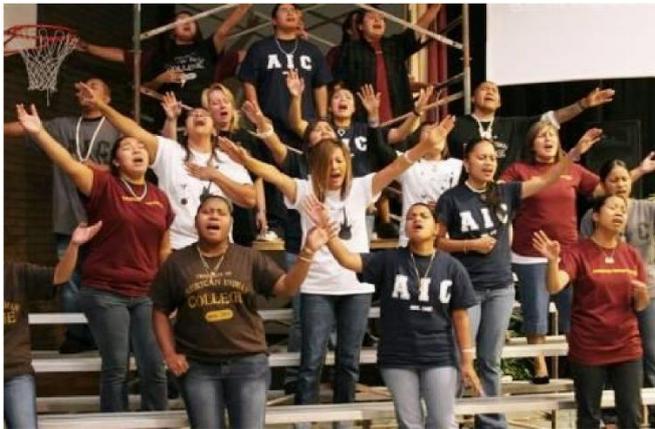




**2012-2013 Catalog**  
(Revised: 3/29/12)



**American Indian College**  
**10020 N. Fifteenth Ave.**  
**Phoenix, Arizona 85021-2199**  
**(602) 944-3335**  
[www.aicag.edu](http://www.aicag.edu)

## **CATALOG DISCLAIMER**

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## ACADEMIC CALENDAR

### Spring Semester 2012

Residence Halls Open (1st year students)	Jan. 6
Orientation (1st year students)	Jan. 6-7
Residence Halls Open (returning students)	Jan. 8
Registration (returning students)	Jan 9-10
Classes Start	Jan. 11
Academic Convocation (Chapel)	Jan. 12
MLK Holiday (no classes)	Jan. 16
President's Day (no classes)	Feb. 20
National Native Youth Convention	March 15-17
Spring Break (no classes)	March 19-23
Final Exams	May 2-4
Semester Ends (Noon)	May 4
Graduation (7:00 PM)	May 4

### Fall Semester 2012

Residence Halls Open (1st year students)	Aug 17
Orientation (1st year students)	Aug. 17-21
Residence Halls Open (returning students)	Aug. 19
Registration (returning students)	Aug. 20-21
Classes Start	Aug. 22
Academic Convocation (Chapel)	Aug. 23
Labor Day (no classes)	Sept. 3
Fall Break (no classes)	Oct. 8-9
Mid-Term Exams	Oct. 10-12
Veterans Day (no classes)	Nov. 11
Thanksgiving Vacation (no classes)	Nov. 21-23
Final Exams	Dec. 10-12
Semester Ends (Noon)	Dec. 12

### Spring Semester 2013

Residence Halls Open (1st year students)	Jan. 11
Orientation (1st year students)	Jan. 12-15
Residence Halls Open (returning students)	Jan. 13
Registration (returning students)	Jan. 14-15
Classes Start	Jan. 16

Academic Convocation (Chapel)	Jan. 17
MLK Holiday (no classes)	Jan. 21
President's Day (no classes)	Feb. 18
Mid-term Exams	March 5-7
National Native Youth Convention	March 14-16
Spring Break (no classes)	March 18-22
Final Exams	May 1-3
Semester Ends (Noon)	May 3
Graduation (7:00 PM)	May 3

# ADMINISTRATION

## BOARD OF REGENTS

### Executive Committee

Tim Barker	Stephen Harris (Chairman)
Malcolm Burleigh	John E. Maracle
Joel Cornelius	Larry Moore
David DeGarmo	Zollie L. Smith, Jr.
Mike Dickenson	Lindell Warren

## Board

Glen Beaver	Gloria Gilson
Marvin Begay	Joseph Granberry
James R. Braddy	Melanie Griffin
Kay Burnett	Richard M. Guerra
H. Franklin Cargill	Duane Hammond
Angelia Carpenter	Debbie Heden
Tommy Carpenter	Dennis Hodges
Tony Cervero	Roger Hoffpowier
Gary Chapin	Samuel Huddleston
Gaylan Claunch	M. George Kallappa, Sr.
Dave E. Cole	William D. Lee
Cecil Culbreth	Rebecca A. Nenstiel
Becky Dickenson	Keith Smith
Rick Dubose	Scott Temple
Paul Ebisch	Tom Valtierra
Doyle A. Fulkes	Douglas York

## Honorary Board

C. Edward Bradford	Curtis W. Ringness
Tommy Crider	Priscilla Taylor
R. Kenneth George	Irving Terry
T. Ray Rachels	James R. Trewern

## Board of Administration

Board of Regents Chair	Stephen Harris
President	David L. DeGarmo
Vice-Pres. for Academic Affairs	Joseph J. Saggio
Vice-Pres. of Financial Services	Paul Henning
Vice-Pres. of Student Development	Vincent R. Roubideaux
Faculty Representative	David Cleaveland



Greetings!

American Indian College is a one-of-a-kind institution, the only regionally- accredited, evangelical college with a majority First Nations cohort. With a rich history, the administration, faculty, and staff of AIC are working hard to train a new generation of leaders to meet the challenges of today and the future.

We are deeply concerned about the academic, professional, and spiritual development of every member of the College community. The three following values motivate everything we do at AIC:

- **Excellence.** Every opportunity is offered to help you our students succeed and receive a degree from a relevant program of study. Native American heritage is acknowledged, recognized and integrated with high scholarship. Inside and outside of the classroom, across the campus, stand academically qualified faculty and staff, who genuinely care about the success of each student. The college continually seeks to maintain a comfortable and contemporary learning environment.

- **Empowerment:** American Indian College is a product of the Assemblies of God and the Pentecostal tradition. We cherish that heritage and encourage our students to pursue the transformative and empowering work of the Holy Spirit in their lives. Our Chapel services reveal a passion for worshipping God in a variety of expressions.
- **Experience:** The AIC experience provides ample opportunity for the application of learning in a variety of settings. We provide an active Student Ministries program, where students from all degree programs develop ministry skills that will last a lifetime. The college is committed to the idea that every Christian is a minister whatever their vocation may be.

The Greater Phoenix area provides a wonderful living environment, conveniently located for easy access to travel at reasonable fares. Besides a limited availability of on-campus employment, the college is near many opportunities for employment.

American Indian College has a well-maintained campus that includes recently remodeled dormitory rooms, a spacious cafeteria, a well-resourced library, and athletic facilities. We offer a variety of intramural sports activities, and a beautiful Student Union.

We do not promise that we can teach our students everything they need to know. But, when a student has completed his or her AIC experience, he or she will have learned how to learn.

Learning is a life-long journey, and AIC is a solid choice for collegiate studies.

Sincerely,

A handwritten signature in black ink, appearing to read "David L. DeGarmo". The signature is fluid and cursive, with a long horizontal stroke at the end.

David L. DeGarmo, D.Min.  
President

## **FACULTY**

The date after each name indicates the time of initial appointment to the faculty.

