



International Edition  
2009-2011



International Edition

## 2009-2011 Bulletin

### **Aim**

To make an affordable accredited Christian education accessible to those who find themselves unable to attend a traditional, campus-based program because of time, distance, financial, or personal limitations.

*All programs contained in this bulletin are approved by the Education Licensure Commission of the District of Columbia, U.S.A. Selected degree programs in this bulletin are offered only in cooperation with other approved international colleges and universities.*

# Griggs University Headquarters

## Mailing Address

PO Box 4437  
Silver Spring, MD 20914-4437 U.S.A.

## Office Location

12501 Old Columbia Pike  
Silver Spring, MD 20904-6600 U.S.A.

## General Inquiries

Phone: 301-680-6570  
1-800-782-4769  
*(Enrollment inquiries only. Nontransferable.)*  
Fax: 301-680-6583  
E-mail: [enrollme3@griggs.edu](mailto:enrollme3@griggs.edu)  
Web site: [www.griggs.edu](http://www.griggs.edu)

## Enrollment Services

Phone: 301-680-6570  
800-782-4769 *(U.S. only)*  
Fax: 301-680-6577

## Student Accounts Office

Phone: 301-680-6572

## Admissions/Records Office

Registrar: 301-680-6579  
Transcripts/Grades: 301-680-6578  
Exams: 301-680-6582  
Fax: 301-680-6526

## Submission Fax Lines

866-684-0458 (U.S.)  
301-680-5156 (International)

## Office Hours (Eastern Time)

Monday–Thursday 8:30 a.m.–5:00 p.m.  
Friday 8:30 a.m.–11:30 a.m.

*Appointments are recommended; please call 301-680-6570 to schedule. If you plan to enroll in person, please arrive at least two hours prior to closing time.*

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*This bulletin is an official publication of Griggs University. The contents of this catalog, including academic policies, financial policies, tuition charges and fees, are subject to change through normal administrative channels. Any such revision will apply to present and new students alike.*

■ Accredited by:



The Accrediting Commission of the  
Distance Education and Training Council

1601 18th Street NW, Suite 2  
Washington, D.C. 20009-2529  
202-234-5100

*The Accrediting Commission of the Distance Education and Training Council is listed by the  
U.S. Department of Education as a nationally recognized accrediting agency.*



The Accrediting Association of Seventh-day Adventist Schools, Colleges,  
and Universities, a recognized member of the National Council for Private  
School Accreditation

12501 Old Columbia Pike  
Silver Spring, MD 20904-6600  
301-680-6000

■ A member of:



The University Continuing Education Association



The International Council for Distance Education



American Association of Collegiate Registrars and Admissions Officers

The American Council on Education

Association of Christian Continuing Education Schools and Seminaries

■ Listed in:

Accredited Institutions of Post-Secondary Education  
by American Council of Education

Frederick Griggs



## Man With a Vision

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Frederick Griggs (1867–1952) was a pivotal figure in the development of the Seventh-day Adventist (SDA) school system.

At the turn of the century he led the development of a curriculum that balanced practical preparation for life with the liberal arts. In addition, Griggs designed a unified school system with a well-defined administrative structure that essentially remains unchanged to this day. Griggs established a complete education system, including elementary schools, academies, colleges, and a correspondence school known as Home Study International.

Griggs was a well-educated man with a broad background in literature, music, history, and education. He learned early about schools as he watched his farmer-minister father take the lead in getting a public school established in his district. This school opened in 1875 and provided Griggs with his basic education through the eighth grade.

During his career, Griggs was the principal of two academies, president of two colleges, administrator of the worldwide educational program of the church, chief executive officer of the church's Far Eastern Division, and chair of several publishing house boards and a university board.

In 1990, the Board of Directors of Home Study International recognized the contributions of this educational pioneer by naming the college higher education division, Griggs University (GU). Griggs University is dedicated to maintaining the standards for excellence in education promoted by Frederick Griggs.

## From the President

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Many people dream about an education because it unlocks a future of new possibilities. You are to be commended for taking the first step to achieve that education.

Griggs University sets the highest priority on serving students. Our teachers have outstanding academic credentials.

The course writers are exceptional professionals in their specialties and hold degrees at master's and/or doctoral levels. The courses are intellectually stimulating and designed for academic excellence.

As to our track record, since 1909 Griggs has been a “friend in need” to thousands of people. When students have been at an impasse, they have turned to Griggs for fully-accredited courses from preschool through college and adult education. Now students seeking degree and certification programs can find the answer to their education needs with Griggs University.

We stand ready to help you achieve your educational goals. Don't get sidetracked from realizing your dream of a quality education. Take action today!



Don Sahls

## Introduction

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Griggs University's degree programs were begun in an effort to meet the needs of adult students whose lives are filled with family and occupational commitments.

Students can work toward their degrees without being confined exclusively to class schedules or to a campus—they can live anywhere, move any time without interfering with their course work, start any time during the year, study on their own time, and set their own pace. The program offers flexibility with the same quality of education available on any campus.

Griggs University uses a variety of methods to help students meet their educational goals. These methods may include: correspondence courses, intensive seminars, independent study, and distance education via electronic media.

## Mission

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Griggs University/Griggs International Academy provides accredited coursework and programs for students around the world from preschool through university. Our values-based distance education programs are adaptable to individual learner needs—available to an individual or to a group. Griggs' nurturing faculty and staff are committed to inspiring students to achieve a high standard of academic excellence that will build a foundation for service to God, church, and society.

## Philosophy

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Griggs University is committed to the harmonious development of the physical, mental, social, and spiritual powers and to the belief that true education has to do with the whole being. The university attempts to provide the student the best opportunities for developing a well-rounded Christian character and endeavors to equip the student for work in the service of the church, community, and society.

## We Believe . . .

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Griggs University/Home Study International is operated by the Seventh-day Adventist Church. Seventh-day Adventists accept the entire Bible as divinely inspired. We believe in one God and accept Christ as the Savior of humankind. We honor the Seventh-day Sabbath and await Christ's Second Coming.

**GU upholds among its fundamental beliefs that:**

- There is only one God—Father, Son, and Holy Spirit—a unity of three co-eternal Persons— immortal, omnipotent, omniscient, omnipresent, and worthy of worship, adoration, and service by the whole creation.
- God the eternal Father is the Creator, Sustainer, and Sovereign of all creation. He is just, merciful, gracious, and abounds in steadfast love.
- God the eternal Son became incarnate in Jesus Christ. Through Him all things were created, in Him the character of God is revealed, and by His death on the Cross the salvation of humanity is accomplished and mediated through His high-priestly ministry.
- God the eternal Spirit was active in creation and redemption. He inspired the writers of Scripture, draws and convicts human beings and is sent by the Father and the Son to be always with His children.
- The Holy Scriptures contained in the Old and New Testaments of the Bible are the written Word of God, given by divine inspiration. In this divine speech is the knowledge necessary for salvation, the standard of character, the test of experience, and the authoritative revealer of doctrines. They record God’s acts in history.
- Salvation is provided for all who accept Jesus Christ as their personal Savior. Through Him humans are justified, receive adoption, become partaker of the divine nature, and enjoy the assurance of salvation now.
- The principles of God’s law are embodied in the Ten Commandments and exemplified in the life of Christ. While salvation is all of grace and not of works, obedience to the law of God demonstrates our love for Him and concern for our fellow human beings.
- The church is the people of God. It is formed by those in whose hearts the living Christ dwells through the Spirit, and who are committed to continuing His work on earth and exhibiting His life in their conduct.
- The Sabbath of the fourth commandment is a memorial of creation and a symbol of redemption in Christ. Its observance on the seventh day is a sign of our sanctification, a token of our allegiance to Christ, and a foretaste of our eternal future in God’s kingdom.
- The wages of sin is death. But God, who alone is immortal, will grant eternal life to the redeemed at the Second Coming of Jesus. Until that day death is an unconscious state for all people.
- The second coming of Christ is the blessed hope of the Church and will be literal, personal, visible and worldwide.

## History

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In 1909 the General Conference of Seventh-day Adventists voted to offer college courses by correspondence to help train workers for the church. Since then, more than 300,000 students have been served in the elementary, secondary, and college levels through the various divisions of Home Study International.

On September 4, 1990, the Board of Directors of Home Study International voted to name the higher education division Griggs University in honor of Dr. Frederick Griggs, founder of HSI. The name is duly registered in the State of Maryland, and the Maryland Higher Education Commission on October 3, 1990, authorized Griggs University to offer degrees in religious disciplines.

In order to meet the growing needs for lay leaders, religion teachers, and church business leaders, Griggs University expanded its program offerings in 1996. Griggs International Academy and Griggs University work together as academic and administrative partners to serve students around the world.

Griggs University/Griggs International Academy is located at the world headquarters of the Seventh-day Adventist Church and serves as the recognized extension division in distance education for the Seventh-day Adventist school system. Although the work of GU is concerned primarily with the students enrolled in the Seventh-day Adventist school system, *GU is open without restrictions to any student of any race or religion who is academically qualified to receive benefit from its courses.*

## Core Values Statement

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To accomplish our mission, Griggs University/Griggs International Academy is committed to these core values:

**Excellence:** We view each student as a special creation, endowed by God with individual talents and abilities that we encourage them to develop by providing a quality, academically rigorous Seventh-day Adventist Christian education at all levels.

**Respect:** We believe that it is our responsibility to uplift one another by demonstrating respect and consideration for all parents, students, and educators through learning that is student-centered and redemptive, and customer service that is helpful and friendly.

**Integrity:** We recognize that mutual trust rests upon a foundation of honesty and transparency. We are honest and straightforward in our dealings, both business and academic, and expect no less from our parents, students, and faculty.

**Community:** We believe that a safe learning environment and an accepting community are important to effective learning, especially in distance education. We strive to create a learning community where all participants (parents, students, faculty, and administrators) feel valued and understand that they are part of a team by providing opportunities for constructive interaction, and sharing of experiences.

## Fair Practices Statement

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The governing body of Griggs University has ruled officially, and in practice abides by, the following policies:

- Griggs University is committed to equal education and employment opportunities for all men and women. GU does not discriminate on the basis of race, sex, age, or religion among its students or among applicants for admission.
- Preferential hiring shall be practiced only on the basis of freely chosen adherence to Adventist tenets as an essential to the operation of a Seventh-day Adventist institution.
- Compensation and benefits will be administered without regard to race, color, ethnic background, country of origin, creed, age, handicap, or sex except where age is a bona fide occupational qualification.
- Decisions for the promotion of employees will be based upon the qualifications of an individual as related to the requirements of the position for which he or she is being considered.
- Inasmuch as the personal life and professional identity of an individual are inseparable, all employees are expected to conform to the standards of conduct that are in harmony with Seventh-day Adventist practices.

## Privacy of Student Records

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Directory information may be given to a third party without the written consent of the student. The university considers the following to be directory information: student name, address, telephone number, sex, marital status, list of courses, fields of study, month and day of birth, dates of attendance, degrees and awards received, and previous educational institution(s) attended.

Personally identifiable information, including grade reports, will be released to parents/guardians of single students unless a student specifically requests in writing that this not be done. Federal guidelines also allow the university to share academic information with college personnel and other institutions that may have legitimate educational interest in this information.

Students have the right to inspect and review their records kept by the university.

## Program Availability and Cooperating Educational Organizations

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Please note that some of the degree programs are offered only in cooperation with partner institutions and approved educational organizations. GU has partnerships with the following institutions:

Andrews University  
Columbia Union College  
Oakwood University

## Additional Degree Opportunities

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Griggs University enjoys a close working relationship with several colleges and universities around the world. Many of them offer residential instruction, tutorials, student services, and examination services. Degree programs are offered in a variety of disciplines. For current information on program offerings, independent study and residency requirements, please contact Griggs University's vice president for education, or visit our Web site at [www.griggs.edu](http://www.griggs.edu)

## Nondegree Program

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Griggs University provides a nondegree program for church members and leaders in cooperation with the International Institute of Christian Ministries. This nondegree program is designed to provide professional training for all church members as well as to prepare gifted members to disciple others and to qualify them to occupy leadership positions in the church. Individuals who successfully complete all requirements will receive a joint certificate from Griggs University and the International Institute of Christian Ministries.

### The following nondegree courses are offered:

- Local Church Leadership
- Personal Evangelism
- Public Evangelism
- Adult Religious Education
- Children's Religious Education
- Youth and Young Adult Religious Education

**Note:** *When certain courses in these curricula are combined they may qualify as GU credit and be applied to a degree program.*

For complete details write to Dr. Jonathan Kuntaraf, Personal Ministries Department, General Conference of Seventh-day Adventists, 12501 Old Columbia Pike, Silver Spring, MD 20904.



# Financial Information

Griggs University is a nonprofit institution sponsored and operated by the General Conference of Seventh-day Adventists. As a church-related institution, Griggs University supports its operations strictly through tuition income, contributions, and church subsidies. GU does not participate in any state or federal educational assistance programs or veterans' assistance programs.

## Cost of Enrolling

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- Supplies (due up front)
- 6% Maryland sales tax on supplies if delivered or picked up in Maryland (due up front)
- Nonrefundable shipping and handling fee (due up front)
- Nonrefundable enrollment fee (due up front: payable each time you enroll)
- Nonrefundable technology fee(s) (due up front)
- Tuition (may be paid up front, or 80% of it may be paid in installments by completing Monthly Payment Plan Application/Agreement on bottom of FORM 3 in Enrollment Packet)

## Checks

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**Fund Availability:** GU reserves the right to verify availability of funds for any check received.

**Returned Checks:** A fee of \$25 will be charged for any check returned by the bank, and all services will be held until the account is made current with a payment by money order or cashier's check.

## Degree Application Fee

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When students seek admittance to one of Griggs University's degree programs, they must complete a Degree Application Form, provide the proper information, and pay a \$50 nonrefundable application fee. Once students have been accepted, they never have to pay the application fee again.

## Enrollment Fee

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All students who enroll are required to pay a nonrefundable enrollment fee each time they enroll. A student may sign up for several courses at one time using the same forms, thus saving on enrollment fees.

## Method of Payment

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Payments may be made by Discover®, MasterCard®, VISA®, cash (if paying in person), certified check, bank draft, or money order in U.S. dollars only. Students living outside the U.S. (including those in Canada) should send payments by international postal money order or bank drafts in U.S. dollars only. Please do not send personal checks written on bank accounts outside the United States and its possessions. Payments received in currency other than U.S. dollars will be returned.

## Miscellaneous Fees

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Alternate exam .....	\$25
Application for degree .....	\$50
Challenge exam .....	\$75
Course change (per course) .....	\$30
Credit by exam (per hour awarded).....	\$35
Credit for life experience:	
Portfolio assessment .....	\$50
Recording fee (per hour awarded) .....	\$35
Diploma/Graduation .....	\$75
Nonrefundable Enrollment fee (payable each time a student enrolls).....	\$80
Late payment fee .....	\$15
Recording fee for credits earned	
by challenge or experiential learning.....	\$35/credit hour
Replacement exam.....	\$10
Returned check.....	\$25
Senior project .....	\$50
Withdrawal/Cancellation (\$30 per course; maximum \$150) .....	\$30-\$150

*Fees may change without notice.*

## Monthly Payment Plan

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The tuition may be paid in full upon enrollment or 80 percent of it may be financed over a maximum three-month period. This privilege is extended only to individual students. *Sponsoring institutions are not eligible to apply for the monthly payment plan.* Those who elect the three-month payment schedule are required to sign an agreement and are expected to fulfill the financial responsibility associated with it. Students who enroll in more than one course at a time may contact 301-680-6570 to inquire about the possibility of an extended payment schedule. Please note that 20 percent of tuition, all charges for supplies, tax on supplies if delivered in Maryland, shipping/handling fee, and nonrefundable enrollment fee must be paid in full at time of enrollment.

**Monthly Payment Plan Agreement:** The person responsible for the student's finances is required to complete the agreement included on FORM 3 in the Enrollment Packet. Signature, U.S. social security number, address, and phone number are required. By signing this agreement, the student and the person responsible for finances agree to abide by the terms stated in the agreement. The signer of the agreement must be 18 years of age or older.

**Maximum Amount Financed:** The amount financed cannot exceed 80 percent of the amount due for tuition. In case of an error or miscalculation, GU reserves the right to adjust without notice the amount financed provided the amount in question does not exceed \$50. Annual Percentage Rate (APR) is 0 percent.

**Credit Approval:** Your application for the monthly payment plan on the bottom of FORM 3 in the Enrollment Packet is subject to prior credit approval, which may be based on information obtained from a credit reporting agency. GU reserves the right to deny credit on the basis of one's credit history. There can be no more than three monthly payments of no less than \$25 for each monthly payment.

