because they will not receive credit for RELB 330 and RELB 332.

**RELB 345/7463
WORSHIP AND WITNESS:
INTRODUCTION TO THE
NEW TESTAMENT**

(3 sem hours)

A study of the nature, history, and background of the New Testament with special emphasis on its teachings and theology in its application to issues and questions of contemporary people.

**RELB 420/0775
JEWISH APOCALYPTIC WRITINGS:
DANIEL**

(3 sem hours)

Suggested background: *Secondary Bible, RELB 101, or equivalent*

A critical and exegetical study of the book of Daniel.

**RELB 425/0784
CHRISTIAN APOCALYPTIC
WRITINGS: REVELATION**

(3 sem hours)

Suggested background: *Secondary Bible, RELB 101, or equivalent*

A study of the last book of the Bible and the most important prophecies in the New Testament. Particular study is given to those prophecies that focus on the return of Christ.

**RELB 491/2920
SEMINAR IN
CONTEMPORARY THEOLOGY**

(3 sem hours)

Prerequisite: RELB 410. *Restricted to theology and religion majors*

An analytical study of subjects and topics current in theological circles today. (Available online only.)

**RELL 201; 202/0642; 0652
ELEMENTARY GREEK**

(4; 4 sem hours)

An introduction to the elements of grammar and syntax of New Testament Greek including vocabulary study and exercises in translation.

**RELL 251; 252/7760; 7770
INTERMEDIATE GREEK**

(3; 3 sem hours)

Prerequisite: RELL 202

A study of the syntax of New Testament Greek, with practice in reading and translating selected New Testament books.



RELT 220/2930 OR 2940 KNOWING AND SHARING CHRIST

(2-3 sem hours)

Explores how Christians can better understand their faith in Christ and comfortably share it in the context of today's busy, multifaith society. The course will help students discover powerful motives and effective, easily-implemented strategies that will enable them to communicate the gospel actively in ways that are compatible with their personality and abilities. (Available online only.)

RELT 235/7161 PRINCIPLES OF BIBLE INSTRUCTION

(3 sem hours)

Designed for those who wish to become effective lay or professional Bible instructors on the level of the local church and community. Various methods, teaching styles, and approaches are discussed. Students are required to design a full-message series of Bible studies.

RELT 250/0892 PRINCIPLES OF CHRISTIAN FAITH

(3 sem hours)

Suggested background: *Secondary Bible, RELB 101, or equivalent*

An intensive topical study of the Bible truths that form the foundation and structure of Christian belief as understood by Seventh-day Adventists. (Also available online.)

RELT 270/0863 ADVENTIST HERITAGE AND MISSION

(3 sem hours)

An investigation of Seventh-day Adventist church history with a preliminary review of backgrounds and foundations of the Advent message from apostolic times. Concentration on the church's beginnings in America, the 1844 experience, history, organization, and development of the Seventh-day Adventist denomination in America and in the world, with special attention being given to the writings of the prophets, particularly Ellen G. White. (Also available online.)

RELT 280/7103 MORAL ISSUES IN WORLD RELIGIONS

(3 sem hours)

A general study of major world religions and contemporary expressions of faith. Special emphasis will be given to examining the various ways in which different religions react to moral dilemmas and how they implement their beliefs in a variety of worship styles and ethical lifestyles.

RELT 308/7252 BIBLICAL PREACHING

(3 sem hours)

Prerequisite: COMM 105
An introduction to the principles governing sermon construction and the development of a theology of preaching. Careful attention is given to the structuring of various types of sermons as well as to the dynamics of delivery styles. **Includes required interview project as well as delivery and taping of one sermon for evaluation.** Normally taken in the junior year.

RELT 335/7172 PAULINE THEOLOGY

(3 sem hours)

An investigation of the person of Paul and his contemporary world. A study of his letters and their influence on the development of Christian theology.

RELT 360/7261 CHRISTIAN MINISTRY

(3 sem hours)

Prerequisite: *Restricted to theology and religion majors*

An introduction to the gospel ministry. The class studies the nature and function of pastoral ministry with the intent of acquainting the prospective minister with the unique combination of roles and responsibilities carried by a pastor in a local congregation. Students will reflect on what it means to receive a "call" to ministry in the light of their experience and will come to understand the sensitive skills and gifts that contribute to effective pastoral leadership.

RELT 370/2950 PUBLIC EVANGELISM

(2 sem hours)

Prerequisite: RELT 220 or concurrent registration

A study of the principles employed in conducting various types of public evangelistic outreach. The challenge of reaching the masses within today's context and understanding the dynamics of bringing people to Jesus Christ in larger groups. How to plan, develop, and conduct a public evangelistic program. Contemporary approaches and techniques. Involvement in an area evangelistic outreach is required. (Available online only.)



**RELT 385/7144
CHRISTIAN ETHICS
AND MODERN SOCIETY**

(3 sem hours)

The nature and principles of the Christian life as revealed in the New Testament and historically developed in the Christian community with application to problems of personal conduct and to family and social institutions.

**RELT 410/7403
BIBLICAL THEOLOGY**

(3 sem hours)

Prerequisite: *Restricted to theology and religion majors*

An in-depth study of many of the theological concepts of both the Old and New Testaments. A study of the God-man, the nature of His kingdom, the Trinity, and the way of salvation.