### **RESIDENT FACULTY**

Bramble, Karen (1991-1995; 2010) Chair, General Education; Online Coordinator; JCobi Administrator; A.A., Diablo Valley College, B.A., Arizona State University, M.Ed., Arizona State University

Cleaveland, David (2003) Chair, Christian Ministry; B.A., Vanguard University of Southern California; M. Div., Fuller Theological Seminary

Clouse, Ronald (2010) Christian Ministry; B.A., Southeastern University; M.A., Assemblies of God Theological Seminary

DeGarmo, David L. (2002) President; Christian Ministry; B.M., Evangel University; M. Div., Northern Baptist Theological Seminary; D. Min., Assemblies of God Theological Seminary

Jackson, Patricia L. (2007) Chair, Business Administration Department; A.A., Johnson and Wales University; B.A., Cambridge College; M.B.A., Johnson and Wales University

McClellan, Dale (2011) Missionary-in-Residence; Christian Ministry; B.A, M.A., University of Nebraska; Ph.D. Studies (A.B.D.), University of Southern California

Matt, Aretha (2012) Chair, Humanities and Interdisciplinary Studies; B.S., Northern Arizona University; M. Ed. Northern Arizona University; M.A. Northern Arizona University; Ph.D., University of Arizona

Pryor-Kuba, Lori (2010) Chair, Elementary Education and Social Sciences; B.A. Vanguard University of Southern California; M.A. California State University Dominguez Hills; Ed.D., Pepperdine University

Rose, John (1987) – Library Director; B.A., Vanguard University of Southern California; M.S., California State University Fullerton

Roubideaux, Vincent (2006) Vice-President for Student Development; Christian Ministry, General Education; A.A., B.A., American Indian College of the Assemblies of God; M.A.H.R., Ottawa University

Saggio, Joseph J. (1994-2008; 2011-) Vice-President for Academic Affairs; Christian Ministry, General Education, Education; B.A., California State University Fresno; M.A., Azusa Pacific University; M.A., Vanguard University of Southern California; Ed.D., Arizona State University; Management Development Program (Post-Doctoral Studies) Harvard Graduate School of Education

Schlepp, C. Blair (1996-2000; 2011-) General Education, Social Science; A.A., Central Indian Bible College; B.C.A., Southwestern Assemblies of God University; M.A., Ashland Theological Seminary

### **PART – TIME FACULTY**

Allen, Floyd (1999) General Education; B.S., State University of New York (Potsdam)

Clindaniel, Steve. (2011) Director of Student Life; General Education; Diploma, American Indian Bible College; B.A., Central Bible College

Dempsey, Jim (1989) Christian Ministry; B.C.A., Southwestern Assemblies of God University; M.A., Assemblies of God Theological Seminary

Gray, Glen (1996) B.A., North Central University; M.A., Assemblies of God Theological Seminary; D.W.S., The Institute for Worship Studies

Jones, Robert (2012) General Education; B.A., Southwestern Assemblies of God University; M.A., University of Arizona

Jones, Sherry (2011) General Education, Elementary Education; B.S., Eastern New Mexico University; M.A., University of Arizona; Ed.D., Nova Southeastern University

Kruger, William (2007). Christian Ministry; B.A. Central Bible College; M.A., Assemblies of God Theological Seminary

Kuyper, Tom (2006) Physical Education; B.A., Arizona State University

Lewis, Willis (1998) Education; A. A., Area XI Community College; B.S., Mankato State University; B.A., Buena Vista College; M.A., Northern Arizona University

McClellan, Gail (2011) Missionary-in-Residence; Christian Ministry; B.F.A., California State University at Fullerton, B.A., Global University, M.Th. Wales University

Sehorn, Don (2011) Business; A.A., Phoenix College; B.A. Arizona State University; Certified Public Accountant (State of Arizona)

Sheldon, Don (2009) Business; B.A., Phoenix Bible College and Seminary; M.A. Grand Canyon University.

Smith, Kathy Mills (2011) B.A., High Point University; M.Ed. Appalachian State University

Simms, Laura Lee (2010) B.A., Asbury College; M.A.E., Western Kentucky University

Taylor, Karen Lynne (2008) B.A., Alverno College; M.Ed. American Inter Continental University

Vandendriessche, Lee (2004) B.A., Continental Theological Seminary (Brussels, Belgium); M.A. Assemblies of God Theological Seminary

## FACULTY EMERITI

Hunter, Eugene A. (1976-1993, 2001-2009) Bible and Ministry; B.A., Central Bible College; additional graduate studies, Fuller Theological Seminary

†Lee, Charles E. (1989-1994) Bible and Ministry; Diploma, Central Bible College

Palma, Anthony D. (1990-1993) Bible, Theology, and Greek; Diploma, Valley Forge; B.A., Central Bible College; M.A., New York University; M. Div., New York Theological Seminary; S.T.M., Th.D. Concordia Seminary

†Thomas, Alma (1961-1964, 1975-1996, 1998-2001) Elementary Education, Communication, and Ministry; Diploma, Central Bible College; A.A., Lee Jr. College; B.S., Grand Canyon University; M.A., Arizona State University

†Deceased







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## GENERAL INFORMATION

### **Philosophy**

American Indian College is committed to the concept of education as “developmental growth” - specifically spiritual, intellectual, social, and physical. The Christian philosophy of learning stands at the center of the educational philosophy of AIC. We believe that God alone is the true fountainhead of all wisdom and knowledge, and that in every phase of life His spirit and power are present to reveal knowledge. The Word of God is the heart, spirit, and final authority in all courses taught and programs administered in the College.

### **Mission**

American Indian College equips Native American students for Christian service, emphasizing Biblical truths and academic excellence within a Christian community.

Underlying the mission of the college are the following values:

**Integrity:** At the heart of the redemptive work of Jesus is restoration of wholeness to a broken world. We celebrate the wholeness that God’s grace provides, take seriously our accountability before God and humankind, act with integrity in all areas of life and ministry.

**Learning:** Effective leadership requires the growth that continual learning facilitates. Higher education is much more than an accumulation of knowledge; it is learning how to learn.

**Excellence:** God is represented on earth by Christ’s followers. We seek to bring glory to God by pursuing excellence in education, leadership, services, and facilities. The pursuit of excellence motivates us to be better than we thought we could be.

**Community:** AIC is a Christian community, comprised of diverse individuals. Our context of diversity provides a unique opportunity to display the unity to which Jesus calls his followers. We seek to grow in authentic humility.

**Individuality:** Each individual is uniquely created and loved by God. Each person makes a valuable contribution to the community, learning environment, and ministries of the college.

**Divine Call to Service:**

All of Christ's followers, regardless of their occupation, are called by God to a life of service, often called ministry. The college prepares persons called to full-time Christian ministry in the church. In addition, the college trains persons following the call of God to work in the fields of education and business.

**Doctrinal Statement**

The American Indian College subscribes to the Sixteen Fundamental Truths recognized by the General Council of the Assemblies of God. The following is a summary of these basic truths.

We believe:

...the Bible to be the inspired and only infallible and authoritative Word of God.

...that there is one God, eternally existent in three persons; God the Father, God the Son, and God the Holy Spirit.

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return to this earth in power and glory to rule over the nations.

...that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

...that regeneration by the Holy Spirit is absolutely essential for personal salvation.

...that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

...that the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

..in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

...in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **Location**

American Indian College is located in the northwest section of Phoenix in the Valley of the Sun. The campus is close to several large shopping centers, which are easily accessible by the local transit system. The nearness of the business community provides a wide variety of job opportunities.

The new and modern buildings are set on a beautiful desert campus. From the hillside on the campus, the western sunsets and the lights of greater Phoenix can be viewed.