**Final Examinations:** Final examinations are mailed only when the student's course balance is zero and monthly payments on other courses are up to date. If you wish to complete your studies earlier than the number of months chosen for payments, you must speed up your payments and allow at least 15 days before you schedule to take your exam. If your final examination needs to be sent "rush," you must pay by credit card, money order, or cashier's check.

**Application of Monthly Payment Amounts to Multiple Courses:** If you are enrolling for multiple courses and are choosing the monthly payment plan, GU automatically divides the monthly payment amount and applies equal amounts to each course. If you plan to complete one or more of your courses earlier than the others, please provide the Student Accounts Manager your completion schedule for each course. GU will make the necessary adjustments.

**Payment Due Date—on the first of each month:** Your initial payment is due by the date specified on the enrollment statement.

**Past Due/Delinquent Accounts:** Your semester exams, grades, and transcripts are held if payment is not received by the tenth of the month. If your account is past due 30 days or longer, it will be considered delinquent. All services will be held, including grade reports and transcripts. All payments on delinquent accounts must be made by credit card, money order, or cashier's check (no personal or business checks) until the account becomes current. GU or its assignee may, without notice (unless such notice is required by law), require immediate payment in full of the remaining balance. A late payment fee of \$15 per month will be charged until amount due is paid. GU may report delinquent accounts to a credit bureau. All costs of collection will be added to delinquent accounts. A late payment fee of \$15 per month will be charged on delinquent accounts until the amount due is paid.

**Security Interest on Refunds:** GU holds a security interest in any refund that may be due from GU if there is an outstanding account. Any monies sent to GU will first be applied to past due accounts.

## Purchase Orders from Employers

GU will accept purchase orders from organizations that have established a credit history with GU. If you are an employee of a Seventh-day Adventist organization located outside the North American Division, GU will honor purchase orders only when issued by the division treasurer. If you are an employee of a Seventh-day Adventist organization within the North American Division, GU will honor purchase orders only when issued by the treasurer of the organization, and the maximum that may be covered is 100 percent of tuition. Payment is due within 30 days from the date of enrollment; the monthly payment plan is not available to organizations. Payment of a student's account is the sole responsibility of the student and/or parent(s).

## Return of Books and Buy-Back Policy

General Information: GU does not pay postage for returned books. When returning books, please address the package as follows:

**GU Bookstore**  
**Attention: Return Books**  
**12501 Old Columbia Pike**  
**Silver Spring, MD 20904 U.S.A.**

Please include the student number and list of books returned for each student as well as your current mailing address and phone number with area code. Do not enclose enrollment forms, payments, cancellation letters, or any communication that does not pertain to the items returned in the package. Once the returned books are received by GU, it will take approximately two weeks for the in-house book return process. While you may drop off books you wish to return, immediate credit for such book returns is not available.

Books required for a course may change without notice. GU will only accept back those supplies that may be resold for current use. The copyright date of any book GU may accept back must match the copyright date of the book currently in use by GU. Textbooks that are not used in current GU courses will not be accepted back. If a book that has been returned to GU cannot be accepted back for any reason, it is held for one month (30 days) and then discarded; it will only be returned to the customer if he/she requests it within the 30 days.

When GU accepts back a book, the student's account will be credited and the credit will go toward any balance due; if no balance is due, a refund check will be sent to the original payee (unless GU is instructed otherwise by the original payee).

To find out if a book may be returned for credit, or for information regarding book return procedures, please call the GU Bookstore at 800-782-4769 or 301-680-6570.

The GU Bookstore supervisor has full discretion in the acceptance of returned items.

**Return of Books Policy** (returning books upon cancellation—that is, before GU begins providing educational services): If the enrollment is canceled within the first five business days after the enrollment is processed and the books and supplies are returned to the GU Bookstore *unopened and unused*, GU will give full credit for the books and supplies. If the cancellation of enrollment is made after the first five business days from the date of enrollment and the books and supplies are returned to the GU Bookstore unopened and unused, GU will give up to 85% of the purchase price (a 15% restocking fee is charged) for the books and supplies. Credit will not be given for items such as instructional guides, workbooks, and cassettes if the wrapper has been removed or the items have been used.

**Buy-Back Policy** (returning books upon withdrawal—that is, after GU begins providing educational services—or upon completion of a course): If you wish to return used books upon withdrawal or after completing your program, GU may offer from 30% to 50% of the current selling price, depending on the condition of the returned books. GU does not buy back used consumables such as cassettes, workbooks, lab kits, instructional guides, or other auxiliary supplies.

## Shipping

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The GU bookstore uses common private carriers such as UPS, DHL, and Federal Express as the preferred carriers for shipments. The U.S. Postal Service is used when requested by a student or when a street address with phone number is not given in the Shipping Information area of FORM 3 in the Enrollment Packet.

**Canadian Shipments:** Shipments to Canada may be made by air only. When enrolling, pay the appropriate fee based on the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow two to three weeks for delivery.

**International Shipments:** Shipments to countries other than the United States are made by air only. When enrolling, pay the appropriate fee based on the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow three to four weeks for delivery to a street address with phone number. From the date the supplies are shipped, allow five to eight weeks for delivery to a post office box address.

**U.S. Shipments:** Shipments to contiguous U.S. ZIP code areas may be made by standard, air, or next-day air methods. Please pay the appropriate fee from the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow up to seven business days for delivery by standard method, two to three business days for air, and one business day for next-day air.

All U.S. ZIP code areas outside the contiguous U.S. must pay air rates, according to the shipping and handling fees chart in the Enrollment Packet. From the date the supplies are shipped, allow two to four weeks for delivery.

## Textbooks and Supplies

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Griggs University uses textbooks and supplementary educational materials produced by academic publishing companies. You are NOT required to purchase textbooks from GU; however, if you purchase textbooks from other sources, you must obtain the exact version/edition required for the course. Because of course revisions, titles of textbooks and supplies are subject to change. Only materials listed in FORM 2 of the Enrollment Packet can be ordered through the GU bookstore.

All supplies listed for each course, except those marked optional, are necessary to complete the course. You cannot complete a course without an instructional guide since it contains all the assignments and lesson helps. Please secure all your materials at time of enrollment. GU cannot guarantee availability after the initial enrollment.

**Textbooks and supplies are handled on a cash basis only** (no C.O.D. shipments) and must be paid for before shipment.

Advertised prices for books and supplies are subject to change without notice if publishers increase their prices.

**Book suppliers.** If you wish to order textbooks from another textbook supplier, you may request a copy of the Course Supply Information List from Griggs by calling 1-800-782-4769. This list provides textbook title, author, publisher, copyright date, and ISBN number.

## Transferring a Course

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No course will be transferred to another student.

## Tuition Refund Policy

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GU's refund policy for cancellation/withdrawal is based on Distance Education and Training Council guidelines. Please remember that the enrollment fee is nonrefundable except when cancellation is made within five business days after enrollment is processed. Textbooks and supplies are subject to GU bookstore return policies (see pages 20). Shipping and handling fees are nonrefundable.

**Cancellation** occurs if a student wishes to terminate a course of study before beginning it. To qualify for a full refund on tuition, *you must cancel within the first five business days after the enrollment is processed*. Call 301-680-6571 or write to request cancellation. Return all books and supplies unopened.

*If you cancel after the first five business days from the date of enrollment and have not started or sent in any submissions*, a cancellation fee of \$30 per course up to a maximum of \$150 will be retained. The remainder will be refunded (usually to the original payee).

**Withdrawal** occurs if a student wishes to terminate a course of study after GU begins providing educational services. If you wish to withdraw, a withdrawal fee of \$30 per course up to a maximum of \$150 will be retained, after which you may expect a refund (usually to the original payee) of tuition according to the schedule that follows:

Portion of Course Completed	Percentage of Tuition Refund
1% – 10%	90%
11% – 25%	75%
26% – 50%	50%
51% and above	None

Due to the cost of processing, any credit balance less than \$2.51 will not be refunded unless specifically requested.

## Used Book Discount Policy

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If you request used books, Griggs University will, where possible, substitute used books for new ones. Because the availability of used books in any given course varies from week to week, the university cannot guarantee them in advance. Your shipping ticket will record the discount you have been given for used books (usually 30 percent).

If you have paid in full with a check, you will receive a check for the used book discount. If you paid the minimum due with a check and are making monthly payments, the credit for the used book discount will be applied to your first monthly payment. If you paid with a credit card, whether in full or the minimum due, the used book discount will be given before the charge is made to your credit card.

If used books are supplied, the shipping and handling fee remains the same as for new books.



# *Undergraduate Programs*



# Undergraduate Programs

## Admission Requirements

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Decisions on admission to Griggs University are made irrespective of race, sex, age, disability, color, religion, or national origin of the applicant. Principal requirements for admission are as follows: (**Note:** *For admission to a graduate program, please refer to the appropriate graduate program.*)

1. Possession of a recognized high school diploma or its equivalent
2. Ability of the student to benefit from university study as demonstrated through means required by Griggs University, including adequate proficiency in the English language
3. Ability of Griggs University to meet the applicant's educational needs and objectives

Although religious affiliation is not a requirement for admission, all students are expected to uphold the policies and standards of the university, which is a Seventh-day Adventist institution. Griggs University reserves the right to deny admission based on its inability to meet students' needs.

**Freshman Standing:** Applicants with no prior college/university experience should:

1. Be graduates of an accredited secondary school or hold an equivalent diploma  
OR

Have successfully completed the U.S. General Education Development (GED) exam with a minimum total score of 2250 and no score below 410 on any of the five tests

2. Present evidence that the secondary school grade average is a minimum of 2.00 (C)
3. Demonstrate evidence of English proficiency through one or more of the following methods as required by the Admissions Committee:
  - a. Submit examination results for the TOEFL (Test of English as a Foreign Language)—acceptable score is 550 or above (paper-based) or 213 TOEFL (computer-based).

OR

Submit examination results for the Michigan Test for English Language Proficiency—acceptable score is 90 or above

- b. Submit the ACT (American College Tests) or the SAT (Scholastic Achievement Tests) scores
- c. Submit documentation to support that English was used as the medium of instruction in previous education gained in an institution or system
- d. Submit official transcripts indicating completion of a freshman English (full year) course from an accredited U.S. college or university
- e. Submit a short writing sample (two to three pages) in English describing past personal-educational experiences, professional goals, and any additional information which may be of benefit to the Admissions Committee

**Transfer Students:** Students transferring from other accredited or recognized colleges or universities must have a combined cumulative grade point average of 2.00 (C) or better.

Students transferring to Griggs University with 24 semester credits (36 quarter credits) or more will be considered for admission on the basis of their college grade point average. Students are expected to have a high school diploma or equivalent.

Griggs University accepts credit for transfer when it has been awarded by an accredited or recognized college/university; when the grade received is a C or higher; and when the course meets GU requirements for graduation.

**Former Students:** Former students of Griggs University need to complete an Application Form and submit transcripts from any college or university attended since last enrolled at Griggs University. A cumulative grade point average of 2.00 (C) or better is required for readmission.

**Nondegree-Seeking Students:** Students wishing to pursue individual courses for personal growth or to meet course requirements for another university or to supplement a program while enrolled in another college or university are admitted on a course-by-course basis. While they are not required to submit a completed Degree Application Form or transcripts of prior academic work, it is the responsibility of the students to make sure that they have met the prerequisites for the course(s) in which they are enrolling.

**Transferring Credits to Another Institution:** Nondegree-seeking students are not required to undergo the formal admissions process, but it is their responsibility to make sure that credits will be accepted and applied toward graduation at another college or university. If a nondegree-seeking student decides to apply for a Griggs University degree, he or she will have to apply for admission as a regular student.

## Early Enrollment

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Upon the recommendation of the secondary school and with the approval of the GU registrar, a student in the senior year of secondary school with above-average grades may enroll for up to six semester credits in Griggs University courses for credit as a freshman.

## Admission Status Classification

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**Regular Status** is assigned to a student who has met all the admissions requirements.

**Provisional Status** is temporary admission assigned by the Admissions Committee to a student who has submitted evidence of fulfilling all academic requirements but is in the process of completing his or her admissions file.

**Probationary Status** may be assigned by the Admissions Committee to a student whose prior academic performance is below average but who has demonstrated motivation and ability through professional or personal experience. No more than 24 semester hours may be taken by students on probation. After the student has completed 24 semester hours, his or her status will be reviewed before he or she is allowed to continue.

## Denial of Admission

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An applicant may be denied admission when evidence presented shows that the individual:

- Does not meet admission requirements or is under prepared to pursue a college degree
- Has submitted fraudulent, incomplete, or inaccurate information/documents
- Has engaged in behavior or exhibited characteristics contrary to the standards of Griggs University

The Admissions Committee also reserves the right to deny admission based on the university's inability to meet the student's needs.

## Procedure to Apply for Admission

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### For Certificates, Diplomas, and Degrees

**In one large envelope, submit to Griggs University all the items listed below at the same time.** It would be advisable to use secured mail, such as certified or registered post. A complete application includes:

- Completed and signed Degree Application Form
- Application fee (nonrefundable)
- Final official secondary school transcript (Note: Submitting a secondary school transcript is waived if the student has earned an associate or higher degree from an accredited or recognized college or university or has accumulated more than 24 semester hours of college credit.)
- Official transcripts from each college or university attended

Official transcripts are those issued and sealed by the school, college, or university and received by Griggs University in a sealed envelope. If the seal of the envelope is broken before reaching the admissions office, it is not considered to be an official transcript.

Notarized or certified true-copy-of-original certificates or educational documents issued by a non-U.S. institution may be accepted. If the document is in a language other than English, a certified translation into English must be provided.

- Applicable test scores as described under the Admission Requirements section
- Summary of educational background if educated outside the United States

### Mail application materials to:

**Director of Admissions/Registrar  
Griggs University  
P.O. Box 4437  
Silver Spring, MD 20914-4437 U.S.A.**

All application materials submitted become the property of Griggs University and are not returnable, nor will they be forwarded to another institution. If application materials are forged, falsified, or altered, Griggs University will notify all relevant officials and institutions. Submission of such materials will disqualify an applicant for admission.

If a prospective student does not enroll within one year after admission papers have been submitted, the papers will be destroyed.

## International Students

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Applicants from foreign countries may be admitted on the basis of credentials certifying the completion of preparatory studies, with grades equivalent to those needed for college admission in the United States and/or in the country where they reside.

All transcripts and other educational documents submitted must be official. If a document or a transcript is not in English, a certified translation must accompany it. Notarized or certified true-copy-of-original certificates or educational documents issued by a non-U.S. institution may be accepted.

Applicants must submit satisfactory evidence of their ability to read, write, and communicate in English at a level that would enable them to complete college work successfully. Please read the section under Admission Requirements for Freshman Standing for various methods used to demonstrate English proficiency.

## Credit Evaluation

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For admitted degree students, the registrar's office will prepare a Degree Audit (list of remaining requirements for graduation) after all the necessary transcripts are received. The audit will include which courses have been accepted and which courses the student needs to complete for his or her degree.

Griggs University accepts credit for transfer when it has been awarded by an accredited or recognized college/university; when the grade received is a C or higher; and when the course meets GU requirements for graduation.

## Advising

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An advisor will receive a copy of the student's Degree Audit. After it has been checked, the advisor will consult with the student and the registrar's office to establish recommended course(s) for registration. The student will receive a copy of the Degree Audit and a list of recommended courses.

The registrar's office will also send an enrollment form to the student with the current tuition rates, fees, and prices for supplies. When the student returns the completed enrollment form and the required payment, the enrollment office will ship the study materials.

## Progress toward the Degree

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After admission to a degree program, it is best for students to begin studies within six months and continue to make progress in order to remain active. It is recommended that students take a minimum of 12 semester hours each year until the degree is completed.

Students may enroll for courses at any time during the year. Each course should be completed within 12 months from the date of enrollment. It is strongly recommended, however, that students finish a course within a six-month period so that progress toward a degree is timely.

## Course Enrollment Process

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To enroll in a course, students admitted to a GU degree program as well as students not seeking a degree from GU must:

1. Secure an Enrollment Packet and follow instructions. Complete all forms (FORMS 1, 2, and 3).
2. Send required payment in U.S. dollars with the enrollment. Payment in full is preferred. However, with a minimum of 20 percent down payment on tuition, up to 80 percent of tuition may be financed. All charges for supplies, tax on supplies if delivered in Maryland, shipping and handling fee, enrollment fee, and 20 percent of tuition must be paid at time of enrollment. GU accepts Discover®, MasterCard®, and VISA®, as well as cash (if paying in person), money orders, bank drafts, or certified checks in U.S. dollars only.
3. If you choose to finance a portion (maximum 80 percent) of the tuition, please complete the Monthly Payment Plan Application/Agreement portion of FORM 3.
4. Books, supplies, and materials will be mailed upon receipt of FORMS 1, 2, and 3, and necessary payment.