**RELT 460/2960
CROSS-CULTURAL MINISTRY**

(3 sem hours)

This course is built on three foundational positions: (1) All communication is cross-cultural to some degree. (2) Culture is the way people organize their experiences to develop a world view, values, beliefs, a social framework, and behavioral patterns. (3) Communication is the human part of proclamation and discipling. Course focuses on communication and mission, communication and culture, world views, ways of thinking, behavioral patterns, and social structures as they relate to ministry in a multicultural context. (Available online only.)

**RLGN 314/0991
SCIENCE AND
CHRISTIAN BELIEF**

(1 sem hour)

Prerequisite: *A course or knowledge of physical science.*

A detailed examination of the harmony between science and the Bible. Designed to help the student see the complementary relationships between the Word of God and natural law.

**RLGN 360/0853
PROPHETIC GUIDANCE**

(3 sem hours)

Prophetic Guidance (1) introduces Ellen G. White, (2) explores the context from which she emerged, (3) discusses her prophetic role in the rise and development of the Seventh-day Adventist Church and its institutions, and (4) examines issues surrounding her ministry and challenges to her credibility as a messenger of the Lord. The course presents Ellen White's prophetic ministry, describes the way in which God communicated His messages to His messenger, and delineates the way God led her through the theological, medical, and social minefields of her day.

Sociology

**SOCI 105/0496
GENERAL SOCIOLOGY**

(3 sem hours)

A general introduction to the basic forms of human association and interaction dealing with the social processes, institutions, culture, and personality development. This course is a prerequisite to all upper division courses in sociology. (Also available online.)

**SOCI 280/7961
ISSUES IN MULTICULTURALISM:
BELIEF SYSTEMS**

(3 sem hours)

This course explores the history and beliefs of selected world religions and seeks to examine the role religions play in various cultures, as well as the relationship between religion and contemporary society as seen from current, ethical, historical, socio-cultural, and theological perspectives.

Spanish

**SPAN 101; 102/8570; 8580
INTRODUCTORY SPANISH**

(3; 3 sem hours)

Emphasis on pronunciation, grammar, and conversation. Increased emphasis on reading in second semester.



Admission Application

EXTERNAL DEGREE PROGRAM

1-800-835-4212

Please submit your application typed or printed legibly. Applying as: Freshman Transfer Student Returning Student to CUC

PERSONAL DATA

Social Security Number _____ / _____ / _____

Legal Name _____
Last First Middle/Maiden

Permanent Address _____
Number Street

City State Zip Country

Telephone Number (____) _____ (____) _____
Home Work/School/Other (specify) E-mail Address

Current Address _____
(if different from above) Number Street

City State Zip

Admission is granted without regard to race, gender, handicap, or national origin.

GENDER: Female Male **MARITAL STATUS:** Single Married Other

Birthdate _____ Religious Affiliation _____
Month/Day/Year

If Seventh-day Adventist, please give Conference _____

CITIZENSHIP: U.S. Permanent Resident Alien Registration # _____

Other Country _____ Visa Type _____

Country of Birth _____ Native Language _____

RACE: U.S. Citizens and Permanent Residents only:

Asian/Pacific Islander Hispanic White/Caucasian

African-American Native American or Alaskan Other _____

ADMISSION STATUS

- First time in any college Transferring with less than 24 credits
- Transferring with 24 credits or more Post-graduate seeking teacher certification
- Returning to CUC: Date last enrolled _____

DEGREE SOUGHT

Bachelor's (four-year) Associate's (two-year) None

Major _____ Second Major _____ Minor _____

Career or professional plans _____

Please mail completed form, \$50 application fee (made payable to CUC) and official transcripts to:
 Griggs University (GU), P.O.Box 4437, Silver Spring, MD 20914-4437.


EDUCATIONAL DATA
HIGH SCHOOL INFORMATION

Name of High School _____

City _____ State _____ Zip _____

Date of Graduation _____

Other Secondary School Completion Certificates (GED, GCE, GCSE, WASC, CXC, KSCE, etc.):

Type _____ Date Received _____

 Have you ever taken the ACT or SAT test? Yes No

 If you have not been attending school for more than one year, please check here.

PREVIOUS COLLEGES OR UNIVERSITIES ATTENDED

Institution	City	State	Dates Attended	Credits Earned	Degree Earned

 If you are enrolled in another college, please check here.

If needed, please use additional paper.

Please arrange to have an official transcript sent to Griggs University (GU) from each of the schools listed above. Foreign documents must have an official translation (if necessary) and an official evaluation from a recognized foreign evaluation service.

A list may be obtained from Griggs University (GU).

I certify that the information given in this application is true and correct to the best of my knowledge. I recognize that withholding or misrepresenting information may result in cancellation of my acceptance.

Signature of Applicant _____ Date _____

COLUMBIA UNION COLLEGE

Admissions Office, 7600 Flower Avenue, Takoma Park, Maryland 20912-7796

Toll Free 800.835.4212 • Local 301.891.4080 • Fax 301.891.4230



TRANSCRIPT REQUEST FORM

From the Student

Name

Address

Social Security Number

Phone

Date of Birth

Signature

Date

To the Registrar

Name of School (previously and/or currently attending)

Dates Attended

I am applying to Columbia Union College. Please forward a copy of my transcript to the address checked below. If for any reason, this is not possible please let me know. Thank you very much.

Please send to

Admissions Office, Columbia Union College,
7600 Flower Avenue, Takoma Park, MD 20912-7796

My home address for express processing.
(Note to student: Do not open transcripts when received.)

Admissions office of Columbia Union College • 800.835.4212

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