When coming to the campus on the Black Canyon Freeway (Interstate 17), exit at Peoria Avenue and take Peoria Avenue, east to 15th Avenue. At 15th Avenue, turn right (south), and the campus is located approximately four blocks south of Peoria Avenue.

## **Campus and Buildings**

The multi-purpose Alta Washburn Building, is the focal point for much of student life. The wings of the two-story building serve as dormitories. It has central heating and air conditioning. The lower and upper floors of the central part of the building contain the Dorothy L. Cummings Library. It holds over 24,000 volumes, including a large section on Native American culture. The upper level houses the McPherson Education Center that includes two (lab) classrooms, a mini-Computer Lab, an office, a workroom, and a growing collection of Christian education and elementary education resources.

The Henson Memorial Chapel is built in the form of an arrowhead. The Chapel located on the second floor seats 250. The second floor also houses the Student Financial Aid Offices. The Administrative Office Complex is located on the ground floor.

The Theodore Gannon Dormitory houses an additional 56 students and contains a student lounge. Each room has its own bath facilities.

The Charles W. H. Scott Student Center is the college gymnasium; complete with locker rooms, showers, and the weight room is one of the finest facilities of its kind in the southwest.

The Roger Cree Student Union contains a recently remodeled and equipped student lounge with recreational equipment that serves both on and off-campus students. It also houses the offices of the Vice-President for Student Development. The national offices for the Native American Fellowship (NAF) are located in this facility.

The Lee Academic Center (LAC) serves as the main location of faculty offices, classrooms, and instructional resources. Its octagonal shape simulates a Navajo Hogan. The LAC contains classrooms, computer and science labs, faculty offices, a faculty resource center, the Registrar's office, as well as the office of the Vice-President for Academic Affairs.

The Ramsey Cafeteria has a seating capacity for over 230 diners. The cafeteria features additional outside tables and seating that can be used for eating, studying, socializing, and special events.

### **Facilities for the Physically Challenged**

The college is equipped with wheelchair ramps to provide easy access to ALL areas of the campus for wheelchair students. There are also public restrooms equipped for the physically challenged.

### **Accreditation**

American Indian College is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. (Review of documents verifying this may be arranged by notifying the Admissions Office in writing.) Questions and concerns should be referred to:

The Higher Learning Commission

A Commission of the North Central Association of Colleges and Schools

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602

Phone: 1-312-263-0456

Toll Free: 1-800-621-7440

FAX: 1-312-263-7462

Web site: [http:// www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

### **Sponsorship**

American Indian College (AIC) is a regional college of the General Council of the Assemblies of God. It is sponsored by twelve districts and the Assemblies of God U.S. Missions (AGUSM).

### **Endorsement**

AIC is endorsed at the collegiate level by the General Council of the Assemblies of God, the Alliance for AG Higher Education.

## Arizona License

The State Board for Private Postsecondary Education (SBPPE) has granted a license to AIC to confer the following degrees:

Associate of Arts in Business  
Associate of Arts in Christian Ministry  
Associate of Arts in Humanities\*  
Associate of Arts in Interdisciplinary Studies\*  
Associate of Arts in Social Sciences\*

Bachelor of Arts in Business Administration\*  
Bachelor of Arts in Christian Ministry  
Bachelor of Arts in Elementary Education  
Bachelor of Arts in Humanities\*  
Bachelor of Arts in Interdisciplinary Studies\*  
Bachelor of Arts in Social Sciences\*

All of the afore-mentioned degree programs have been licensed by the SBPPE. However, the new programs, noted by the asterisk, have not yet completed the process for accreditation. AIC, regionally accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) will soon submit its request to the Commission for approval of these new degree programs. These new initiatives will be reviewed by HLC in March 2013 (during their regularly scheduled accreditation renewal visit) and have not yet been approved. The goal for completing this process of review and action by HLC is projected for completion by the end of spring semester of 2013, but we cannot assume that approval will be given. Students choosing to enroll in one of these new programs should be aware of that.\*



Students seeking admission to American Indian College should be conscious of the purpose of the College when making application. The prospective student is assessed according to

academic background, moral character, and personal testimony of salvation.

Applicants must show evidence of a Christian commitment, be in harmony with the doctrinal statement of the Assemblies of God, as printed in the AIC catalog, and be willing to abide by the Student Handbook. A favorable recommendation from an individual's pastor, (who has known the applicant at least one full year) is usually sufficient evidence of meeting this requirement.

In addition to a favorable pastoral recommendation, prospective students must possess an official high school diploma or General Education Diploma (GED), or a recognized High School Proficiency Examination Certificate (See Application Procedures).

Students seeking admission to AIC may request an application by contacting the Admissions Office, 10020 North Fifteenth Avenue, Phoenix, Arizona 85021-2199, telephone number (602) 944-3335 or (800) 933-3828. The FAX number is (602) 943-8299 and the e-mail address [is\\_aicadm@aicag.edu](mailto:is_aicadm@aicag.edu). Prospective students may also apply online. The online application is available at the College's web site: [www.aicag.edu](http://www.aicag.edu).



## **APPLICATION PROCEDURES**

Each degree-seeking applicant for admission to AIC must submit to the Admissions Office the following items:

1. Application for Admission
2. One of the following:
  - Official High School Transcript – Students must have at least a “C” average. Applicants not meeting this requirement may be accepted only by the approval of the Vice President for Academic Affairs. Transcripts should

be requested from the school's Registrar to be forwarded to the Admissions Office at AIC.

- GED Certificate - An applicant may be admitted by submitting an official General Education Diploma (GED).

### **3. Transfer Students**

Students who are transferring from another college or university must submit official transcripts from any postsecondary institution attended.

### **4. Pastoral Reference**

A favorable Pastoral Recommendation must be submitted, preferably from the applicant's senior pastor. However, if the senior pastor is a close relative or is unavailable, a reference from a staff pastor or a member of the official board is acceptable.

### **5. ACT or SAT Scores**

AIC participates in the ACT testing program and recommends that applicants complete the ACT exam. Scores should be sent to AIC (code 6005). Test scores (E-ACT or SAT) recorded on the high school transcript are acceptable.

### **6. Unusual Circumstances**

Applicants who, because of unusual circumstances, are unable to meet the above requirements for entrance may be accepted by individual approval of the Vice President for Academic Affairs.



## **GENERAL ADMISSION INFORMATION**

### **First-time Applicants**

Applicants will be notified by the Enrollment Office regarding

the status of their application upon completion of the procedures listed on the previous page. If applicants have any questions, they should be referred to the Enrollment Office.

## **Transfer Students**

In addition to the above procedures, a transfer student needs to submit an official transcript for each college or university attended. The office of the Vice President for Academic Affairs will assist and facilitate this transfer process. Please note the following policies that involve transferring to AIC:

1. The student will demonstrate proficiency in English, writing, mathematics, and reading. Some additional courses in these areas may be required, depending upon the assessment. These courses may apply to degree requirements, with the approval of the Vice President for Academic Affairs.
2. **Transfer of credit from a regionally or nationally accredited college** will be made for comparable courses with a minimum grade of “C”. Upper division courses will be evaluated by the appropriate Departmental Chairperson for applicability to AIC degree requirements.
3. **Transfer of credit from non-accredited colleges** will be awarded (to non-Education majors) under the following conditions:
  - a. Generally one or more semesters of courses at AIC with at least a 2.00 grade point average (GPA) will be required to validate the transfer of credit. Students not achieving a sufficient (GPA) may not be awarded the full allowance of transfer credits.
  - b. The maximum allowance of transfer credits is 30 credit hours. Under certain conditions more hours may be granted, (pending approval from the office of the Vice President for Academic Affairs). Only courses with at least a “C” will be transferred.