**Note:** FORMS 1, 2, and 3 must be sent and the enrollment fee paid for each additional enrollment. If you have the time to study, it is to your advantage to enroll for a maximum of 15 semester hours at one time and avoid repeated enrollment fees.

If more forms are needed, write to Griggs University or make photocopies of the form before completing it. Mail completed FORMS 1, 2, and 3 and fees to:

**Director of Admissions/Registrar  
Griggs University  
P.O. Box 4437  
Silver Spring, MD 20914-4437 U.S.A.**



# Academic Information

## Unit of Credit

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All academic credits are recorded as semester hours. Each semester hour is equivalent to 15 50-minute classroom sessions.

## Class Standing

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Freshman.....	0–23 semester hours
Sophomore .....	24–54 semester hours
Junior .....	55–89 semester hours
Senior .....	90+ semester hours

## Course Load

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A student who expects to finish a bachelor’s degree in four years should complete no less than 30 hours per year. Students interested in completing the associate of arts degree in two years should also complete 30 hours per year.

Because Griggs University practices open enrollment, students may enroll for courses at any time during the year. Provided time to study is not a problem, we recommend that students enroll for 12-15 semester hours per enrollment to reduce the number of enrollment fees they have to pay.

## Transfer Credit

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At the discretion of the Griggs University registrar, transfer credit toward a degree is accorded for satisfactory work completed at other accredited, higher education institutions.

An official transcript must be submitted for transfer of credit. Only courses in which the student has received a grade of C or better are acceptable for transfer credit. However, students may petition the registrar for acceptance of credits with a grade of C- or D earned in general education courses and electives. Such requests will be considered on a case-by-case basis. A maximum of 70 semester hours will be accepted from the community college level.

## College-Level Examination Program (CLEP)

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Griggs University includes provision for knowledge gained in other than traditional college course work. In such cases GU accepts credit based on the results of various exams. The student may not attempt exams unless he or she has earned at least 12 semester hours from the university. There are two kinds of CLEP exams, general exams and subject exams. A score at the 50th percentile or above is required for acceptance at GU. The GU transcript will show the credit granted, and the grade will be recorded as “P” (pass). Students are advised to work closely with Griggs University prior to applying for these exams.

## Challenge Exams

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With the approval of the GU registrar or the vice president for education, students may be allowed to take challenge exams for certain courses. Students must earn a minimum score of 70 percent in order to receive credit. Credits will be recorded as “pass” credits. The fee for taking a challenge exam is \$75 and the recording fee for any credit granted is \$35 per semester hour.

## Credit for Life Experience

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Students who have satisfactorily completed at least 24 semester hours with Griggs University may apply for credit for life experience by submitting a portfolio, along with a nonrefundable portfolio evaluation fee. Students must prepare a portfolio in accordance with the criteria established in the Student Portfolio Manual. The portfolio must show evidence of student learning gained through experience over a reasonable period of time and that is relevant to the student’s academic goals. Credits awarded for life experience are limited to a maximum of 24 semester hours for baccalaureate degrees and 12 semester hours for associate degrees. Credit granted based on a combination of portfolio and challenge examinations may not exceed 30 hours for baccalaureate degrees and 18 hours for associate degrees. Life experience credits will be recorded as “pass” credits. For more information, please contact the GU registrar.

Portfolio assessment fee.....	\$50
Recording fee (per hour awarded) .....	\$35

Experiential, challenge, CLEP, and other credits of this type do not count toward the 30 semester-hour minimum with GU.

## Grading System

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GU uses the semester system.

<b>A</b>	<b>4.00</b>	<b>superior</b>
<b>A-</b>	<b>3.67</b>	
<b>B+</b>	<b>3.33</b>	
<b>B</b>	<b>3.00</b>	<b>above average</b>
<b>B-</b>	<b>2.67</b>	
<b>C+</b>	<b>2.33</b>	
<b>C</b>	<b>2.00</b>	<b>average</b>
<b>C-</b>	<b>1.67</b>	
<b>D+</b>	<b>1.33</b>	
<b>D</b>	<b>1.00</b>	<b>below average</b>
<b>D-</b>	<b>0.67</b>	
<b>F</b>	<b>0.00</b>	<b>failure</b>

## Exams

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All exams should be supervised by a school official, such as a teacher or registrar, or by a church officer (i.e. elder, deacon, adult/youth leader, etc.) who is not related to the student. The student must state clearly on the exam request the professional status, job title, or any other qualifications of the supervisor that will aid the testing department in the approval process.

If a student is enrolled in another school while taking Griggs University courses, the exam should be taken under the direction of that school's registrar or testing department. An exam cannot be sent to a supervisor who has the same address as the student's unless the address is known to be that of a school, mission facility, etc.

All university students should present photo identification to their supervisor before taking the exam unless the examiner personally knows the student being tested.

In order for an exam grade to be recorded, a signed Supervisor's Signature Form must accompany the exam being returned. Griggs University will notify the student of exam results, but *no graded exam will be returned to the student or to the exam supervisor.*

Completed exams are retained at GU for only six months after the date of receipt, and then they are discarded. If a student has a question regarding an exam grade, it should be contested within this six-month period.

## Academic Probation

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A student whose cumulative grade point average is below 2.00 is placed on academic probation. The student will be allowed to enroll for up to an additional 24 hours (with not more than 12 hours per enrollment). When he or she has completed the 24 hours and the grade point average is at 2.00 or above, academic probation will be removed. However, if the problem is not corrected within that period, dismissal procedures may be implemented. The Academic Affairs Committee may review individual cases to determine the action most appropriate to the student's situation.

## Course Repeat Policy

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All grade point averages for admission, academic standing, and graduation are calculated based on hours attempted, except that a student may repeat a course in which he or she has received a grade of C-, D, or F. In such cases, when calculating the grade point average, the hours and quality points earned on the second effort will be used.

## Grade Change

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A grade may be changed by the teacher during a 6-month period from the date the grade was issued. Grades are changed only to correct an error made in determining or recording the grade.

## Time Limit for Course Completion

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All students are given one year (12 months) from date of enrollment to finish courses.

## Academic Integrity

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As a Seventh-day Adventist educational institution, Griggs University is committed to the universal values of truth and honesty, and requires from its administration, faculty and students a like commitment. Therefore, GU demands the compliance of all its constituent bodies with the principles of academic integrity in the discovery, clarification, and dissemination of information and a commitment to the highest standards of honesty and integrity in the completion of academic requirements. The policy described below follows Academic Integrity guidelines established on many Adventist campuses. It describes the responsibilities of students, faculty, and the Vice President for Education. It also defines and gives examples of academic dishonesty, describes the consequences for violations of academic integrity, and provides an appeals process. As a Christian educational institution, we care for the spiritual development of our community and, therefore, this policy is designed to be not only punitive, but redemptive.

## Academic Appeals Procedure

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### Student Responsibilities

- Be familiar with and uphold the GU Academic Integrity Policy and the policy of each of their instructors.
- Take responsibility to protect academic integrity in their own work and in the university community by avoiding the practice of plagiarism or the use of another's work in place of one's own.
- Avoid both dishonest practices and the appearance of dishonesty.
- Make the necessary effort to ensure that their work is not used by others.
- Be prepared to offer verification of work and demonstrate abilities in a monitored setting.

### Faculty Responsibilities

- Be familiar with and uphold the GU Academic Integrity Policy.
- Include in every course syllabus, academic integrity policies relating to the particular course.
- File with the Vice President for Education, a written report of all instances of academic dishonesty (as determined by the instructor after informal discussions with student, even if resolved internally within Department) and provide a copy to the student.

### Vice President for Education Responsibilities

- Chair Academic Integrity Council (as non-voting member except to break a tie vote)
- Maintain student files including all Reports of Academic Dishonesty
- Refer all multiple reports of academic dishonesty to Academic Integrity Council

## Academic Dishonesty

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Violations of academic integrity include, but are not limited, to the following:

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating may include but are not limited to:

- Sharing answers or collaborating with another student on any academic exercise unless specifically authorized by the instructor.
- Possessing unauthorized notes, study sheets, or other materials during an examination or other academic exercise.
- Tampering with an examination or other academic requirement after it has been corrected, then returning it for more credit.
- Stealing or attempting to steal an assignment or answer key.
- Submitting substantial portions of the same work for credit in more than one course without the knowledge and approval of all instructors involved.

**Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Examples of plagiarism may include but are not limited to:

- Copying from another source without quotation marks and appropriate documentation.
- Paraphrasing words, ideas, or sequence of ideas, from another source without appropriate documentation.
- Using material from the Internet or other on-line service without proper documentation.
- Buying or using the whole or any part of a paper from a current or graduated student, research or term paper service, or any other source not representing your own efforts.

**Fabrication:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Examples of fabrication include but are not limited to:

- Changing or attempting to change academic records without proper authority.
- Altering documents after signatures have been obtained.
- Forging of signatures on any document.
- Obtaining unauthorized files or accounts.

**Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

**Providing inaccurate information, misleading information, or omission of information on a Griggs University application:** Provision of inaccurate information, misleading information, or omission of information on a GU application shall constitute a violation of the Academic Integrity Policy.

**Other:** Any other instance that undermines or has the potential to undermine academic integrity.

**Consequences:** Violations of academic integrity may be imposed singularly or in any combination. Possibilities include:

- Reduction in or failing assignment grade
- Reduction in course grade
- Academic suspension from school
- Academic dismissal from school

**Procedures:**

1. Upon instructor suspicion of academic dishonesty, the instructor or the Registrar shall, within ten (10) days after discovery, hold an informal discussion with the student about the incident, try to reach resolution and, if appropriate, recommend a consequence to the student. This meeting should be promptly documented with a memo from the instructor or the Registrar to the student with a copy to the Vice President for Education.
2. If the student elects to appeal the instructor's decision, then within ten (10) days after the instructor's or Registrar's memo, the student shall contact the Vice President for Education's office and request consideration of his/her case. This exchange should be promptly documented with a memo from the Vice President of Education to the student with a copy to the instructor and Registrar.
3. If the student elects to appeal the Vice President of Education's decision, the student may, within ten (10) days after the memo, appeal the situation to the Academic Integrity Council.
4. The Academic Integrity Council shall promptly investigate the facts of the situation and hear formally from the student and the instructor via teleconference, written testimony or physical presence. If the Academic Integrity Council agrees with the fact findings of the Vice President for Education, it will affirm the original decision. If the Academic Integrity Council disagrees, in whole or in part, with the fact findings, the Academic Integrity Council may modify the consequence.
5. Until a final decision has been reached, the student shall remain an active member of the class in which the alleged instance of dishonesty occurred. In the event the student elects to drop or withdraw from the class, the alleged act of academic dishonesty will be pursued to its conclusion and any final consequence shall be unaffected by such drop or withdrawal.

## Academic Grievance Procedure

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Students who feel they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

1. Students should go first to the teacher involved to discuss the matter.
2. They may next appeal to the Registrar.
3. If a satisfactory decision still has not been reached, the case may be presented in writing to the Vice President for Education, after which students can appeal in writing, by teleconference, or in person to the Academic Appeals Committee. The decision of the committee is final.
4. Any appeal of a grade must be initiated within six months following the awarding of the grade in question.

## Library Services

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Students receive course mailings that include instructional guides, textbooks, and/or other materials necessary to meet the primary objectives for each course. For research assignments, students may access the resources and services of the libraries mentioned below. In addition, because GU is part of a worldwide sisterhood of schools and colleges, students may visit any Adventist campus to use its library research facilities. Students are also encouraged to use both local libraries and their church library.

GU's resident library is the Rebok Memorial Library, a participant in interlibrary loans that makes its services available to GU administration, faculty, staff, and students.

In addition to the Rebok Memorial Library, GU has affiliation agreements with two other libraries: the James White Library at Andrews University and the Weis Library at Columbia Union College. Library resources are made available worldwide via the APO system, fax, and the Internet.

Students who have a connection to the Internet or Worldwide Web may obtain an Andrews University computer account that allows free access to the White library's electronic databases including *Encyclopedia Britannica Online* and the full text of millions of periodical articles. Reference service is available via mail, telephone, fax, and e-mail.

## Course Revisions

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As new editions of textbooks and learning materials are published, courses are revised. Therefore, several of the courses listed in this bulletin may be under revision. For information on the status of a course, check with Griggs University prior to enrollment.

## Adventist Teacher Certification

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Griggs University offers a 3-module, 6-semester-hour course entitled *Orientation to Teaching in Adventist Schools*. This course is designed for the teacher who received an education outside of the Adventist school system and holds or has held certification. Potential students must secure approval from their union registrar.

Module titles for the course are Foundations of Adventist Educational Philosophy, Foundations of Adventist History and Mission and Foundations in Bible Doctrines. Each module requires a paper or project and/or an exam. Modules may be taken in any order. Please write or fax the Enrollment Services office for the Adventist teacher certification packet.



# Graduation Information

## **Responsibility for Meeting Requirements**

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The responsibility for meeting graduation requirements rests primarily upon the student. Students should acquaint themselves with the various requirements in the bulletin and should plan their courses to fulfill requirements. The Registrar and the Vice President for Education are available to assist students in making decisions regarding their curriculum.

## **Bulletin for Graduation Requirements**

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Students must meet all requirements contained in one volume of the Griggs University Bulletin. Students who maintain continuous enrollment with Griggs may meet the requirements in the bulletin current at the time of entry or any bulletin published during the period of enrollment.

In order to address changing needs in the academic and professional community, the Academic Affairs Committee in consultation with the faculty may modify, delete or add to the provisions of the current bulletin. Students should consult with the Registrar in arranging to meet the revised requirements.

## **Bulletin Requirements for Former Students**

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Students who lack six or less hours of completing degree requirements, and who have discontinued their attendance with Griggs University longer than 12 months, may meet the requirements of their previous bulletin. If more than 6 years have elapsed since the last enrollment at Griggs, the Academic Affairs Committee reserves the right to require compliance with the current bulletin.

## **Additional Degrees**

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Baccalaureate graduates from other accredited institutions may receive additional degrees from Griggs University by completing a minimum of 30 semester hours and fulfilling all major and cognate requirements.

Griggs University graduates may receive a second baccalaureate degree after completion of a minimum of 24 more semester hours, including the proper major and cognate requirements.

## Graduation Candidacy

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Each candidate must file an application for graduation with the records office and pay a \$75 fee. This should be done at least six months before graduation (when the student has only 15 semester hours left to complete). Applications are available from the registrar's office.

## Minimum Hours to Be Earned at GU

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Four-year degree-seeking students must take a minimum of 30 semester hours at Griggs University with 15 of those hours being at the upper-division level. There must be a minimum of nine GU upper-division hours taken with GU in the major and three upper-division hours in a minor.

Two-year degree-seeking students must take a minimum of 24 semester hours at Griggs University with nine of those hours in the area of concentration.

## Grade Point Average (GPA)

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The grade point average required for graduation is computed by dividing the total number of grade points earned by the hours attempted. Total credits and grade point average (GPA) requirements are summarized below.

A grade of C or better is required for all courses in the major, minor, and cognate areas (with a cumulative GPA of 2.25 in the major, concentration, or emphasis areas).

## Graduation With Honors

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Students are graduated with honors and the designation added to the diploma and the transcript on the basis both of the Griggs University cumulative grade point average and the total cumulative grade point average, including all transfer credit as follows:

<b>Honor</b>	<b>Minimum GPA</b>
Cum Laude.....	3.50
Magna Cum Laude.....	3.75
Summa Cum Laude.....	3.90



# Degree Requirements

## Required Semester Hours/GPA

	CUMULATIVE		EARNED AT GU	
	Hours	GPA	Hours	GPA
<b>1-Year Certificate— Pastoral Ministry*</b>				
Cumulative	30	2.00	17	2.00
Concentration	12	2.25	7	2.25
<b>2-Year Degree— A.A. in Personal Ministries</b>				
Cumulative	60	2.00	24	2.00
Concentration	27	2.25	9	2.25
<b>3-Year Certificates*</b>				
Religion	90	2.00	30	2.00
Concentration	30	2.25	15	2.25
Theology	95	2.00	30	2.00
Concentration	39	2.25	15	2.25
<b>4-Year Degrees</b>				
Cumulative	120	2.00	30	2.00
Upper Division	36	2.00	15	2.00
Religion	39	2.25	9	2.25
Major u.d.	18	2.25	9	2.25
Religious Education	39	2.25	9	2.25
Major u.d.	18	2.25	9	2.25
Theological Studies	50	2.25	9	2.25
Major u.d.	18	2.25	9	2.25
Minor	18	2.00	3	2.00

*(Of the 18 hours needed for a minor, six must be upper division, and three of the six must be taken with GU.)*

\*These certification programs are designed for motivational purposes to show progress toward a degree program. They do not carry the academic weight of an A.A or a B.A.

## Components of a Degree Program

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Total credits required for the associate degree is generally 60 semester hours. Total credits required for a Bachelor of Arts or Bachelor of Science degree is generally 120 semester hours.

Each program consists of the following components:

- General Education Requirements
- Major or Area of Specialization
- Required Cognates from Supporting Disciplines
- General Electives

## General Education

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The General Education requirements provide the student the breadth needed in the liberal arts and sciences. The required courses are carefully chosen to ensure that basic knowledge, skills and proficiencies are mastered.

## General Policy

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Major, minor, or cognate courses may also be used to meet core general education requirements. However, a single course may not be used to meet requirements in more than one required area in general education. Credits earned in a course will be counted only once toward the hours needed for graduation.

## Goals

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The goals of the general education program are to:

- Develop a balanced core of knowledge drawn from the humanities, social sciences, natural sciences, and mathematics that enables lifelong learning, critical thinking, and effective communication.
- Appreciate human diversity through understanding the history, culture, and contributions of various peoples.
- Develop competence in reading, writing, computer literacy, critical thinking, and problem solving.
- Practice a balanced, healthful lifestyle.
- Make serious and informed choices in developing a personal relationship with God and acceptance of Christ's teachings as espoused by the Seventh-day Adventist Church.

## Transfer of General Education

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Transfer students who have met all the general education requirements of another Seventh-day Adventist college/university in the North American Division will be considered to have met Griggs University's general education requirements.

## Religion for Transfer Students

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Students transferring from other than Seventh-day Adventist colleges must complete the following prorated religion credits:

- Freshman or sophomore (0-54 semester hours) ..... 12 hours  
as outlined in general education requirements
- Junior or senior (more than 55 semester hours) ..... 6 hours  
from the list of specified courses as outlined in the general education Religious  
Studies requirements

## General Education Requirements—Associate Degrees

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### RELIGIOUS STUDIES ..... 6 hours

Choose one course from the following four courses 3

RELB 160	Jesus and the Gospels (3)	
RELB 250	Introduction to the Bible (3)	
RELT 250	Principles of Christian Faith (3)	
RELT 270	Adventist Heritage and Mission (3)	

RELB OR RELT elective 3

### COMMUNICATION ..... 9 hours

ENGL 101*	Composition or equivalent	3
ENGL 102*	Research and Literature or equivalent	3
COMM 105	Introduction to Human Communication	3

### HISTORY AND SOCIAL SCIENCE ..... 9 hours

HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
	OR	
HIST 275	U.S. History I: Founding to Reconstruction (3)	
HIST 276	U.S. History II: Gilded Age to Globalization (3)	
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	

### SCIENCE AND MATHEMATICS ..... 4 hours

Mathematics or Science elective 4

### HEALTH ..... 2 hours

HLSC 110	Healthier Living	2
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\* Minimum grade of "C" is required.

## General Education Requirements— Baccalaureate Degrees

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### RELIGIOUS STUDIES ..... 12 hours

Choose two courses from the following: 6

RELB 250	Introduction to the Bible (3)	
RELB 160	Jesus and the Gospels (3)	
RELB 307	Exile and Return: Introduction to the Old Testament (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)	

RELB OR RELT electives 6

### COMMUNICATION ..... 12 hours

ENGL 101*	Composition or equivalent	3
ENGL 102*	Research and Literature or equivalent	3
ENGL	Upper Division Writing elective	3
COMM 105	Introduction to Human Communication	3

### FINE ARTS AND HUMANITIES ..... 6 hours

	Literature elective	3
	Humanities elective	3
(Choose courses from areas such as philosophy, modern languages, art history, and music.)		

### HISTORY AND SOCIAL SCIENCE ..... 9 hours

HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
OR		
HIST 275	U.S. History I: Founding to Reconstruction (3)	
HIST 276	U.S. History II: Gilded Age to Globalization (3)	
PSYC 105	Introduction to Psychology	3
OR		
SOCI 105	General Sociology (3)	

### SCIENCE AND MATHEMATICS ..... 8 hours

	Mathematics elective	4
	Science elective	4

### PRACTICAL/APPLIED ARTS ..... 3 hours

(Choose courses from such areas as computer science and business.)

### HEALTH ..... 2 hours

HLSC 110	Healthier Living	2
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\* Minimum grade of "C" is required.

## Bachelor of Science in Business Management

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The B.S. in Business Management for the Christian helps to prepare students for the challenging task of managing a business or serving their church as a treasurer, Christian bookstore manager, Christian salesperson, etc. This program is available internationally only, not in North America.

### **BUSINESS ..... 39 hours**

ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
ACCT 305	Cost/Managerial Accounting	3
BUAD 246	Business Research and Communications	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 335	Management Structures in the Business Organization	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 121	College Algebra	4

### **RECOMMENDED COGNATES ..... 3 hours**

CPTR 105	Introduction to Computers	3
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### **DENOMINATIONAL BUSINESS EMPHASIS..... 18 hours**

RELB 160	Jesus and the Gospels	3
RELT 250	Principles of Christian Faith	3
RELT 255	Church Leadership and Management	3
RELT 303	Personal and Church Finance	3
RELT 320	Personal Evangelism	3
RELT 385	Christian Ethics and Modern Society	3

**GENERAL EDUCATION REQUIREMENTS ..... 33 hours**

COMM 105	Introduction to Human Communication	3
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
	Literature elective	3
	Writing elective (upper division)	3
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
	OR	
HIST 275	U.S. History I: Founding to Reconstruction (3)	
HIST 276	U.S. History II: Gilded Age to Globalization (3)	
HLSC 110	Healthier Living	2
	Humanities (Choose courses from areas such as philosophy, modern languages, art history, and music.)	3
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
	Science elective	4

**ELECTIVES ..... 19 hours**

Total should be 120 hours when electives are added to credit earned from above courses. A minimum of 36 upper-division hours should be included in the 120 hours.

**TOTAL ..... 120 hours**

\* Minimum grade of "C" is required.

## Bachelor of Arts in General Studies

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

**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
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**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

**Health ..... 2 hours**

HLSC 110	Healthier Living	2
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**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.

## Associate of Arts in Personal Ministries

The Associate of Arts in Personal Ministries is designed to provide a general background in doctrine and biblical knowledge for lay leaders and Bible workers interested in conducting Bible studies and contributing to the effectiveness of their local church. Students who complete this program should be able to:

- Reflect on issues of faith within the framework of a Seventh-day Adventist community
- Articulate their own convictions and share those with others
- Understand and explain the basic doctrines of the Seventh-day Adventist Church
- Demonstrate a familiarity with the Bible and a basic understanding of the process of biblical interpretation
- Demonstrate a familiarity with the writings of Ellen G. White and the development of the Seventh-day Adventist Church

The A.A. in Personal Ministries requires a total of 60 hours. Transfer students are required to take the last 24 hours prior to graduation (with 9 hours in the area of concentration) under the direction of Griggs University.

### RELIGION..... 27 hours

RELB 160	Jesus and the Gospels	3
RELB 420	Jewish Apocalyptic Writings: Daniel	3
	OR	
RELB 425	Christian Apocalyptic Writings: Revelation (3)	
RELT 235	Principles of Bible Instruction	3
RELT 250	Principles of Christian Faith	3
RELT 255	Church Leadership and Management	3
RELT 270	Adventist Heritage and Mission	3
RELT 308	Biblical Preaching	3
RELT 320	Personal Evangelism	3
	Elective (Biblical content)	3

### GENERAL EDUCATION REQUIREMENTS..... 24 hours

ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
COMM 105	Introduction to Human Communication	3
	Mathematics/Science (As recommended by the department)	4
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
	History (HIST 125, 126, or 275, 276)	6
HLSC 110	Healthier Living	2

### ELECTIVES ..... 9 hours

Total should be 60 hours when electives are added to credit earned from above courses.

### TOTAL ..... 60 hours

\* Minimum grade of "C" is required.

## Bachelor of Arts in Religion

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The Bachelor of Arts in Religion major is designed as a liberal arts major, especially suited for adults who come to a desire to contribute to Adventist ministry after a career in another field. It may also prepare students to become Bible workers or Bible teachers, but it is not designed to be the avenue for a young student whose first career is the ministry. However, adult students with experience working in the local church may use this degree for entry into the seminary or the MCM and MPM programs offered by many Seventh-day Adventist institutions. Students who complete this program should be able to:

- Reflect on issues of faith within the framework of a Seventh-day Adventist community
- Articulate their own convictions, share their convictions with others, and explain the biblical foundations of their convictions
- Demonstrate an ability to use the principles of biblical interpretation necessary for personal growth, ministry, and continuing education in ministry
- Demonstrate the ability to do research and use information garnered from research
- Comprehend and explain the principles of Christian faith and the doctrines of the Seventh-day Adventist Church
- Demonstrate an understanding of the writings and ministry of Ellen G. White and the global mission of the Seventh-day Adventist Church
- Demonstrate a commitment to nurturing community through regular worship and participation in a local church organization
- Trace the great controversy through biblical times to the ultimate conclusion in last-day events

The religion major requires a minimum of 120 semester hours, including a minimum of 36 hours from 300- and 400-level courses. All religion majors must complete a senior project or paper under the direction of a faculty member before graduation. For more information, see the Academic Information section.

### RELIGION..... 39 hours

RELB 160	Jesus and the Gospels	3
RELB 310	Hebrew Prophets	3
RELB 420	Jewish Apocalyptic Writings: Daniel	3
RELB 425	Christian Apocalyptic Writings: Revelation	3
RELT 235	Principles of Bible Instruction	3
RELT 250	Principles of Christian Faith	3
RELT 255	Church Leadership and Management	3
RELT 270	Adventist Heritage and Mission	3
RELT 280	Moral Issues in World Religions	3
RELT 308	Biblical Preaching	3
OR		
RELT 320	Personal Evangelism (3)	
RELT 335	Pauline Theology	3
	Upper-division electives (from both Biblical content and Applied Theology)	6

**REQUIRED COGNATES..... 6 hours**

HIST 325	History of Christianity I: Early and Medieval Periods	3
HIST 326	History of Christianity II: The Reformation and Modern Periods	3

**GENERAL EDUCATION REQUIREMENTS.....40 hours**

COMM 105	Introduction to Human Communication	3
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
	Literature elective	3
	Writing elective (upper division)	3
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
	OR	
HIST 275	American Civilization I (3)	
HIST 276	American Civilization II (3)	
HLSC 110	Healthier Living	2
	Humanities	3
	(Choose courses from areas such as philosophy, modern languages, art history, and music.)	
	Mathematics/Science	8
	(As recommended by the department)	
	Practical/Applied Arts	3
	(Choose courses from areas such as business or computer science.)	
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	

**ELECTIVES ..... 35 hours**

Total should be 120 hours when electives are added to credit earned from above courses. A minimum of 36 upper-division hours should be included in the 120 hours.

**SENIOR PROJECT ..... 0 hours**

RELB 499	Senior Project	NC
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Please contact the registrar's office if you have any questions concerning the senior project.

**TOTAL ..... 120 hours**

\* Minimum grade of "C" is required.

## Bachelor of Arts in Theological Studies

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The theological studies major requires a minimum of 120 semester hours, including a minimum of 36 hours from 300- and 400-level courses. All theological studies majors must complete a senior project or paper under the direction of a faculty member before graduation. For more information, see the Academic Information section.

The B.A. in Theological Studies was designed to provide the foundation necessary for a student planning to enter the gospel ministry. It consists of a combination of courses in biblical studies and applied theology necessary for pastors in training.

Students with bachelor's degrees in Theological Studies have also been prepared for seminary attendance.

### **THEOLOGICAL STUDIES..... 50 hours**

RELB 160	Jesus and the Gospels	3
RELB 310	Hebrew Prophets	3
RELB 420	Jewish Apocalyptic Writings: Daniel	3
RELB 425	Christian Apocalyptic Writings: Revelation	3
RELB 491	Seminar in Contemporary Theology	3
RELT 250	Principles of Christian Faith	3
RELT 255	Church Leadership and Management	3
RELT 270	Adventist Heritage and Mission	3
RELT 280	Moral Issues in World Religions	3
RELT 290	Introduction to Pastoral Counseling	3
RELT 308	Biblical Preaching	3
RELT 320	Personal Evangelism	3
RELT 335	Pauline Theology	3
RELT 360	Christian Ministry	3
RELT 385	Christian Ethics and Modern Society	3
RELT 398	Practicum in Ministry	2
RELT 410	Biblical Theology	3

### **REQUIRED COGNATES..... 20 hours**

GREK 201	Elementary Greek I	4
GREK 202	Elementary Greek II	4
GREK 251	Intermediate Greek I	3
GREK 252	Intermediate Greek II	3
HIST 325	History of Christianity I: Early and Medieval Periods	3
HIST 326	History of Christianity II: The Reformation and Modern Periods	3

**GENERAL EDUCATION REQUIREMENTS..... 40 hours**

COMM 105	Introduction to Human Communication	3
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
	Literature elective	3
	Writing elective (upper division)	3
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
	OR	
HIST 275	U.S. History I: Founding to Reconstruction (3)	
HIST 276	U.S. History II: Gilded Age to Globalization (3)	
HLSC 110	Healthier Living	2
	Mathematics/Science (As recommended by the department)	8
	Practical/Applied Arts (Choose courses from areas such as business or computer science.)	3
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	
	Humanities (Choose courses from areas such as philosophy, modern languages, art history, and music.)	3

**ELECTIVES ..... 10 hours**

Total should be 120 hours when electives are added to credit earned from above courses. A minimum of 36 upper-division hours should be included in the 120 hours.

**SENIOR PROJECT ..... 0 hours**

RELB 499 Senior Project NC  
Please contact the registrar's office if you have any questions concerning the senior project.

**TOTAL ..... 120 hours**

\* Minimum grade of "C" is required.

## Bachelor of Science in Religious Education

The B.S. in Religious Education provides students with a strong foundation in both Biblical principles and educational methods. Students who finish this program may serve a local church conference as a Bible study worker. Teachers seeking denominational certification or whose first degree was awarded by a non-Adventist institution may also benefit from this program.

### RELIGIOUS EDUCATION ..... 39 hours

EDUC 210	Philosophy of Adventist Education	3
EDUC 370	Fundamentals of Curriculum Development	3
EDUC 499	Practicum in Religious Education	3
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 235	Principles of Bible Instruction	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELT 335	Pauline Theology	3

### REQUIRED COGNATES..... 12 hours

EDUC 360	Evaluation in Teaching	3
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 355	Learning and Motivation	3

### GENERAL EDUCATION REQUIREMENTS..... 37 hours

BIOL 140	The Human Body in Health and Disease	4
COMM 105	Introduction to Human Communication	3
ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
	Literature elective	3
	Writing elective (upper division)	3
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
	OR	
HIST 275	U.S. History I: Founding to Reconstruction (3)	
HIST 276	U.S. History II: Gilded Age to Globalization (3)	
HLSC 110	Healthier Living	2

	Humanities (Choose courses from areas such as philosophy, modern languages, art history, and music.)	3
MATH 115	Survey of Mathematics	4
	Practical/Applied Arts elective (Choose courses from areas such as business or computer science.)	3

**ELECTIVES ..... 32 hours**

Total should be 120 hours when electives are added to credit earned from above courses. A minimum of 36 upper-division hours should be included in the 120 hours.

**TOTAL ..... 120 hours**

\* Minimum grade of "C" is required.

## Minor in Business

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The business minor is designed to provide the student with a general knowledge of the principles of business operations.

**BUSINESS MINOR ..... 18 hours**

ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
BUAD 105	Introduction to Business	3
MGMT 330	Principles of Management	3
MKTG 210	Principles of Marketing	3
	Elective (Recommended: Business Strategy and Policy)	3

## Minor in English

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The English minor provides the student with a selection of courses in literature, composition, and writing. ENGL 101, 102 are a prerequisite for this minor and do not apply to the total hours required for the minor.

**ENGLISH MINOR ..... 18 hours**

ENGL	Lower-division literature	3
ENGL	Lower-division grammar/writing	3
ENGL 241	English Literature I	3
ENGL 242	English Literature II	3
ENGL	Upper-division writing elective	3
ENGL	Upper-division literature elective	3

## Minor in History

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The history minor provides an excellent supporting field for a religion or theological studies major. It offers the student the perspective of past events to address contemporary problems and issues.