- c. The information regarding the transfer of credits from non-accredited colleges does not apply to Education majors as per the Arizona Department of Education requirements for Teacher Certification. Further information on transferable credits for this major may be obtained from the Education Department Chairperson or the Vice President for Academic Affairs.
- 4 A student transferring more than 55 credit hours may be required** to enroll in upper division courses in research methodology, critical thinking, or other subjects recommended by the Departmental Chairperson.
- 5 Transferring students need to complete at least 25%** of their major at AIC. This is to assure that graduates of AIC have had sufficient opportunity to identify with the College's mission, as well as demonstrate proficiency in their degree programs. A student entering as a senior must complete a minimum of 30 semester credits in residence to qualify for a degree. The thirty credits may take longer than one year to complete depending upon availability of courses.
- 6 Transferring students must complete all AIC *General Education* requirements** and satisfy all other graduation requirements of their particular degree programs.
- 7 Any exceptions to these policies will require approval** from the office of the Vice President for Academic Affairs.

## **International Students**

International students must meet U.S. Immigration requirements before enrolling. To assist in determining eligibility of individuals from countries outside of the United States, the following items are required before an application for admission will be considered:

- 1. A letter of reference** from a missionary or minister from the

country of residence. The letter should specify qualifications of the individual and reasons for recommending study at the American Indian College.

**2. Satisfactory scores from the Test of English as a Foreign Language (TOEFL)** are required if the individual's first language is not English. A minimum score of 500 or above is required.

**3. Verification of financial resources to cover costs** of education at AIC are to be submitted. The costs total approximately \$18,602 per academic year.

- a. A one-year deposit of \$18,602 must be sent to the College prior to issuance of the I-20 form. This would cover registration, room and board, tuition and fees (Scholarships for foreign students are not available at this time.).
- b. A deposit to cover return airfare in case of emergency is required prior to enrollment.

**4. Official academic records to verify** educational background must be placed on file in the Admission's Office (high school and college/university transcripts.) Specific courses and grades should be indicated. An English translation should accompany records in any other language.

**Any changes or exceptions to the policies on international students must be approved** by the Board of Administration. Request for these exceptions must be made in writing.

*When the College has established eligibility, the applicant will be notified in writing.*



### **Married Students**

Married persons seeking to enroll should contact the Vice-President of Student Development prior to attending AIC. At this session, information concerning housing, utilities, employment, and adjusting to college will be discussed. The

whole family should be together while attending AIC. Sufficient time before enrolling in classes should be planned to allow for checking on the above areas as well as arranging appropriate childcare. AIC policy does not permit students to bring children to class or have baby-sitting arrangements on campus and assumes no responsibility for those children.

### **Divorced/Separated Students**

Divorcees who have not remarried and whose former spouse is still alive, may be admitted only on the following conditions:

1. The divorce must have been legally finalized for at least three months prior to admission.
2. The applicant must agree to pre-registration counseling with the Vice-President of Student Development. Dating is prohibited without the consent of the Vice-President. Persons who are separated from their spouses are not permitted to date.
3. AIC reserves the right to grant admission based upon the facts found in each individual case.

### **Criminal Records and Penal Institutions**

Anyone who has been in a penal institution shall re-establish himself/herself in society for at least one year prior to the date of application and enrolling in American Indian College. The following guidelines will be followed:

1. No court cases may be pending.
2. Repeat felons may not be admitted.
3. Following a judgment of probation, a student may apply to enroll at AIC after a period of one year.
4. Following imprisonment, a one-year period of rehabilitation/re-establishment is required prior to submitting an application for enrollment.

5. Consideration will be given to waive the aforementioned stipulations if an individual has successfully completed a spiritual rehabilitation program with Teen Challenge or another faith-based program and can provide a positive reference from the director.
6. Extensive character references will be required with any application submitted by a convicted felon.
7. Registered sex offenders will be disqualified for consideration for admission. In addition, persons with felony or misdemeanor convictions involving sexual abuse such as lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape will be disqualified.

## **Readmission**

When there is a break in continuous enrollment, the student must apply for readmission through the Enrollment Office. The student applying for readmission must fill out and sign an Application for Readmission. Also, the Enrollment Office will circulate a Readmission Form that must be completely signed by the authorized personnel to ensure that the student is actually eligible for readmission. No student will be allowed to register until both forms have been properly filled out and signed.

## **Non-Degree Seeking Students**

These are individuals who wish to take academic courses but do not wish to pursue a degree program. Application request are directed to the Enrollment Office. Students who are enrolling 8 or more credit hours must complete the Traditional application and submit all the required documents for Admission.

This may include the following:

1. Public or private school teachers seeking continuing education and additional certification.
2. Individuals with maturity and background to benefit from undergraduate class work, but not planning to pursue a degree.

3. Audit Students, an applicant applying for admission as an audit student must submit a Non-Degree Seeking Student Application. No record of previous academic work is required. An audit student will earn no college credit, nor will academic work be graded. Enrollment will be subject to availability of space.

4. Transient Students. A student enrolled at another institution may take a course(s) at American Indian college and transfer the credit to the other institution. To be considered a transient student the applicant must apply for enrollment at American Indian College and have written permission from the Registrar from the other institution.

Consult the Enrollment Office for documentation required from admission. NOTE: All Non-Degree Seeking students should be aware that they will be expected to sign and adhere to a list of community standards while on AIC's campus. Those standards include: respect for our religious standards, adherence to our student dress code, no tobacco usage, no alcohol, no profanity, no use of inappropriate media content. For a complete listing of campus standards please consult the most recent copy of the AIC Student Handbook.

Students who are transitioning from a Non-Degree Seeking status to a Degree-Seeking status must complete the traditional application and submit the required documents for admission.

### **Placement Examinations**

Proficiency tests in reading, English grammar, writing, mathematics, and Bible content are administered to all new students the first week of each semester. Based upon the results of these tests, students may be placed in Learning Resource Department courses in reading, writing, mathematics, and an introduction to the Bible to improve their skills for satisfying ongoing requirements in their programs of study.

Department Chairpersons oversee the examination of student transcripts at the departmental level. Students having completed sixty or more credit hours of coursework with a "C" or higher at a regionally accredited institution may be exempted from

entrance testing. Students having completed nine or more hours of Bible at an accredited institution may be exempted from the Bible entrance test.

Department Chairpersons may exempt students from specific tests in areas of demonstrated competence as evidenced by coursework completed with a “C” or higher at accredited institutions.



## FINANCIAL INFORMATION

### COST OF EDUCATION

AIC makes every effort to keep educational costs to students as low as possible. Student fees pay only a portion of the College’s operating expenses each year. Supporting districts, churches, interested groups, and hundreds of individuals subsidize the operating budget of the College. This represents a sizable investment in every student’s education. While the College depends largely on outside financial support, students must meet some educational costs.