<b>HISTORY MINOR .....</b>		<b>18 hours</b>
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
HIST	History electives	6
HIST	Upper-division history electives	6

## Minor in Religious Education

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The Religious Education minor provides a good supporting field for any major as it builds a foundation of skills that students can use both in the classroom and outside of it.

<b>RELIGIOUS EDUCATION MINOR.....</b>		<b>18 hours</b>
EDUC 210	Philosophy of Adventist Education	3
EDUC 360	Evaluation in Teaching	3
EDUC 370	Fundamentals of Curriculum Development	3
PSYC 210	Developmental Psychology	3
PSYC 355	Learning and Motivation	3
RELT 235	Principles of Bible Instruction	3

## One-Year Certificate in Pastoral Ministry

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The One-Year Certificate in Pastoral Ministry has been designed to provide a marker of achievement for the student who has completed approximately 25 percent of the course work for a bachelor's degree and 50 percent of the course work for an associate's degree. It serves as an incentive for students to continue their work.

### RELIGION..... 12 hours

RELB 160	Jesus and the Gospels	3
RELT 235	Principles of Bible Instruction	3
RELT 250	Principles of Christian Faith	3
RELT 320	Personal Evangelism	3

### GENERAL EDUCATION REQUIREMENTS..... 13 hours

ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
	Mathematics/Science elective (As recommended by the department.)	4
PSYC 105	Introduction to Psychology	3
	OR	
SOCI 105	General Sociology (3)	

### ELECTIVES..... 5 hours

Total should be 30 hours when electives are added to credit earned from above courses.

### TOTAL ..... 30 hours

\* Minimum grade of "C" is required.

## Certificates in Religion & Theology

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For those students who may benefit from completing a prescribed portion of the degree programs, completion certificates are offered as follows:

- One-Year Certificate in Pastoral Ministry (30 semester hours)
- Three-Year Certificate in Religion or Theological Studies (After a minimum of 90 semester hours toward a degree in Religion or Theological Studies have been earned, a certificate will be issued upon request.)

Courses taken for these certificate programs apply toward the A.A. in Personal Ministries and the B.A. in Religion or Theological Studies degree programs.

## Course Revisions

As new editions of textbooks and learning materials are published, courses are revised. Therefore, several of the courses listed in this bulletin may be under revision. For information on the status of a course, check with Griggs University prior to enrollment.

## Seventh-day Adventist Teacher Certification

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Griggs University offers a 3-module, 6-semester-hour course entitled *Orientation to Teaching in Adventist Schools*. This course is designed for the teacher who received an education outside of the Adventist school system and holds or has held certification. Potential students must secure approval from their union registrar.

Module titles for the course are Foundations of Adventist Educational Philosophy, Foundations of Adventist History and Mission, and Foundations in Bible Doctrines. Each module requires a paper or project and/or an exam. Modules may be taken in any order. Please write or fax the Enrollment Services office for the Adventist teacher certification packet.



# Course Descriptions

## Biology

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### **BIOL 140 The Human Body in Health and Disease (4)**

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. Normal body structure and function are used as the basis to present information on human health and disease principles. Student must submit certificates of completion for the International or American Red Cross *Standard First Aid and Safety or the Community First Aid and Safety course*. *Cross-listed as HLSC 140.*

### **BIOL 311 A Scientific Study of Creation (2)**

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

## Business

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### **ACCT 211 Principles of Accounting I (3)**

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 Principles of Accounting II (3)**

*Prerequisite:* ACCT 211

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.

**ACCT 305 Cost and Managerial Accounting (3)**

*Prerequisite:* ACCT 212

*Available as individualized study to GU degree-seeking students only.*

Management's efforts to achieve a company's objectives through planning and control of factory overhead, materials, and labor. Job order systems, process cost systems, cost identification and determination, and accumulation procedures.

**BUAD 105 Introduction to Business (3)**

This course introduces the student to what really goes on in the business world. Topics include industry, finance, accounting, marketing, economics, management, etc. An informative course for any student, regardless of major, but especially appropriate for the student who is considering a business major.

**BUAD 246 Business Research and Communication (3)**

*Prerequisite:* ENGL 102

*Available as individualized study for GU degree-seeking students only.*

Designed to enhance research and writing skills and to help the student develop competency in writing business communications.

**BUAD 315 Quantitative Methods (3)**

*Prerequisite:* MATH 110

Quantitative Methods is a study of 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 forecasting.

**BUAD 375 Business Law I (3)**

Business Law I is 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.

**ECON 265 Principles of Economics I—Macro (3)**

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 Principles of Economics II—Micro (3)**

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.

**FNCE 290 Business Finance (3)**

*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.

**MGMT 330 Principles of Management (3)**

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 Personnel Management (3)**

*Available as individualized study for GU degree-seeking students only.*

The principles, methods, and practices of administering a personnel program for the business organization.

**MGMT 335 Management Structures in the Business Organization (3)**

*Available as individualized study for GU degree-seeking students only.*

The ways in which business organizations are structured to deal most effectively with their environment. Special attention will be given to the organization's legal, social, and ethical responsibilities.

**MGMT 380 Managerial Skills Assessment (3)**

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 administering. An overview of the style recommended for research papers is included. **A project/paper is required.**

**MGMT 485 Business Strategy and Policy (3)**

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

**MKTG 210 Principles of Marketing (3)**

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

## Communication

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**COMM 105 Introduction to Human Communication (3)**

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 two VHS videos/DVDs required.

## Computer Science

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**CPTR 105 Introduction to Computers (3)**

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 instructions.

## Education

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**EDUC 210 Philosophy of Adventist Education (3)**

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 360 Evaluation in Teaching (3)**

*Prerequisite:* PSYC 105

Examines the relationship between teaching, learning, and evaluation; the use of instructional objectives and standardized tests; how to construct and use classroom tests to measure specific learning outcomes; and how to award fair grades.

**EDUC 367 Psychology of Learning (3)**

*Prerequisite:* PSYC 105

A survey of fundamental psychological principles related to the methods of learning and teaching and to the understanding and development of individual learning. *Cross-listed as PSYC 367.*

**EDUC 370 Fundamentals of Curriculum Development (3)**

*Available as individualized study for GU degree-seeking students only.*

Emphasis is placed on design, development, and upgrading of curriculum for the elementary and secondary schools. Includes a focus on the conceptual framework of our society that often forces change in curriculum.

**EDUC 499 Practicum in Religious Education (3)**

*Available as individualized study for GU degree-seeking students only.*

**ORIENTATION TO TEACHING IN ADVENTIST SCHOOLS**

The following three courses comprise the *Orientation to Teaching in Adventist Schools* modules that may be used for Adventist teacher certification. Before enrolling, please check with your conference or union registrar to find out if these courses meet your requirements. To enroll in any of the modules you must have your union certification registrar give approval by signing in the bottom margin of the Griggs University Enrollment Form 1.

**EDUC 211 Orientation to Teaching in Adventist Schools—  
Foundations of Adventist Educational Philosophy (2)**

This course is one of three that is especially designed for teacher certification in the North American Division of the Seventh-day Adventist Church. It is assumed that students who take this course have taken courses in education or already hold a degree and have state or provincial teacher certification; therefore, lessons dealing with basic issues in educational philosophy have been eliminated. (If you have not already studied the traditional and modern philosophies of education and the contemporary theories of education, you might want to take EDUC 210, a 3-hour course.) You will need this background as a foundation upon which to build. This course deals with the essentials for building an Adventist philosophy of education.

**EDUC 212 Orientation to Teaching in Adventist Schools—  
Foundations of Adventist History and Mission (2)**

This course is one of three that is especially designed for teacher certification in the North American Division of Seventh-day Adventists. It is hoped that you will build on the foundation that is laid by this course and expand your knowledge of Adventist beginnings over the years through personal study and inquiry.

**EDUC 213 Orientation to Teaching in Adventist Schools—  
Foundations in Bible Doctrines (2)**

This course is one of three that has been prepared for teacher certification in the North American Division. It is a condensation of *Principles of Christian Belief*. This course selects the basic doctrinal subjects for study.

## English

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**ENGL 101 Composition (3)**

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 Research and Literature (3)**

*Prerequisite:* ENGL 101

A study of poetry, short stories, drama, and the process of writing a research paper. **A paper is required.**

**LITR 225 American Literature I (3)**

*Prerequisite:* ENGL 102

A survey of American literature from the sixteenth to the nineteenth 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 226 American Literature II (3)**

*Prerequisite:* ENGL 102

A survey of American literature from the Civil War to the present day. **A paper is required.**

**ENGL 375 English Literature I (3)**

*Prerequisite:* ENGL 102

A comprehensive survey of the leading English authors, from old English times to 1800, in the context of their literary and historical times. Special emphasis is placed on literary analysis and interpretation, with regular composition assignments. **A paper is required.**

**ENGL 376 English Literature II (3)**

*Prerequisite:* ENGL 102

A comprehensive survey of English literature from 1800 to the present with emphasis on literary analysis and interpretation. **A paper is required.**

**ENGL 330 Advanced Expository Writing (3)**

This course is designed to improve critical reading, thinking, and writing skills. Five rhetorical strategies—description, reporting, explaining, process analysis, and argumentation—are explored. Additionally, the student will write five essays demonstrating the use of these rhetorical strategies. In learning about and using these strategies, the student will demonstrate an understanding of topics in the humanities and arts, social science and public affairs, and science and technology. The reading, thinking, and writing skills that are developed during this course may enhance the student's performance in most academic disciplines.

**LITR 455 Charles Dickens and Mark Twain (3)**

*Prerequisite:* ENGL 102

Charles Dickens and Mark Twain, two of the most important 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. Students may check local libraries and used bookstores for book titles or may purchase from Griggs: *David Copperfield*, *Bleak House*, *Little Dorrit*, *Hard Times*, *The Adventures of Tom Sawyer*, *The Adventures of Huckleberry Finn*, *The Adventures of Pudd'nhead Wilson*, and *The Gilded Age*. **A paper is required.**

**ENWR 235 Technical Writing (3)**

*Prerequisite:* ENGL 102

*Available as individualized study for GU degree-seeking students only.*

Designed to develop skills of organization, analysis, documentation, and writing appropriate for the production of specialized documents for technical fields.

## Fine Arts

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### **MUHL 204 Music Appreciation (3)**

Designed for students with no previous background in music. Basic elements of music are covered, including melody, rhythm, texture, timbre, dynamics, form, notation, and theory, as well as the principal styles, forms, development of Western music from the medieval to contemporary periods. The student should plan to attend one live concert.

## Geography

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### **GEOG 280 Cultural Geography (3)**

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 and Nutrition

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### **HLSC 110 Healthier Living (2)**

A course designed to give students the practical means of assessing and managing their personal health behaviors so that they can live their lives to the fullest. Recognizing that health information changes quickly and there is so much to know, this course emphasizes the basic facts and encourages students to translate them into meaningful plan of action that is personally relevant. The Adventist philosophy of health expressed in the writings of Ellen G. White is emphasized as an important reliable health information.

### **HLSC 140 The Human Body in Health and Disease (4)**

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 the *Community First Aid and Safety* course. Cross-listed as BIOL 140.

### **NUTR 300 Nutrition (3)**

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

## History and Political Studies

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### **HIST 125 History of World Civilizations I (3)**

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 History of World Civilizations II (3)**

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 U.S. History I: Founding to Reconstruction (3)**

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

### **HIST 276 U.S. History II: Gilded Age to Globalization (3)**

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

### **HIST 404 Adventist Heritage and Mission (3)**

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. *Cross-listed as RELT 270.*

### **HIST 325 History of Christianity I: Early and Medieval Periods (3)**

*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.

**HIST 326 History of Christianity II: The Reformation and Modern Periods (3)**

*Suggested background:* HIST 125 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.

**PLST 250 American Government (3)**

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.

## Languages

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**FREN 101 Introductory French I (3)**

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 one year of secondary-school French or its equivalent. Credit not applicable toward a major or minor in French.

**FREN 102 Introductory French II (3)**

*Prerequisite:* FREN 101 or the equivalent; available for students with one year or less than two 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 Intermediate French I (3)**

*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 Intermediate French II (3)**

*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.

**GREK 201 Elementary Greek I (4)**

This study of the elements of the language of the New Testament is structured around a good working vocabulary and carefully selected readings.

**GREK 202 Elementary Greek II (4)**

*Prerequisite:* GREK 201 or equivalent

A continuing study of the elements of the language of the New Testament in the context of a good working vocabulary and carefully selected readings.

**GREK 311 Intermediate Greek I (3)**

*Prerequisite:* GREK 202 or equivalent

The aim of this intermediate course in Greek is to provide a fair working knowledge of the New Testament in the original language.

**GREK 312 Intermediate Greek II (3)**

*Prerequisite:* GREK 311 or equivalent

This course continues to refine the student's working knowledge of the New Testament in the original language.

**SPAN 101 Introductory Spanish I (3)**

A study of simple spoken and written Spanish, with a small amount of practice in writing and speaking. CDs build accurate pronunciation and provide listening exercises. *Equivalent to first semester of beginning Spanish.*

**SPAN 102 Introductory Spanish II (3)**

*Prerequisite:* SPAN 101 or equivalent

The reading, grammar, and composition needed for a better knowledge of the language. Continued practice with spoken Spanish. *Equivalent to second semester of beginning Spanish.*

## Mathematics

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**MATH 110 Probability and Statistics (4)**

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 Survey of Mathematics (4)**

*Prerequisite:* Two years of high school math with “C” grade or better

This course covers much of what you had in high school math classes, but in more depth. Topics include sets, numeration systems, consumer math, probability and statistics, logic, and the real number system. *Note: This course is for non-math majors and in many colleges may not be counted toward a math major.*

**MATH 120 College Algebra and Trigonometry (4)**

*Prerequisite:* Secondary algebra; geometry highly recommended but not required

This course covers the basic properties and operations on the real numbers and how these properties and operations give rise to a variety of equations, inequalities, and functions. Both operational methods and graphical techniques are presented and applied by the student in problem solving.

**MATH 121 College Algebra (2)**

*Prerequisite:* Secondary algebra; geometry highly recommended but not required

An advanced study of linear, quadratic, and simultaneous equations; laws of exponents; graphs; progressions, variations; the binomial theorem; and logarithms.

**MATH 126 Precalculus (4)**

*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.

**MATH 165 College Algebra (3)**

*Prerequisite:* MPE score of 2.0.

Topics include linear equations and inequalities in one and two variables; exponents and polynomials; rational expressions, exponents, and roots; quadratic equations; systems of linear equations; relations, functions, and conic sections; logarithms; and an introduction to trigonometric functions. Both operational methods and graphical techniques are presented.

## Physics

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### **PHYS 150 Descriptive Astronomy (4)**

*Prerequisite:* Algebra on the secondary level

Cultural aspects and philosophical implications of the cosmic environment. Topics considered include the solar system, stars and their development, star clusters, the interstellar medium, galaxies, and the large-scale features of the universe. A general education course for liberal arts students.

## Psychology and Sociology

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### **BHSC 220 Interdisciplinary Approach to Contemporary Social Issues (3)**

Issues may include drug abuse, the family, crime/violence and punishment, AIDS, poverty, and health care. Integrates foundational social science with a Christian perspective to help students understand the origins of current societal issues and strategies for addressing those issues.

### **PSYC 105 Introduction to Psychology (3)**

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.

### **PSYC 210 Developmental Psychology (3)**

*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 Systems and History of Psychology (3)**

*Prerequisite:* PSYC 105

This course covers the developing concepts and philosophies in the field of psychology, from ancient times to the present.

**PSYC 305 Social Psychology (4)**

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. **A paper is required.**

**PSYC 315 Organization and Work (3)**

*Prerequisite:* PSYC 105

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

**PSYC 355 Learning and Motivation (3)**

*Prerequisites:* PSYC 105, plus 6 hours in psychology

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 Abnormal Psychology (3)**

*Prerequisite:* PSYC 105

Abnormal Psychology is a study of deviant human behavior and methods of dealing with consequent problems.

**PSYC 365 Theories of Personality (3)**

Theories of Personality explores the primary personality theories, seeking to show the contribution to an understanding of humanity.