#### Semester Charges

Tuition Per Credit Hour	390.00
Audit Fee Per Credit Hour	40.00
Room	1755.00
Board	1346.00
Late Registration Fee	200.00
Laboratory Fee (When applicable)	50.00
Elementary Education (Senior year fees)	varies
Graduation Fee	125.00
Parking Fee (Per Semester)	25.00

#### Approximate Costs Per Year\*

	Dorm Student	Off-Campus Student
Tuition (30 hours)	\$11,700.00	\$11,700.00

Room & Board	6,202.00	
Books	700.00	700.00
TOTAL	\$18,602.00	\$12,400.00

\*Other costs such as *off-campus housing, transportation, personal expenses, etc. are not included in these figures.*

## **Refunds**

In addition to the Federal Return Policy contained in Title IV Regulations, American Indian College has established the following AIC Refund Policy.

An adjustment to the student's account will be made when a student withdraws from the College with the proper approval. In order to secure proper approval, the student must complete an official withdrawal form at the time he/she is leaving the College. Withdrawal forms are available at the Registrar's Office. Refunds are not made until the Registrar's Office gives the Business Office a copy of the completed withdrawal form. Refunds are effective as of the date of last attendance.

The following credit will be allowed on tuition and room and board charges (fees are not refundable) counting from the first day of classes (including weekends for room and board).

5 days or less	100%
6-10 days	80%
11-15 days	60%
16-20 days	40%
21-25 days	20%
After 25 days	No refund

A total tuition refund will be made for any class for which the student registered and was charged but never attended.

## **Full Refund**

The applicant may cancel the enrollment contract and receive a full refund of all monies paid to date if cancellation is made in

writing to the Registrar and delivered to the institution at the address stated herein within three (3) business days after the date of signature.

No later than 30 calendar days after the Registrar receives a written notice of cancellation, the College shall provide to the student or to the person who paid the student's tuition and fees a refund of 100 percent of all student fees and tuition paid for the student.

American Indian College of the Assemblies of God is in compliance with R4-39-103(D)(3) and/or (F)(1)(a); and the United States Department of Education requirements governing each federal student financial aid program named under R4-39-103(D)(6) or (F)(1)(b.)

### **Meal Charges**

Off-campus students and visitors may eat in the dining hall by purchasing a meal ticket from the Business Office.

### **Guests**

Accommodations for friends and relatives of students and staff are limited. A per-night charge will be assessed for the room after the first night of free lodging. Accommodations are subject to room availability and the approval of the Vice President for Student Development.

### **Accident and Health Insurance**

The College does not assume responsibility to provide medical care in the case of either accident or illness, even though the accident or illness may occur on campus or in the discharge of duties or activities pertaining to the College program.

### **Housing for Off-Campus Students**

On-campus housing is not available for married students and single students with children. A number of apartments are located within close proximity of the College. The College

assumes no responsibility for off-campus housing. However, the Director for Student Services will assist off-campus students in locating suitable living quarters. Students needing off-campus housing are encouraged to arrive in Phoenix at least one month prior to registration. Temporary housing on campus may be available for up to one week if arrangements are made in advance with the Director for Student Services.

### **Payment of Accounts**

All students attending AIC are to have the full amount for the current semester accounted for at registration. Financial responsibility is important to a Christian testimony. Each student has a responsibility to make adequate arrangements for this obligation. Returning and continuing students must have a zero balance for prior semester(s). All students must demonstrate their ability to fulfill the full amount of their school bill at the time of registration through cash, student loans, credit cards, grants, etc.

The remaining balance will be met through a payment schedule. Any student who does not meet the scheduled payments will be subject to dismissal from the College within 15 days of a delinquent payment. Students who do not fulfill their payment contract will not be allowed to represent the College in student ministry or outreach teams. Exceptions must be approved, on an individual student basis, by the Vice-President of Financial Services. Official transcripts and diplomas will be issued only when all college bills are paid in full. Any unpaid accounts are subject to face action from a third-party collection agency.

### **Veterans' Benefits**

American Indian College is authorized for the training of veterans and war orphans under the Department of Veterans' Affairs (DVA) Chapters, 30, 31, 32, 35, and 1606.

The student should contact the local Department of Veterans' Affairs (DVA) for a Certificate of Eligibility well in advance of plans to attend college.



## **FINANCIAL AID**

It is the desire of AIC that no student will be denied an education because of cost. Financial assistance is available in the form of grants, scholarships, loans, and student employment. Eligible students may also receive financial assistance from BIA and/or tribal scholarship programs. Merit scholarships are also available. Grants and scholarships are “gift” programs and need not be repaid. Loans are offered at low interest rates and are repaid over an extended period after the student leaves the institution or drops below half-time enrollment.

Federal, state, and institutional guidelines determine the amount and type of financial aid available to eligible students.

### **What is Financial Need?**

The Director of Student Financial Aid takes the cost of education at American Indian College and subtracts the amount a student and their family are expected to pay toward that cost (the Expected Family Contribution [EFC].) If any costs remain, the student is considered to have financial need.

### **How Do I Apply for Financial Aid?**

A student desiring to enroll for the fall semester is encouraged to submit an application for financial aid before April 1. Applications will be accepted after this date and will be given consideration for any available funds. To insure full consideration for all types of aid, an applicant must complete the following steps:

1. Apply for admission to American Indian College. A student must be enrolled or accepted before financial aid can be awarded.
2. All applicants for financial aid must file a Free Application for Federal Student Aid (FAFSA). American Indian College should be listed as the institution to

receive the information. The form is available from the local high school guidance counselor or may be requested from AIC's Financial Aid Office. Applicants are also encouraged to complete the application via the internet. The URL address is <http://www.fafsa.ed.gov>.

3. Applicants will receive a Student Aid Report (SAR) from the Federal Student Aid Program. The SAR is the official notification of student's eligibility number. The lower the number, the higher the award.
4. Selective Service Registration: Male applicants must have proof of registration with the Selective Service if they are between the ages of 18 and 25.
5. Tribal Funding: Applicants who are enrolled members of an American Indian tribe should apply for financial aid through their respective tribe. Each tribe has different methods of processing and various deadlines. Applications should be obtained from the local tribal scholarship office.

### **Who is Eligible for Financial Aid?**

To receive aid from the major student aid programs, you must:

1. have financial need, except for some loan programs,
2. have a high school diploma or a GED,
3. be working toward a degree or certificate in an eligible program,
4. be a U.S. citizen or eligible non-citizen,
5. have a valid Social Security number,
6. be demonstrating satisfactory academic progress,
7. register with the Selective Service (if required), and
8. not owe a refund on a Federal grant or be in default on a Federal education loan.

### **What is Financial Aid Probation?**

A student receiving financial aid is placed on financial aid probation when the required number of credit hours is not

successfully completed each year, according to the following schedule:

**1. Maximum Time for Completion of Studies:**

- a. For four-year bachelor degree programs of 129 credits, a maximum number of credits attempted for completion is 193.
- b. For a two-year associate degree program of 66 credits, a maximum number of credits attempted for completion is 99.
- c. For a two-year associate degree program of 65 credits, a maximum number of credits attempted for completion is 97.
- d. For a two-year associate degree program of 69 credits, a maximum number of credits attempted for completion is 103.

**2. Minimum Hours (cumulative) to be completed at end of each increment.**

AA Degree	Percent	BA Degree	Percent
1-29 credits	75	1-32 credits	70
30-60 credits	78	33-64 credits	76
61-91 credits	80	65-96 credits	78
92-103 credits	85	97-128 credits	79
		129-160 credits	80
		161-193 credits	81

A student will also be placed on financial aid probation when he or she fails to maintain the required grade point average as listed under “Academic Probation” in this Catalog. The complete Financial Aid Satisfactory Progress Policy is available in the Financial Aid Office.

**FEDERAL STUDENT AID PROGRAMS**

**Federal Pell Grant**

This grant is to help a student pay for education after high school. The actual amount received depends on the Student Aid Report Eligibility Index, whether full-time or part-time, the length of enrollment, and the cost of education.

### **Federal Work Study**

The Federal Work-Study Program (FWS) provides funds for on-campus jobs to students who need financial aid. This money will help pay educational expenses. Students are awarded FWS funds according to their assessed need and availability of jobs.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

This grant is for undergraduates with exceptional financial need, and it does not have to be paid back. A “priority deadline” of April 1st has been established for selection of recipients. Students who submit required documents by that date will be considered for FSEOG awards.

### **Federal Direct Loan**

Federal Direct Loans are low-interest loans made to the student by the Federal Government to help pay for his or her college education.

### **Federal PLUS Loans**

Federal PLUS loans are for parents who want to borrow to help pay for their children’s education. This loan provides additional funds for education expenses.

**Leveraging Educational Assistance Partnership (LEAP)** is a program that establishes a federal-state partnership to provide financial assistance in the form of state grants to students who have demonstrated financial need. Federal funds are provided to match appropriated state funds supplied by the states on a dollar for dollar basis. Each participating institution provides institutional matching funds that are equal to the amount of funds

provided by the state for a LEAP Program. Awards range from \$100 to \$2,500, depending on available funds. Students from Arizona determined to be at need may be eligible.

### **Bureau of Indian Affairs Higher Education Grants**

These grants are made available to eligible students who are enrolled members of a recognized Indian tribe. Students must meet the requirements for their tribe and/or BIA agency.

## **SCHOLARSHIPS AND GRANTS**

Scholarships and grants vary in amount and are based on need, academic achievement, and/or social life. Unless otherwise indicated, a committee appointed by the President will administer these scholarships. AIC reserves the right to adjust any institutional awards whenever the scholarship combined with other financial aid programs exceeds the total cost of education or when a recipient no longer is showing satisfactory progress academically or in Christian citizenship. All scholarships are awarded on an annual basis.

### **Christian Citizenship Scholarship**

This scholarship is awarded to a student who has excelled in student life, Christian service, and other areas of Christian citizenship.

### **Dormitory Life Scholarship**

This scholarship is provided to both a male and female student designated by the Vice-President of Student Development and the Resident Directors as being outstanding dormitory students.

### **Mary Beasley Memorial Scholarship**

This scholarship is awarded to a female ministerial major in memory of Mary Beasley of Fresno, CA.

### **Martha Knoles Memorial Scholarship**

This scholarship is awarded to a deserving ministerial student in memory of Martha Knoles, a Cherokee Indian from Springfield, IL. It is based on academics and financial need.

### **Marshall Memorial Scholarship**

This scholarship is provided by the family of Mrs. Lucy F. Hearn on behalf of her parents, Ethel and Ernest Marshall, who were the first Pentecostal missionaries to the San Carlos Apache reservation. The scholarship is for a San Carlos Apache student and is to be based on Christian conduct and financial need.

### **Frank Passetti Memorial Scholarship**

This scholarship is provided in honor of the late Rev. Frank Passetti and is awarded to a Christian Ministry major of outstanding character and Christian commitment. Preference will be given to junior or senior level students.

### **Rexroat Memorial Scholarship**

This scholarship is provided by the friends and family of Silas and Lila Rexroat, long-term missionaries and supporters of the ministry of AIC. Priority is given to financial need with consideration to Christian conduct. Preference is given to a ministerial student.

### **Lonnie and Alma Thomas Memorial Scholarship**

This scholarship is awarded in memory of Lonnie and Alma Thomas, U.S. missionaries to Native Americans, long term faculty members and leaders at AIC. It is awarded to a junior or senior student majoring in elementary education. Student must have a 3.00 GPA and a satisfactory evaluation of their internship.

### **Alta Washburn Memorial Scholarship**

This scholarship is awarded in memory of Alta Washburn, founder of American Indian College. She dedicated her life to

Native Americans, both in ministry and education.

## **PART-TIME EMPLOYMENT AND WORK STUDY**

Part-time work (on campus) may be available to students. All campus employment is coordinated through the Vice President for Financial Services Office.

Campus employment includes clerical, custodial, and food service. The purpose of campus employment is to enable the student to make regular payments on the outstanding school bill.





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## REGISTRATION INFORMATION

### **New Student Orientation: Week One**

All students carrying nine or more credits who are in their first semester at AIC are required to attend the Week One Orientation. This week of instruction, information, and fellowship takes place during the week before registration each semester. Any exception to this requirement must be approved by the Vice-President of Student Development.

#### **Phase I - Pre-Arrival**

Accepted students will receive a letter from the Vice-President of Student Development with relevant information and instructions to prepare them for arrival. Sections of the Student Handbook that could be useful (e.g. dorm life, dress code) will be enclosed, as well as contact information. The expected arrival time will be stressed, so that new students and their families will understand the importance of getting the best possible start.

#### **Phase II - Week One**

The Week One Orientation is designed to give the maximum amount of exposure and experience possible to the new AIC student, before classes begin. It should be clearly understood that Week One is the new student's actual first week of college, and is not optional.

The content is built around three areas:

1. **CAMPUS ORIENTATION** - Students will be assisted in finding their way around campus, as it is a new home for many, and a new workplace for all.
2. **COLLEGE ORIENTATION** - Students will be guided through AIC policies and procedures as given in the Student Handbook, giving opportunity for questions and discussion, to enhance their understanding of community

services and expectations. Members of our AIC faculty and staff will be a part of this as well.

3. **COMMUNITY ORIENTATION** - Students will be introduced to the physical “neighborhood” of AIC and local resources.

In developing the orientation program and its content, the College combines what we know about the First Year Experience (FYE) in general, and about AIC students specifically, to give our students the best “quick start” possible on their college experience.

### **Non-Discriminatory Policy**

American Indian College admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, handicap, or national and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and other school-administered programs. However, prospective students should recognize that the philosophy of the College is oriented to Native Americans.

### **Student Privacy Rights**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by American Indian College to comply with the requirements of FERPA
5. The right to obtain a copy of the American Indian College's student records policy. Students may obtain a copy of the policy from the Registrar's office.

## **REGISTRATION FOR CLASSES**

Students will register for classes at the beginning of each semester. Dates for registration are indicated on the Academic Calendar in the front of the catalog. A late registration fee of \$200.00 is assessed to students who are not present at the scheduled time for registration.

### **Academic Advising**

AIC will provide as much help as possible in planning academic programs through the Registrar's Office or through the student's *Academic Advisor* (usually the department chair of the student's major). However, each student is responsible for the proper completion of a program, and therefore should be familiar with the requirements in their major as listed in this catalog. The student should take the initiative in seeking academic advising from the Registrar or Academic Advisor. Each student is placed on a recommended *Program of Study* when he or she enrolls.