**PSYC 367 Psychology of Learning (3)**

*Prerequisite:* PSYC 105

A survey of fundamental psychological principles related to the problems and methods of learning and teaching and to the understanding and development of individual learning. *Cross-listed as EDUC 367.*

**PSYC 435 Dynamics of Individual Counseling (3)**

*Prerequisite:* PSYC 105

A study of the dynamics of operating 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 Experimental Psychology (3)**

*Prerequisites:* PSYC 105, plus 9 hours of psychology and MATH 270

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 Independent Study in Psychology (1-3)**

*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.**

**SOCI 105 General Sociology (3)**

A general introduction to the basic forms of human association and interaction dealing with the social processes, institutions, culture, and personality development.

**SOCI 280 Issues in Multiculturalism: Belief Systems (3)**

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.

**SOCI 425 Racial and Ethnic Relations (3)**

A study of the distinctive racial and cultural minorities in American society with an emphasis on problems and adjustments within the larger society. **A paper is required.**

**SOCI 488 The City in the Industrialized World (3)**

The structure and development of the modern urban community with emphasis on ecological and demographic features of urban life.

## Religion and Theology

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**RELB 160 Jesus and the Gospels (3)**

*Suggested background:* Secondary Bible, RELB 101 and 102 or equivalent

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.

**RELB 250 Introduction to the Bible (3)**

A survey of both Old and New Testaments designed to provide a foundation for other religion courses.

**RELB 307 Exile and Return: Introduction to the Old Testament (3)**

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

**RELB 310 Hebrew Prophets (3)**

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 Old Testament Prophets, Early (3)**

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

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

**RELB 332 Old Testament Prophets, Later (3)**

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

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

**RELB 345 Worship and Witness: Introduction to the New Testament (3)**

*Available as individualized study for GU degree-seeking students only.*

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 man.

**RELB 420 Jewish Apocalyptic Writings: Daniel (3)**

*Suggested background:* Secondary Bible, RELB 102, or equivalent

This course is a critical and exegetical study of the book of Daniel. While the material is based on up-to-date Adventist scholarship, many quotations from other sources will be used to let the student participate in the ongoing search for a deeper understanding of the prophecies of Daniel. By an immersion in the text of Daniel, students will discover its meaning and relevance for today. **A paper is required.**

**RELB 425 Christian Apocalyptic Writings: Revelation (3)**

*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. **A paper is required.**

**RELB 491 Seminar in Contemporary Theology (3)**

*Available as individualized study for GU degree-seeking students only.*

An analytical study of subjects and topics current in theological circles today.

**RELB 499 Senior Project (Noncredit)**

Students planning to receive a bachelor's degree in religion or theological studies must complete a paper or project. Please contact the registrar for more information. *Students may not enroll for RELB 499 without the permission of the GU registrar.*

**RELT 100 God and Human Life (3)**

How God confronts human beings—includes the process of Revelation, principles of interpreting Scripture and similarly inspired material, the nature of God and His expectations for humans, and the evaluation of these concepts as presented in Scripture and classic literature of various religions.

**RELT 235 Principles of Bible Instruction (3)**

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 Principles of Christian Faith (3)**

*Suggested background:* Secondary Bible, RELB 101 and 102, 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.

**RELT 255 Church Leadership and Management (3)**

What constitutes good church administration is what this course is all about—combining pastoral leadership with church management. This course addresses the four-dimensional role of the pastor—person, administrator, church leader, and priest.

**RELT 270 Adventist Heritage and Mission (3)**

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. *Cross-listed as HIST 404.*

**RELT 280 Moral Issues in World Religions (3)**

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 290 Introduction to Pastoral Counseling (3)**

The fundamental thesis of this introductory course in pastoral counseling is that pastoring is by definition counseling. Pastoral counseling is a skill based on a body of understanding. This course is designed to facilitate both the actual skill of counseling and the acquisition of knowledge and insights based on reading and experience.

**RELT 303 Personal and Church Finance (3)**

*Available as individualized study for GU degree-seeking students only.*

Introduction to the sound principles of business and finance as adapted to a church setting. The student will also recognize the necessity for good personal financial practices.

**RELT 308 Biblical Preaching (3)**

*Prerequisite:* CMME 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 320 Personal Evangelism (3)**

A study of the dynamics of personal evangelism, with primary emphasis on instruction rather than exhortation. A clear biblical perspective on the priesthood of all believers; practical counsel for leading someone to Christ; a strategy for visitation; a Bible study methodology; and techniques in getting decisions.

**RELT 335 Pauline Theology (3)**

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 is also addressed.

**RELT 360 Christian Ministry (3)**

An introduction to the gospel ministry. The course 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 385 Christian Ethics and Modern Society (3)**

Designed to aid students in applying the principles of Christianity to the ethical issues of modern society.

**RELT 398 Practicum in Ministry (2)**

*Prerequisite:* RELB 360

*Available as individualized study for GU degree-seeking students only.*

Specialized training program for theological studies majors.

**RELT 410 Biblical Theology (3)**

Biblical Theology is a disciplined reflection on the divine revelation in Holy Scripture. More generally, a biblical theology draws its concepts from the Bible and attempts to be faithful to the scriptural norm. This requires a grasp of the literary and historical contexts for each theological concept in the Bible.

**RLGN 314 Science and Christian Belief (1)**

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

A thorough and detailed examination of the harmony between science and the Bible. This course helps the student see the complementary relationships between the Word of God and natural law.

**RLGN 360 Prophetic Guidance (2)**

A study of one of the principal means by which God communicates with people. The work of His prophets in Old Testament times is explained. The tests and functions of a true prophet are examined. The work and life of Ellen G. White and God's influence on His remnant church through her are stressed. **A paper is required.**

# *Graduate Programs*





# Master of Business Administration

The Master of Business Administration degree provides individuals with the opportunity to develop advanced business skills using the flexibility and convenience of distance education. The curriculum consists of 36 hours of study and provides a solid foundation in major business functional areas. Information literacy, speaking, writing, and interpersonal skills are stressed throughout the curriculum. This program is available internationally only, not in North America.

*Please note that this program is offered through consortial collaboration between Columbia Union College and Griggs University.*

## Prerequisite Courses

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Due to the intensive nature of the program, students need to be familiar with basic business concepts and applications in a variety of business discipline areas. The undergraduate courses listed below are prerequisites to core MBA courses and must be completed with a grade of B or better prior to attempting the graduate-level courses:

ACCT	Principles of Accounting I course or courses
ECON	Micro-economics, Macro-economics, or a combination course

### **Other Strongly Suggested Prerequisites:**

ACCT	Principles of Accounting II, or Managerial Accounting
FNCE	Business Finance
MATH	Probability and Statistics or Business Statistics or any other course that has a strong statistical component such as: Decision Sciences, Quantitative Methods or Analysis for Managers, Research Methods and Statistics, Statistical Methods.

## Program Objectives

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The program is designed to enable students to develop and enhance:

- **Discipline-specific Competency:** Demonstrate a mastery of course content, research capability, and the ability to apply theory in practice.
- **Communication:** Demonstrate effective communication skills through reading, writing, speaking and listening, and proficiency in the use of electronic modes of communication.
- **Analytical Skills:** Demonstrate administrative/management skills, including the ability to anticipate, understand, diagnose, and analyze problems using appropriate resources and technology.
- **Professional Development:** Develop management skills that will facilitate progression to the next career step.
- **Ethos:** Develop and demonstrate an ethic consistent with the ethos of the university.
- **Teamwork:** Develop the ability to participate either as a member or leader of an organization, a committee, task force, board, or other group project in generating and achieving its collective goals.
- **Effective Citizenship:** Develop awareness of the characteristics and needs of a diverse community, understand the value of contributing time and effort to achieve community goals, and accept responsibility for personal actions.
- **Critical Thinking Skills:** Demonstrate critical thinking skills in order to manage creatively, anticipate and solve problems, plan strategically, use resources and technology creatively and effectively.

### MBA CURRICULUM ..... 36 semester hours

ACCT 610	Managerial Accounting	3
ACCT 620	Financial Accounting	3
BUAD 555	Decision Science & Statistics for Managers	3
BUAD 560	Management Communication	3
ECON 528	Managerial Economics	3
FNCE 680	Corporate Finance	3
MGMT 540	Operations Management	3
MGMT 621	Group Behavior & Team Building	3
MGMT 622	Developing Ethical Leadership	3
MGMT 630	Managing Human Capital	3
MGMT 689	Strategic Management	3
MKTG 676	Marketing Management	3

**Total Hours.....36**

## Principles of Conduct

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The Master of Business Administration program is committed to providing its students with the best academic environment possible. Thus, the program's principles of conduct are delineated here to promote and protect the rights, welfare, intellectual integrity, safety, property, and health of all students in the program.

The program operates with the expectation that each student will assume responsibility for his or her individual actions in following a standard of conduct to uphold the ideals listed above.

The program expects students to be law-abiding citizens, to respect the rights of others, and to refrain from behavior which might impair the program's purpose or reputation in the community. Students who commit acts which endanger themselves or others or put those around them at potential risk, or who destroy, impair, or wrongfully appropriate property may forfeit the right to be students in the program.

## General Information

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Griggs University does not consider race, sex, age, handicap, color, or national origin in determining qualifications for admission. Admission is granted to applicants who meet the minimum standards outlined below and whose principles and interests are in harmony with the ideals and traditions of the university. Although religious affiliation is not a requirement for admission, all students are expected to abide by the university's policies and standards as a Seventh-day Adventist institution.

*Please note that general financial and academic information applies to both graduate and undergraduate programs.*

## Application Procedures and Requirements

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All applicants must:

1. Submit a completed application and return it and the non-refundable application fee of \$50 to:

**Graduate Admissions  
Griggs University  
12501 Old Columbia Pike  
Silver Spring, MD 20904**

2. Request official transcripts to be forwarded to Graduate Admissions from every college or university attended. If the applicant is a GU alumnus, transcripts must be sent only if he or she has completed courses at other institutions since graduation from GU.

**Note:** *An individual who refrains from giving full and accurate information concerning previous attendance at other educational institutions will not knowingly be accepted or retained as a student. All academic documents submitted become the property of GU.*

3. Have completed or be within six (6) semester hours of completing a three or four-year undergraduate bachelor's level business degree or an alternate undergraduate bachelor's level degree with successful completion of required prerequisite courses.
4. Have a minimum 2.75 GPA in their undergraduate degree. Conditional admission may be offered to applicants who do not meet this requirement.
5. Submit a current resume or vita covering education and/or work experiences.
6. Submit a written statement clearly stating the reasons for seeking the degree for which they are applying, professional plans, and how graduate study will help them achieve their goals.
7. Demonstrate the ability to pursue graduate study in the English language, if English is not the first language, by passing the Test of English as a Foreign Language (TOEFL) with a Score of 550 on the written exam or 213 on the computer-based exam. Applicants who have completed their bachelor's degree in English will have this requirement waived.
8. Obtain recommendations from three officials familiar with their work and capabilities. (For Seventh-day Adventist students, this must include one recommendation from either a church treasurer or a union vice president.)

When admission requirements have been met, students are notified by phone or e-mail along with an official letter of acceptance.

## Accuracy of Information

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All information presented in the application to the university must be accurate, complete, and honestly presented. Any information submitted on behalf of the applicant must be authentic. Providing inaccurate information, misleading information, or omitting information on the application to the university may be cause for the rescission of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

## Ownership of Documents

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All materials submitted, including transcripts, become the property of Griggs University and will not be returned to the applicant.

## Admission Status Classifications

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**Regular Status:** Students meeting the minimum requirements will be granted acceptance with regular status.

**Provisional Status:** Students who do not meet the above minimum admission requirements may be granted acceptance with provisional status. Students granted provisional admittance may take no more than three MBA courses, provided that the students already have the necessary pre-requisites to take the MBA courses. They must also achieve a 3.0 GPA during their first three courses. After completion of 3 courses with the required GPA, the students' status will be changed to regular. Students who do not have a minimum GPA of 3.0 after the completion of the 3 courses will be dismissed from the program.

## Denial

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

- Is not qualified or is under-prepared to pursue a graduate degree.
- Engages in behavior contrary to the codes of the university.
- Has submitted fraudulent information or documents.
- Displays unstable emotional health.

## General Fees and Financial Policies

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All the general fees and collection policies of Griggs University apply to the MBA program except as noted.

## Tuition

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Tuition is calculated at a rate of \$350 per semester hour.



# Academic Information

## **Class Load Units of Credit**

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Credit is indicated in semester hours.

## **Full-Time Status**

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A student carrying six (6) or more hours in a 16-week period is considered to be a full-time student.

## **Normal Limit**

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A normal study load is three (3) semester hours per eight-week period. A student of exceptional ability may register for additional study with the approval of the Academic Advisor. A student placed on academic probation may not enroll for more than three (3) semester hours in an eight-week period. A course in which an incomplete still exists is considered when determining the load of the student for the following session.

## **Academic Performance**

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Evaluation of students' academic performance is the responsibility of the course instructors. Students must demonstrate satisfactory academic progress to continue in the program.

No student may carry more than two incomplete (I) grades at any one time in the program. All (I) grades must be resolved within eight weeks after the original course grade was issued.

Students who receive a "D" or "F" in a course will be placed on academic warning. Students must repeat the course unless an exception is granted by the Registrar. Students who receive more than two "D" or "F" grades will be dismissed from the MBA Program.

Students whose graduate grade point average falls below 3.00 any time after the completion of four courses (12 credit hours) will be placed on academic probation. Students on academic probation will be limited to taking only one course per session and must raise their GPA above 3.00 after completing two courses (6 credit hours). If the graduate GPA is still below 3.00 after 6 credit hours on academic probation, students will be dismissed from the MBA Program.

## Course Repeat Policy

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A course in which a grade below “B” is received may be repeated. Courses may be repeated only once.

## Transfer Credit

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Credits presented for transfer should be relevant to the student’s academic program at Griggs University. The university 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 nine (9) semester hours from recognized accredited colleges and universities will be accepted. These hours must have been completed within three years of enrollment at Griggs University. If you wish to transfer credits, please provide the Registrar with course descriptions and syllabi. Transfer credits must be from an accredited institution and you must have earned a B or better grade in all courses. A validation examination may be required in cases of some transfer students in order to update the content of courses required by the program.

## CLEP and Other Credit

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No CLEP credits will be accepted for graduate credits. In addition, no credits will be awarded for any non-academic experience. CLEP will be allowed as evidence of completion for prerequisite requirements.

## Submission of Late Work

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No material which may affect a student’s grade will be accepted after the official ending date and time of the course unless an incomplete form has been approved by the instructor and the MBA Director.

## Academic Grievance Procedure

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Students who feel they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

1. Students should go first to the faculty member involved to discuss the matter.
2. If a satisfactory decision still has not been reached, the case may be presented to the Registrar. Students are expected to state their grievances in writing and in specific detail.
3. If a satisfactory decision still has not been reached, students may present their case to the Vice President for Education, after which they can appeal in writing to the Graduate Council. The decision of the council is final.
4. Any appeal of a grade must be initiated within the first month following the awarding of the grade in question.



# Graduation Requirements

## **Academic Advising**

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The responsibility for meeting graduation requirements rests primarily upon the student. Therefore, students should consult with the Registrar for academic advising, during which a plan will be developed to fulfill these requirements. Students should contact the Registrar early in the program and regularly during the course of study.

## **Degree Candidacy Requirements**

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Each student must complete a total of 36 semester hours of study, of which at least 27 hours must be completed at GU.

Each student must complete each course with a grade of C or better and must have an overall grade point average of at least 3.00.

## **Application for Graduation**

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All GPA requirements must be met at least 16 weeks prior to the expected date of graduation.



# Course Descriptions

## **ACCT 610 Managerial Accounting (3)**

*Prerequisites:* Undergraduate course or courses in Principles of Accounting with a grade of “B” or higher.

This course allows students to examine cost accounting systems, decision support systems and management control systems to develop skill in and understanding of the use of internal accounting data by management. Specifically, students will learn about the construction and strategic use of: cost accounting systems including activity-based costing; decision support systems including relevant costs and capital budgeting; management control systems including planning and budgeting systems.

## **ACCT 620 Financial Accounting (3)**

*Prerequisites:* Undergraduate course or courses in Principles of Accounting with a grade of “B” or higher.

This course develops the basic concepts and procedures underlying corporate financial statements and introduces tools for analyzing profitability and risk. Students explore the impact of the alternatives available within generally accepted accounting principles on financial statements, especially in terms of management’s financial reporting strategy. Students also examine the use of accounting data in corporate planning and control, and analyze the impact of accounting information on strategic decisions.

## **BUAD 555 Decision Science & Statistics for Managers (3)**

*Prerequisite:* Undergraduate course in statistics with a grade of “B” or higher.