### **Course Selection**

A course should not be taken whose number is more than one level above the student's current classification. This means that a freshman student should not take courses beyond the two hundred level, and sophomores should not take courses beyond the three hundred level, etc.

## Course Load

Students are limited to 16 credits per semester. Students wishing to take 17-19 credits must have signed permission from the Department Chair of their major. Students desiring to take in excess of 19 credits must file a written appeal to the Academic Affairs Committee (See Registrar for details).

## Classification of Students

Classification of students is determined at the beginning of the fall semester for the entire school year. Class standing is as follows, based on the number of credits earned:

0-30	Freshman
31-62	Sophomore
63-95	Junior
96 or more	Senior

## Students are identified as:

- **Full time** if course load is at least twelve credits
- **Part time** if course load is under twelve credits
- **Audit** if not desiring academic credit
- **Special** if non-degree seeking student, or seeking only teacher certification

## Conference Courses

Courses are available for individual conference with a full-time, resident instructor (when available) when an urgent situation requires it and online instruction is not a viable option.

Conference courses will have a substantial workload (additional readings, papers, projects, etc.) to replace the in-class learning experience.

**Conferencing** will be limited to upper-class students. The College assumes no obligation to offer a conference course when a student has failed to follow his or her prescribed **Program of Study**. The procedure for conferencing a course is as follows:

1. The student obtains a Conference Course Request Form from the Registrar and then makes an appointment with the department chair of that course for conferencing approval.
2. The department chair for that course will determine if a department faculty member is available. (Note: A conference course will be considered to be the equivalent of one third of a normal course load. i.e., a three hour conference course will be considered the equivalent of a one credit class for purposes of calculating an instructor's load).
3. If a faculty member is available, the Department Chair will notify the student's Academic Advisor (if different from the department chair) and arrangements will be made. The faculty member, the student's Advisor, and the Department Chair of the proposed conference course will sign the conference request form, which will be forwarded to the Registrar.
4. The student will be responsible for staying current with assignments, meeting times, etc. Failure to maintain regular contact with the instructor, and/or neglecting to complete or turn in assignments, etc. may lead to a failing grade.
5. All conference courses will have a syllabus explaining course requirements, assignment due dates, and grading criteria.
6. Students will only be allowed to conference one course at a time, and no more than three courses throughout their degree program.
7. Students wishing to conference a course(s) must have a cumulative GPA of 3.0 or higher.
8. Any exceptions to the above-stated policies must be approved by the Vice President for Academic Affairs.

*Questions and concerns regarding conference courses should be directed to the office of the Vice President for Academic Affairs.*

### **Dropping/Adding courses**

The drop/add period is one week. Students who add courses during this period will be counted absent from classes they have missed. Students who drop a course during the second to sixth week will receive a W (withdrawal) on their transcripts. Students who drop after that time will receive a grade of either WF (withdrawal failing) or WP (withdrawal passing) up to the last three weeks of the semester. (The grade awarded will be at the instructor's discretion). After that, no withdrawals will be allowed without the approval of the Department Chairperson (unless the chair is the instructor, in which case the Vice President for Academic Affairs approval will be required).

Only a grade of WF will be computed in determining a student's grade point average. Drop/add forms may be obtained from the Registrar's Office. This form must be completed and signed by the student before the drop/add is considered official.

### **Repeating a Course**

Students may repeat a course in order to receive a higher grade. In such cases, the higher grade will be used when determining grade point averages. If the first grade received is an F it will be recorded as an FX after the second grade is earned. The FX will not be figured in the cumulative GPA.

### **Academic Renewal**

Under certain circumstances, an undergraduate may petition the Registrar for academic renewal. If the petition qualifies, the student may have a maximum of two consecutive semesters of course work disregarded in all calculations regarding academic standing, grade point average, and eligibility for graduation.

**Eligibility for academic renewal shall be subject to the following conditions:**

1. At the time the petition is filed, a minimum of three years shall have elapsed since the most recent course work to be disregarded was completed.
2. In the interval between the completion of the most recent course work to be disregarded and the filing of the petition, the student shall have completed a minimum of fifteen credits of course work at an accredited institution of higher education with a minimum grade point average of 2.5 on all work completed during that interval. Courses taken during this interval may be repeats of previously attempted college work.

The petition to be filed by the student shall specify the semester(s) to be disregarded. If more than one semester or term is to be disregarded, those shall be consecutive, completed within two calendar years, with no intervening enrollment at the College.

If the petition qualifies under this policy, the student's permanent academic record shall be suitably annotated to indicate that no work taken during the disregarded semester(s), even if satisfactory, may apply toward graduation requirements. However, all work will remain on the academic record, ensuring a true and accurate academic history. The semester(s) work to be disregarded will be indicated by the grade of FX.

Academic renewal may be affected only once during a student's academic career and applied to the first undergraduate degree only.

**Withdrawal from the College**

When a student wishes to completely withdraw from the College for any reason, a Withdrawal Form from the Registrar's Office should be signed by the student and returned to be official.

Students who completely withdraw during the second to sixth

week will receive a W (withdrawal) on their transcripts. Students who completely withdraw after that time and up to the last day of class will receive a grade of either WF (withdrawal failing) or WP (withdrawal passing). A grade of WF will be computed into the student's grade point average.

### **Enforced Withdrawal from College**

When a student is being withdrawn from the College at the College's initiative, an *Enforced Withdrawal from the College Form* will be used. This form differs from the *Withdrawal From The College Form* issued by the Registrar's office in that it doesn't require the student's signature.

### **Students may be withdrawn for one of the following reasons:**

1. Administrative action of the college based on disciplinary issues as determined by Student Life policy, failure to pay on a school bill in accordance with Business Office policies, or failure to attend all classes during two consecutive weeks without a valid excuse as determined by AIC policies.
2. When there is clear evidence that a student has left the College (i.e. moved out of the dorms without permission).



### **Transcript of Records**

Requests for Official Transcripts are to be made by the student, in writing, directly to the Registrar. A student who graduates or withdraws in good standing from the College is entitled to one transcript of his/her records, issued without charge. After this, a \$6.00 fee will be required for each additional official transcript. No transcript will be issued to anyone who has failed to meet all financial obligations to the College. Although the Registrar's Office will make every attempt to expedite requests, individuals requesting transcripts should allow five to seven business days

for transcript requests to be processed.

## **Recording of Grades**

All grades will be recorded in the Registrar's Office as reported by the instructors. No grades, once filed, may be changed except upon a written statement from the instructor.

## **Declaration or Change of Major**

All students must sign a Declaration of Major upon registration during their first semester of attendance. Any change of major will require a declaration of change signed by the student, the student's advisor, the new advisor, and the Vice President for Academic Affairs.

## **Double Majors**

Students who wish to double-major should be aware that in most cases this will extend the time needed to complete a degree. Students who double major simultaneously will receive one diploma listing both majors but will not receive two B.A. degrees.