This course introduces the concepts of model building, statistical analysis and its role in rational decision making. Students will acquire knowledge of specific modeling techniques such as decision analysis, linear programming, statistical analysis and simulation, along with some insight into their practical application. In addition, students are encouraged to take an analytic view of decision making by formalizing trade-offs, specifying constraints, providing for uncertainty and performing sensitivity analyses.

Students will learn both the limitations and potential of statistics and how to interpret results. Topics include coefficient evaluation and interpretation, confidence intervals for means and proportions, continuous distributions (especially the normal), descriptive statistics (central tendency, covariance, dispersion, skewness), and regression analysis (indicator variables, model building and evaluation, multicollinearity, omitted variables bias and prediction intervals). Application areas include finance (for example, portfolio construction), marketing (for example, promotion and advertising response) and operations (such as quality control).

**BUAD 560 Management Communication (3)**

This course gives students the opportunity to improve their ability to communicate effectively as managers. Students examine and practice the communication strategies and skills that are essential for success in business, such as: understanding of and ability to apply communication strategy; managerial writing ability; managerial speaking ability; understanding of cross-cultural communication; and understanding of corporate communication.

**ECON 528 Managerial Economics (3)**

*Prerequisites:* Undergraduate course or courses in Microeconomics and Macroeconomics with a grade of “B” or higher.

This course introduces students to the economic constraints and forces determining the profitability and viability of the firm. Topics covered include costs, pricing, competition, economic efficiency, industry equilibrium and change, government intervention and public policy and revenue and profit models under various market conditions and regulatory constraints. Additional topics include game theory, law, market failure, pollution, taxation and time.

**FNCE 680 Corporate Finance (3)**

*Prerequisite:* Undergraduate course in Business Finance with a grade of “B” or higher.

This course introduces basic concepts of corporate finance and provides tools for financial decisions. Concepts include: Capital Budgeting, which teaches project acceptance criteria consistent with management’s objective of maximizing the market value of the firm; Cost of Capital, which uses various models for estimating a project’s expected return; Capital Structure and Dividend Policy, which discusses how capital structure and dividend decisions affect firm value. Other concepts covered are issues of corporate control and governance; the workings of the debt and equity markets; and options.

**MGMT 540 Operations Management (3)**

*Prerequisites:* Undergraduate course in statistics with a grade of “B” or higher.

This course introduces students to the systematic direction and control of the processes that transform inputs into finished goods or services and provides a process-oriented understanding of operations. Students learn about the concepts and analytic methods that are useful in understanding the management of a firm’s operations. Topics include product and process development, supply chain management, the relation of operations strategy to product and service design and to business strategy, and total quality management.

**MGMT 621 Group Behavior and Team Building (3)**

This course introduces theories and techniques for assessing group behavior and building teams. Students learn to identify temperaments and how they interact in a team setting, use models of team development to diagnose team growth, acquire a basic knowledge of group facilitation techniques, manage conflict within a group, and learn where use of teams is appropriate. Topics include lateral and vertical leadership, team building and performance and team leadership.

**MGMT 622 Developing Ethical Leadership (3)**

The basic premise of this course is that effective leaders create conditions that enable organization members to be maximally effective in their roles and that lead them to act in the organization's best interests. The purpose of this course is to develop students' effectiveness as leaders by introducing them to frameworks that are useful for diagnosing problems involving human behavior, helping them learn how to exercise leadership to solve problems from managing the motivation and performance of individuals and teams to leading at the executive level and developing ethical approaches to problem solving.

**MGMT 630 Managing Human Capital (3)**

This course explores current issues relative to managing the human resources of the organization and issues of organization structure as they impact those human resources. As the economy has moved from being product based to being information and service based, the human resources (or capital) of the firm have taken on increased importance. However, an information and service economy introduces issues relative to human resources and structure that have never been dealt with before. Some of these issues include outsourcing and temporary employees, virtual organizations, the need for employees to adapt to constant change, the need for organizations to create a culture of innovation, unprecedented demands by employees for organizational recognition of personal and family issues and the need for the organization to adapt to many cultures, even within the U.S.

**MGMT 689 Strategic Management (3)**

This course introduces the student to strategy development. It highlights how to analyze a firm's operating environment and how to sustain a competitive advantage. Students will master various analytical tools to perform in-depth analyses of competitors and industries, predict competitive behavior and better position their organizations. Other issues include: cannibalization, globalization, market entry/exit decisions and resource allocation.

**MKTG 676 Marketing Management (3)**

This course introduces students to the role of marketing within business firms and how it relates to value creation, strategic corporate management and marketing decision. Students will apply analytical concepts and techniques developed from economics, psychology, statistics, and finance to the definition and analysis of marketing decision problems. Topics include advertising, buyer behavior, distribution channels, electronic commerce and marketing, market segmentation, marketing research, positioning, pricing, product policy and targeting.



# Master of Christian Ministry

The *Master of Christian Ministry (MCM)* degree is a Seventh-day Adventist professional program designed primarily for the minister or church worker who desires additional academic and advanced development in Christian ministry.

The program for the degree consists of a core curriculum of eight basic courses combined with four elective courses in one of the following three tracks: Evangelism and Church Growth, Christian Ministry, and Pastoral Care and Counseling. The curriculum is grounded in the Scriptures, the sure and solid authority of our faith, and concerned to express faith in a coherent system of truth. It reflects the traditions of the past, and shows awareness of the needs of the present and the future. This program is available internationally only, not in North America.

## Purpose

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The purpose of the *Master of Christian Ministry* degree is to provide a program in academic and professional ministry competencies, rooted in theological disciplines and engaged with contemporary life that will result in leadership skills and contribute to the growth of Christian community. The desired outcome is the integration of theology and ministry culminating in graduates who are “practical thinkers and thinking practitioners.” The program builds on basic prerequisites in undergraduate work and professional experience and provides education intended to lead to lifelong learning for the minister or church worker.

The curriculum has been shaped by a vision of Christ’s Church as the people of God—a living, worshiping, witnessing community, within which faith is nurtured and through which Christ is proclaimed and served in the world. Guided by this vision, the curriculum is designed to instruct students in the study of theology in its widest sense, so that they may grow in the knowledge of God, discover and develop their God-given gifts and become more effective leaders of the body of Christ. This involves a deepening understanding of God through rigorous academic discipline; but it also involves, in part as the fruit of such discipline, personal spiritual growth and maturity, and the acquiring of the relevant skills that will enable them to use their theological insights effectively in practical ministry.

*Griggs University is dedicated to fostering the following characteristics, qualities and competencies that define effective Christian ministry:*

1. The Christian minister should be a person who knows and delights in the Word of God, one who is able responsibly and in detail to exegete and interpret the divinely inspired Scriptures. *The Master of Christian Ministry degree is designed to foster ministry that is rooted in the authority of the Bible.*
2. The Christian minister should understand the doctrines and traditions of the Church and be able to interpret them clearly and compellingly for our own time. *The Master of Christian Ministry degree is designed to foster Christian ministry that is theologically responsible.*

3. The Christian minister should possess special abilities and be theologically informed for leading and equipping God's people. The tasks that demand these skills are many: preaching, teaching, evangelizing, counseling, administering, and nurturing spiritual growth. *The Master of Christian Ministry degree program is designed to foster ministry that is professionally competent.*
4. The Christian minister should recognize that evangelism in its widest sense is the responsibility of every Christian and is central to the apostolic nature and mission of the Church. *The Master of Christian Ministry degree program is designed to foster ministry that is committed to evangelism.*
5. The Christian minister is a person of deep and honest faith, a faith that is rooted in an authentic experience of God's grace and that is expressed in a growth toward wholesome maturity in Christ. Such a person is ready always to seek the will of God in the complex moral problems of personal life, and is sensitive to the even more complex ethical issues of the public arena. *The Master of Christian Ministry degree program is designed to foster ministry that is spiritually mature and morally sensitive.*

## Objectives

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Griggs University's Master of Christian Ministry degree is designed to develop the following student outcomes:

1. A person who can engage in rigorous and sound Biblical scholarship.
2. A person who can interpret church beliefs and doctrines in culturally sensitive and relevant ways.
3. A person who is professionally competent in the skills of preaching, teaching, counseling, evangelism, administration and spiritual formation.
4. A person who can prepare a church or organization to fulfill Christ's great commission to evangelize the world.
5. A person who has a living and mature faith.
6. A person who studies God's Word and seeks His will regarding the culturally sensitive and morally complex problems of today.

## Admissions Requirements

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Applicants must hold a baccalaureate degree, be engaged in ministry, have the written authorization of their employing agency, and the endorsement of those whom they serve. The following is a list of requirements and procedures for admission to the MCM degree at Griggs University.

1. Applicants must complete the Griggs University application form.
2. Applicants must submit the following documentation:
  - a. Official transcripts of all undergraduate and graduate credits. If these documents are in a language other than English, they must be translated and notarized.
  - b. A non-refundable application processing fee of US\$50. This fee is for application processing only.
  - c. Three letters of recommendation from:
    - A conference administrator where the applicant is or has been employed who is well acquainted with and can testify to the applicant's character and spiritual commitment.
    - A former teacher who is able to evaluate the applicant's academic abilities.
    - A local church elder who has observed the applicant's ministry and is able to evaluate the strengths and weaknesses of the applicant
3. Applicants must have a baccalaureate degree in religion/theology or a related field from an institution that is accredited by a recognized regional or national accreditation body before they can be admitted to master's degree programs at Griggs University.  
 Normally, a minimum cumulative grade point average of 2.5 on a 4.0 scale is required for admission. Applicants whose GPA for all college work is below 2.50 may be requested to submit additional information for consideration by the Admissions Committee to demonstrate their ability to undertake graduate study.
4. Applicants to the MCM degree who have completed an undergraduate degree in a field other than religion/theology are required to complete "The Call to Pastoral Ministry: A Personal Self-Analysis and Self-Evaluation" form outlining the events and factors that have shaped their Christian faith and led them to consider ministry.
5. Applicants must write a Statement of Purpose (at least 350 words) that includes: (a) an account of the significant factors in one's childhood, family life and academic history; (b) a brief statement of personal faith and theological convictions; (c) the principle reasons for desiring to pursue graduate education.
6. Applicants must be currently employed in ministry or a related field, or must have at least three years of ministerial experience.

## English Language Requirements for International Students

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Griggs University welcomes inquiries from international students who wish to pursue the MCM degree program.

International student applicants who do not speak English as a first language are required to submit scores from either the Test of English as a Foreign Language (TOEFL) or English Language Exam (ELE). Most applicants can obtain the TOEFL Bulletin by writing to TOEFL, P.O. Box 6154, Princeton, NJ 08541-6154, USA, or phone at 609-771-7100. Students in Europe, Hong Kong, India, the Middle East (except Israel), North Africa, Republic of China and Taiwan must obtain a TOEFL Information Bulletin locally. Since tests are given on a limited basis each year, and preregistration is required, the student should allow sufficient time for the results to be included in the admissions process. A score of 550 on the TOEFL examination is required for acceptance to the MCM program.

Applicants who recently earned a baccalaureate degree from a recognized institution where English was the language of instruction may submit a written request asking to be excused by the Admissions Committee from taking the TOEFL test. In addition, a letter of verification is required from the registrar or other academic official of the institution where the degree was earned.

## Transfer Credit

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A maximum of 6 semester hours from accredited graduate institutions may be transferred to a Griggs University MCM degree program, provided they are applicable to the selected track. Grades for these must be at least 3.0.

## Credit through Learning in Professional Experience

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Students may be eligible to receive up to 6 credits for professional experience when approved by the Faculty:

1. The applicant must have completed at least 12 credit hours toward the MCM degree with a minimum GPA of 2.5.
2. The applicant must identify which of the MCM course(s) will be substituted by “Professional Experience” and submit a written request to the Registrar/Vice President for Education. If the request is approved the applicant must then provide the following information to validate their request:
  - a. The applicant must provide two written recommendations for each course from either a class teacher or supervisor or church official the one from whom the experience was gained.

- b. The applicant must submit a comprehensive Professional Experience Portfolio which includes the following:
  - A curriculum vitae.
  - A description of ministerial activities and experiences germane to the subject identified in #2.
  - A reflection-learning paper that analyzes the professional skill acquired as well as a demonstration of how learning based on the reflection-reaction process occurred, and
3. The applicant must submit the completed Professional Experience Portfolio to the Registrar/Vice President for Education at Griggs University following the completion of 12 credits. The portfolio must be type-written and will be reviewed by an appropriate faculty.

## Academic Standards

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Students enrolled in graduate programs at Griggs University should note the following standards of scholarship.

## Absolute Standards of Scholarship

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Candidates for graduate degrees must satisfactorily fulfill the course of study for the degree program they select subject to these standards:

- A minimum GPA of 3.00 (4.00 system) is required for those courses that apply to the degree.
- No course with a grade of D or F (or U) may count toward a graduate degree.
- If a student receives an unsatisfactory grade (as defined above), the course may be repeated once.
- Credit by examination is not accepted toward a graduate degree.

## Standards of Progression

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In order to remain students in good academic standing, candidates for the MCM degree must maintain the following standards:

- The cumulative GPA must be at least 3.0 calculated using all graduate work taken at Griggs University. Exceptions to this standard must be recommended by the director for religious studies and approved by the Vice President for Education.
- A student whose cumulative GPA drops below 3.0 is placed on academic probation. Such a student must work with an advisor to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner. The vice president or director for religious studies must approve such a plan. Any student who does not meet such a plan is not allowed to continue except by the recommendation of the director for religious studies and the approval of the vice president for education.
- Students who accumulate more than 18 hours with grades below C- (including U) normally are not allowed to continue. Exceptions must be approved by the director for religious studies.
- Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
  1. English-language deficiencies must be met by the time the student has completed no more than 50% of his/her course work.
  2. Undergraduate deficiencies should be met by the time the master's degree student has completed no more than 50% of his/her course work.
  3. A minimum GPA of 3.0 must be met by the time the student has completed 16 graduate credits.
  4. A student who does not meet this schedule is not allowed to continue except by the recommendation of the director for religious studies and approval by the vice president for education.
- Students on academic probation or provisional status may not advance to degree candidacy.

## Time Limit for Degree Completion

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In order to ensure that a degree, when granted, represents education that is current and reasonably focused (not acquired a little at a time over an unreasonably long period), all credit applied to the degree must be earned within a seven year period of time.

## Graduation Requirements

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Students may choose to complete the MCM degree in 2 or more years (maximum seven) depending upon their circumstances obligations, financial and other needs. The following specific requirements are necessary to receive the MCM degree:

1. Satisfactory completion of 36 semester hours of study;
2. Attainment of a grade point average of at least 3.0.

## Unit of Credit

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All academic credits are recorded as semester hours. Each semester hour is equivalent to 15 50-minute classroom sessions, plus independent reading and research.

## Grading System

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GU uses the semester system.

<b>A 4.00</b>	<b>superior</b>	<b>D+ 1.33</b>	
<b>A- 3.67</b>		<b>D 1.00</b>	<b>below average</b>
<b>B+ 3.33</b>		<b>D- 0.67</b>	
<b>B 3.00</b>	<b>above average</b>	<b>F 0.00</b>	<b>failure</b>
<b>B- 2.67</b>		<b>incomplete</b>	
<b>C+ 2.33</b>		<b>withdrawal</b>	
<b>C 2.00</b>	<b>average</b>	<b>non-credit</b>	
<b>C- 1.67</b>		<b>pass</b>	
		<b>audit</b>	

## Time Limit for Completion

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All students are given one year (12 months) from date of enrollment to finish courses.

## Honesty

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Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student's academic standing with GU. Lessons may be discussed with other students, tutors may help to guide a student's work, and textbooks, encyclopedias, and other resource materials may be used for additional assistance, but the actual response must be the student's own work.

## Academic Grievance Procedure

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Students who feel they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

1. Students should go first to the faculty member involved to discuss the matter.
2. If a satisfactory decision still has not been reached, the case may be presented to the Registrar. Students are expected to state their grievances in writing and in specific detail.
3. If a satisfactory decision still has not been reached, students may present their case to the Vice President for Education, after which they can appeal in writing to the Graduate Council. The decision of the council is final.
4. Any appeal of a grade must be initiated within the first month following the awarding of the grade in question.

## Library Services

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Students receive course mailings that include instructional guides, textbooks, and/or other materials necessary to meet the primary objectives for each course. For research assignments, students may access the resources and services of the libraries mentioned below. In addition, because GU is part of a worldwide sisterhood of schools and colleges, students may visit any Adventist campus to use its library research facilities. Students are also encouraged to use both local libraries and their church library.

GU's resident library is the Rebok Memorial Library, a participant in inter-library loans, that makes its services available to GU administration, faculty, staff, and students.

In addition to the Rebok Memorial Library, GU has affiliation agreements with two other libraries: the James White Library at Andrews University and the Weis Library at Columbia Union College. Library resources are made available worldwide by the APO system, fax and the internet.

Students who have internet or worldwide web connections may obtain an Andrews University computer account that allows free access to the White library's electronic databases, including *Encyclopedia Britannica Online* and the full text of millions of periodical articles. Reference service is available via mail, telephone, fax, and email.

## **Accuracy of Information**

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All information presented in the application to the university must be accurate, complete, and honestly presented. Any information submitted on behalf of the applicant must be authentic. Providing inaccurate information, misleading information, or omitting information on the application to the university may be cause for the rescission of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

## **Ownership of Documents**

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All materials submitted, including transcripts, become the property of Griggs University and will not be returned to the applicant.

## **General Fees and Financial Policies**

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All the general fees and collection policies of Griggs University apply to the MCM program except as noted:

## **Tuition**

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Tuition is calculated at a rate of \$350 per semester hour.

## **CLEP and Other Credit**

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No CLEP credits will be accepted for graduate credits. In addition, no credits will be awarded for any non-academic experience. CLEP will be allowed as evidence of completion for prerequisite requirements.

## **Submission of Late Work**

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No material which may affect a student's grade will be accepted after the official ending date and time of the course unless an incomplete form has been approved by the instructor and the Director for Religious Studies.

## **Academic Advising**

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The responsibility for meeting graduation requirements rests primarily upon the student. Therefore, students should consult with the Registrar for academic advising, during which a plan will be developed to fulfill these requirements. Students should contact the Registrar early in the program and regularly during the course of study.

## Degree Candidacy Requirements

---

Each student must complete a total of at least 36 semester hours of study, of which at least 27 hours must be completed at GU.

Each student must complete each course with a grade of C or better and must have an overall grade point average of at least 3.00.

## Application for Graduation

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All GPA requirements must be met at least 16 weeks prior to the expected date of graduation.

In addition to academic requirements, graduating students must have their accounts paid in full before they will be permitted to graduate. Failure to pay account in full will result in a student's graduation being delayed to the succeeding term. Students who discover that they cannot complete their graduation requirements by the date for which they applied must reapply to request a change in their degree award date at least six (6) weeks prior to their initial expected date.

The core curriculum for the MCM degree consists of 8 three-hour cognate courses. The remaining hours are offered through a choice of three tracks of structured study. The following core cognates are required of all students:

### Core Cognates

THST 585	Biblical Hermeneutics (Principles of Biblical Interpretation)	3
THST 600	Expository Preaching	3
THST 605	The Practice of Christian Spirituality	3
THST 610	Pastoral Care and Counseling	3
THST 615	The Doctrine of Salvation	3
	OR	
THST 616	The Covenants, Law and Sabbath (3)	
THST 625	The Doctrine of the Church	3
THST 630	Church Leadership and Administration	3
THST 640	The Development of Seventh-day Adventist Doctrines	3
	OR	
THST 641	The Writings of Ellen G. White (3)	

**Note:** *The goal of the MCM degree is to enhance and strengthen the skills of those already engaged in the practice of ministry. Hence, more than 50 percent of the curriculum relates to applied theology. Electives have been eliminated. Participants may not individualize their curriculum without authorization from the director for religious studies.*

To complete their required hours, students must choose, with the help of their advisor, the track most suitable for their ministry:

### Track I: Evangelism and Church Growth

THST 650	Evangelism and Church Growth	3
THST 655	Equipping Lay Leaders for Church Growth	3
THST 658	Assimilation, Retention, and Reclamation	3
THST 660	The Art of Teaching in Ministry	3

### Track II: Pastoral Care\*

THST 685	Effective Crisis Counseling	3
THST 687	Clinical Pastoral Training A	3
THST 689	Leadership, Ministry and Communication in Organizational Systems	3
THST 688	Clinical Pastoral Training B	3
THST 689	Helping People God's Way	3

### Track III: Christian Ministry

THST 660	The Art of Teaching in Ministry	3
THST 665	The Art of Interpersonal Relationships	3
THST 670	Professional Ethics	3
THST 680	Youth Ministry	3
	OR	
THST 675	Marriage and Family (3)	
	OR	
THST 655	Equipping Lay Leaders for Church Growth (3)	

\* Please note that Track II requires an additional 3 hours to complete because of the clinical training.

## Courses of Instruction

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The purpose of the MCM curriculum of courses is to facilitate a practice of Christian ministry which is rooted in biblical, theological and historical studies; to teach specific ministry skills in such broad areas as administration, pastoral care and counseling, teaching, evangelism and spiritual direction. The curriculum functions in an integrative way to promote the development of thoughtful, disciplined character and of competent, progressive Christian leadership.

The following course titles have been assigned under the broad rubric of Theological Studies to allow for the scope of the three tracks of emphasis.

## Theological Studies

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### **THST 585 Biblical Hermeneutics (Principles of Biblical Interpretation) (3)**

An examination of hermeneutical presuppositions and formulation of sound principles of biblical interpretation with application to selected texts.

### **THST 600 Expository Preaching (3)**

A study of the basic theological, exegetical, theoretical, procedural, and communication principles required for the construction of effective biblical sermons.

### **THST 605 The Practice of Christian Spirituality (3)**

Nurturing a personal relationship with God through involvement with various spiritual disciplines such as prayer, meditation, devotional reading, and journaling under the guidance of an instructor.

### **THST 610 Pastoral Care and Counseling (3)**

*Prerequisite:* An undergraduate course in general psychology

Introduction to the processes and function of counseling as practiced by the helping professions, particularly of the pastor actively engaged in ministry to a congregation. Lab experience required.

### **THST 615 Doctrine of Salvation (3)**

The Adventist approach to a Christ-centered interpretation of the way of salvation in the progressive revelation of the Old and New Testaments, focusing on the interrelationship of justification and sanctification.

**THST 616 The Covenant, Law, and the Sabbath (3)**

An exegetical and theological survey of the themes of covenant, law, and Sabbath in the Bible. The relational theme of covenant is based on God's love, the Law reflecting God's character of love operates within the covenant framework, and the Sabbath functions as a sign of the covenant.

**THST 625 Doctrine of the Church (3)**

The nature, attributes, marks, and government of the Christian Church. Its relation to Christ, to the Scriptures, to its Mission, and to the Holy Spirit. Its ordinances and the ministry.

**THST 630 Christian Leadership and Administration (3)**

Principles and strategies for developing an effective Scripture-based leadership role. The pastor as church leader and administrator.

**THST 640 The Development of Adventist Doctrine (3)**

The development of doctrines unique to the Adventist Church as the Sabbath, sanctuary, atonement, righteousness by faith, conditionalism, and pre-millennialism.

**THST 641 The Writings of Ellen G. White (3)**

Orientation in methods of research in and interpretation of the writings of E. G. White. Based on personal research in her published/unpublished works. Current issues will be examined

**THST 650 Evangelism and Church Growth (3)**

A study that examines the challenge of evangelism, a theology of growth, church growth principles, natural church development, revitalizing plateaued churches, friendship evangelism, the priesthood of all believers and spiritual gifts.

**THST 655 Equipping Lay Leaders for Church Growth (3)**

Introduces principles and practices of evangelism and lays the theoretical and methodological foundation to create a discipling community in the local church.

**THST 658 Assimilation, Retention and Reclamation (3)**

The course identifies effective principles and builds the practice of creating communities and bringing back members who have wandered off.

**THST 660 The Art of Teaching in Ministry (3)**

A study of adult learning theories and teaching methods designed to equip the student to be an effective teacher.

**THST 665 The Art of Interpersonal Relationships (3)**

This course builds the skills and identifies the strategies necessary to lead the congregation into the scriptural principles and practice of Christian relationships.

**THST 670 Professional Ethics (3)**

An inquiry into the field of professional relations, dilemmas, and decision making within the context of Christian ethics.

**THST 675 Marriage and Family (3)**

Examination and development of pastoral tools for pre-marriage and marriage counseling. Includes study of theological, psychological, and sociological principles and applications for the life cycle of the family.

**THST 680 Youth Ministry (3)**

This course identifies and builds biblical principles of youth ministry leadership within the context of the church community.

**THST 685 Effective Crisis Counseling (3)**

An introduction to ministry-based counseling, including basics of stress and crisis theory, basic pastoral interventions and the matter of referrals. Emphasis will be given to four models—educative, directive, supportive, and problem-resolution—and how insights and methods from cognitive-behavioral psychology can be utilized. Also covered will be death, dying and bereavement ministry.

**THST 687 Clinical Pastoral Training A (3)**

This clinically-based course will utilize the examination of personal ministry within the dynamics of supervised group process. Students will function as chaplains assigned to units of a healthcare institution (or other institution as appropriate). They will write verbatims and pastoral analyses of their ministry, engage in case studies, role playing and do pastoral reflection upon the theological and practical implications of their person and work. Each portion of the course will culminate with a written evaluation by student and training supervisor. Training supervisors will be certified by appropriate professional organizations.

**THST 688 Clinical Pastoral Training B (3)**

This is the second half of the student's clinical experience. The course will continue to utilize the examination of personal ministry within the dynamics of supervised group process. Students will function as chaplains assigned to units of a healthcare institution (or other institution as appropriate). They will write verbatims and pastoral analyses of their ministry, engage in case studies, role playing and do pastoral reflection upon the theological and practical implications of their person and work. Each portion of the course will culminate with a written evaluation by student and training supervisor. Training supervisors will be certified by appropriate professional organizations.

**THST 689 Leadership, Ministry and Communication in Organizational Systems (3)**

An overview of organizations as systems, ministry to and through the system as a vehicle of care, and principles of leadership and equipping others for ministry. Emphasis will also be given to understanding and developing effective interpersonal communication within all systems. Also covered will be an examination of cross cultural and ethical implications of ministry.

**THST 690 Helping People God's Way (3)**

This course identifies and builds biblical principles necessary for becoming an effective counselor.

## Administration

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DONALD R. SAHLY, Ed.D., President

ALAYNE THORPE, Ph.D., Vice President for Education

NANTOO BANERJEE, B.L.A., Chief Financial Officer

ROBERT M. SOWARDS, Vice President for Operations

## Undergraduate Faculty

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E. EARL BLACKWELL

M.Div., Religion, Howard University, 1998

ELWIN DAVID

M.S., Commerce, University of Poona, 1974

TREVOR DELAFIELD

D. Min., Ministry, Andrews University, 1978

BERNICE DESHAY

M.P.H., Health Education, Loma Linda University, 1977

JOAN FRANCIS

D.A., History, Carnegie Mellon University, 1990

GLADSTONE GURUBATHAM

Ph.D., Education/History, The Catholic University of America, 1975

JAMES HAMMOND

Ph.D., Philosophy, Southern Illinois University, 1972

IAN KELLY

M.A., Education and Religion, Andrews University, 1973, 1983

MICKEY KUTZNER

Ph.D., Physics, University of Virginia, 1989

G. GRANT LEITMA

Ph.D., Psychology, Illinois Institute of Technology, 1987

LIONEL MATTHEWS

Ph.D., Philosophy, Wayne State University, 1996

BERTRAM MELBOURNE

Ph.D., Religion, Andrews University, 1986

DOUGLAS MORGAN

Ph.D., History of Christianity, University of Chicago, 1990

RAUL NESTARES

CPA, River Plate Adventist University, 1997

LILY ODERA

B.A., Law and French, University of Keele, 1993

BILL ONUSKA JR.

M.S., Applied Physics, Johns Hopkins University, 1998

GERHARD PFANDL

Ph.D., Religion, Andrews University, 1990

DUANE POTTER

M.A., Education, Stetson University, 1967

STALIN SAGGURTHY

M.A., English Literature, Mysore University, 1990

JANALEE SHAW

M.A., English, Andrews University, 1996

MICHAEL STEPNIAK

Ed.D., Education, Harvard University, 2006

DENVER O. SWABY

M.B.A., Business, Administration, Howard University, 1985

ALAYNE THORPE

Ph.D., English, University of Maryland, 1987

## Graduate Faculty

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RUSSELL BURRILL

D.Min., Fuller Theological Seminary, 1997

M.A., Andrews University, 1964

GARLAND CHRISTOPHER

Ph.D., University of California, Berkeley, 1974

M.B.A., University of California, Berkeley, 1969

ROGER COON

Ph.D., Michigan State University, 1969

M.A., Andrews University, 1959

JOHN DYBDAHL

Ph.D., Fuller Theological Seminary, 1981

M.A., M.Div., Andrews University, 1966–67

REX D. EDWARDS

D.Div., Vanderbilt University, 1974

M.A., M.Div., Andrews University, 1970–73

MARTIN FELDBUSH

D.Min., McCormack Theological Seminary, 1983

M.Div., Andrews University, 1968

BCC, Association of Professional Chaplaincy Ministry, 1980

RON FLOWERS

D.Min., Fuller Theological Seminary, 2000

M.Div., Andrews University 1968

ROY GANE

Ph.D., University of California, Berkeley, 1992

M.A., University of California, 1983

V. BAILEY GILLESPIE

Ph.D., Claremont University, 1973

LEE J. GUGLIOTTO

Ph.D., University Wexford, 1989

B.D., M.Div., Luther Rice Seminary, 1978–80

ROBERT JOHNSTON

Ph.D., Hartford Seminary, 1977

B.D., Andrews University, 1966

GEORGE KNIGHT

Ed.D., University of Houston, 1976

M.Div., Andrews University, 1967

HANS LARONDELLE

Th.D., Reformed Free University, Amsterdam (1971)

WILLIAM MAGROGAN

M.A., California State University, Fullerton, 1985

M.B.A., Stanford University, 1972

J. DAVID NEWMAN

D.Min., McCormick Seminary, 1991

M.A., Andrews University, 1974

GERHARD PFANDL

Ph.D., Andrews University, 1990

M.A., Andrews University, 1977

CALVIN ROCK

Ph.D., Vanderbilt University, 1984

D.Min., Vanderbilt University, 1979

M.A., University of Detroit, 1966

ED RUDOW

Ph.D., Colorado State University, 1971

M.S., Colorado State University, 1970

QUENTIN SAHLY

M.B.A., University of Tennessee at Martin, 1998

RUSSELL L. STAPLES

Ph.D., Princeton, 1981

B.D., Adventist Theological Seminary, 1959

MYRNA WALTERS

Ph.D., University of Nebraska, 1978

M.A., University of Nebraska, 1970

M.A., California State University at Los Angeles, 1966

JAMES ZACKRISON

D.Miss., Fuller Theological Seminary

M.A., Andrews University

M.A. Fuller Theological Seminary

## Board of Directors

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## A Century of Service



At the beginning of the twentieth century, an educator by the name of Frederick Griggs envisioned making Christian education available to people around the world. His vision took shape in 1909 with the establishment of The Fireside Correspondence School. Within two years, The Fireside Correspondence School offered 11 secondary and 9 college courses. By 1916 its students represented nearly every state and province in the U.S. and Canada, as well as 10 other countries. The Fireside Correspondence School was later renamed Home Study Institute (HSI); the name was subsequently changed to Home Study International.

In 1990, the HSI Board of Directors assigned names to its three academic divisions; thus, Home Study Elementary School, Home Study High School, and Griggs University became part of HSI's terminology. In 1991, Griggs University began offering college degrees.

In recent years, the homeschool movement has exploded, but the term "home school" has taken on special meaning for school districts and families who design their own school programs. Pressure from students, parents, and other institutional partners drove the HSI Board of Directors to re-examine the school's name in order to better reflect the mission and operation of HSI. In 2005, the Board voted to change the name of our organization to Griggs University (GU) and Griggs International Academy (GIA).

Since 1909, more than 200,000 people have studied with Griggs. Griggs plays a unique and vital role in the educational development of students of all ages in all parts of the world. People from all walks of life have discovered that distance education helps develop self-reliance, independent thinking, and responsibility. From its humble beginnings in a one-room office, Griggs has grown into a worldwide school that maintains high scholastic standards and utilizes the services of qualified professionals in all phases of its operations. Yet Griggs weds the convenience of an education that travels with you to the personal touch provided by faculty and advisors who care about students.

In 2009, Griggs University/Griggs International Academy celebrates its 100th anniversary. At this time, the administration, faculty, and staff will rededicate themselves to the vision of Frederick Griggs, who believed that every student has the right to a Christian education. All of us at Griggs recognize that we share with parents a sacred responsibility to help students develop the skills, knowledge, and judgment necessary to build a better community than the one they inherited. By remaining true to our mission and by recognizing the incalculable value of each student, Griggs University/Griggs International Academy looks forward to another century of service to students and families throughout the world.