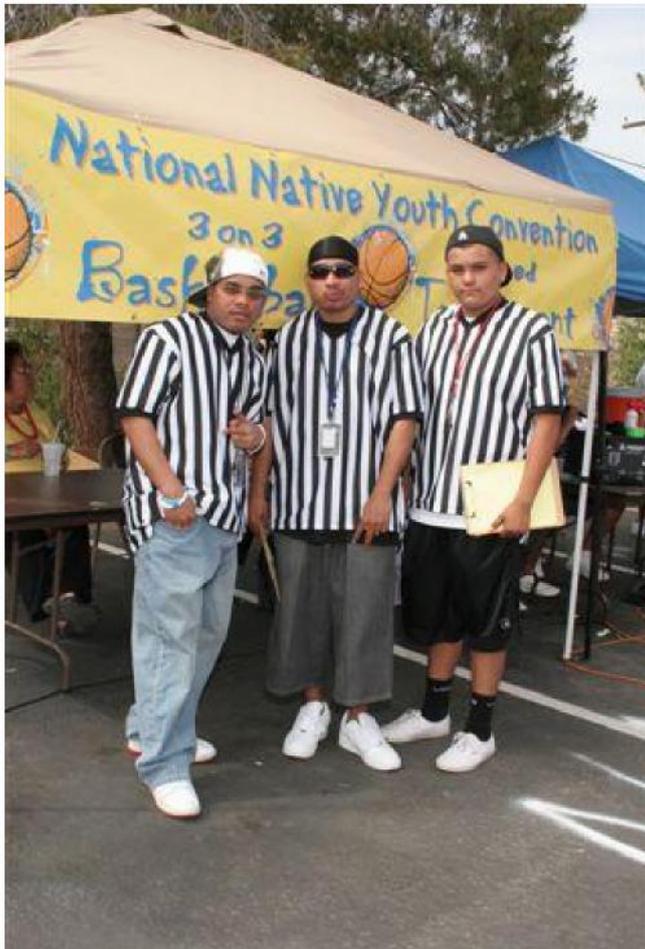
Also, students desiring to enter both an A.A. and a B.A. program should complete the A.A. program first, and then transfer to the B.A. program. It should be noted that most tribal agencies will fund a maximum of ten (10) semesters.

## **Final Grade Reports**

A final grade is recorded on the student's transcript in every course for which he or she is registered. No entry will be recorded, however, for courses dropped before the end of the drop/add period. The Registrar will distribute to each student a report of his/her final grades at the end of each semester. A copy of the student's grades will also be sent directly to each agency granting financial aid to the student.

## Credit by Examination

College credit may be earned through satisfactory scores made on examinations taken in general education courses in either the College Level Examination Program (CLEP) or the Proficiency Examination Program (PEP). For any credit through these examinations, the student will pay one-third of the prevailing rate of tuition per credit hour.





## STUDENT LIFE INFORMATION

### GENERAL INFORMATION

#### Standards of Conduct

When a student decides to come to AIC, it should be because of a conviction that this college will be the best way to prepare for one's future life and ministry. Enrollment at AIC is a voluntary decision on the part of the student, but it is a privilege, not a right. The continued enrollment of each student is conditional upon adherence to the community's standards of conduct. The Student Handbook communicates the accepted standards of behavior for the College. AIC's standards of conduct are drawn from numerous sources:

1. There are things Christians do, or don't do because God's Word speaks plainly to the issue(s). Where the Bible is clear in its instructions, the College's expectations will be equally plain. AIC prohibits practices that are clearly forbidden by the Word of God.
2. The Bible teaches that some practices can do harm to both the individual and to other members of the Christian community. Some standards of conduct are based on this principle, even though the specific behaviors addressed may not be explicitly mentioned in the Bible.
3. There are other decisions that individuals make based on their experience, or the experience of others. By enrolling at AIC, a student acknowledges that he or she intends to learn from the wisdom of others, and therefore recognizes that others, in roles of authority, may make choices that he or she would not.
4. The student is expected to use discretion, discernment, and restraint in the selection of live entertainment, as well as electronic and print media (1 Corinthians 10:23-24). Our lives should be characterized by purity of lifestyle and conversation, modest apparel, and a deep consecration and devotion to spiritual life. All behavior of students must reflect purity of lifestyle.

5. There are also things to which Christians agree for the purpose of peace. All have rights that are willingly deferred for the greater good of the community. In order for people to live together, they must agree on certain issues of daily living. The observance of these guidelines does not totally reflect one's spiritual maturity; however, a willingness to adhere to the agreements portrays a spiritual concern for other Christians. Certainly, Christians strive to fulfill the law of love as is set forth in Galatians 5 and Romans 14 & 15.

## **Personal Appearance**

Students are to accept individual responsibility for appropriate dress. A student must demonstrate a mature attitude in dress and appearance while attending classes and extra-curricular activities, both on and off campus. (Please see current version of The Student Handbook for specific guidelines).

## **Engagement and Marriage**

Wholesome social relationships are both desirable and fitting for men and women preparing for Christian service. Many lasting friendships are made while attending college. The administration, however, discourages thoughtless engagements and premature marriages. The Student Handbook gives guidelines and requirements for dating and engagement.

## **Vehicles**

Students desiring to bring vehicles on campus must receive permission from the Vice-President of Student Development. The student must provide the College with a copy of the following:

- current adequate liability insurance
- valid vehicle registration
- current driver's license.

Vehicles shall be operated in compliance with federal, state, and local laws and within the College guidelines. Failure to comply may result in disciplinary action by the College.

In the event of an accident, the driver and owner will be responsible for the damage and/or injury. Under no circumstances will the College be liable for

said damage and/or injury either on or off campus.

## **Liability**

Each student is responsible for his or her personal property, including clothing, MP3 players, CD's, DVD's, etc. AIC assumes no responsibility for loss or damage to private property of students, faculty, or staff.

## **Campus Security Policy**

AIC is in compliance with the Student Right-to-Know and Campus Security Act, as amended by Pub.L. 102-26, the Higher Education Technical Amendments of 1991. Information on campus crime statistics is maintained by the office of the Vice-President of Student Development. Any questions or concerns regarding this should be directed to the Vice-President of Student Development.

## **SPIRITUAL LIFE**

Spiritual development is a vital part of the educational process of American Indian College. While enrolled in the College, students will be encouraged to seek God's will for their lives and will be given the opportunity to exercise and develop the gifts and talents God has given them.

## **Chapel**

**Purpose.** American Indian College is a unique Christian community. Chapel services provide opportunity for the community to engage in worship, Biblical proclamation, prayer, and other activities that nurture the spiritual formation of the individual and the community. Services occur Tuesday through Thursday, 11:00 a.m. until 12:15 p.m. during each semester. Specific schedules are distributed periodically.

**Benefits.** Attendance at chapel services is a vital part of the student's spiritual life. Regular chapel and other services provide an important means by which the Holy Spirit can help students to develop the tools needed to be successful in life and ministry.

**Attendance Requirements.** Students living in on-campus dorm or Hosanna House housing are expected to attend all daily chapels. Off-campus students, enrolled full-time (12 or more credits), must attend on days that they have a class that meets immediately prior to chapel. Part-time students (11 or less

credits) are exempt from chapel attendance, but are urged to attend when possible for their own spiritual enrichment.

## **Devotions**

Group devotions are held in the dormitories. Students are expected to include a period in their daily schedule for personal devotions. A strong devotional life is an essential aspect of Christian maturity.

## **STUDENT MINISTRIES**

As stated in the AIC Mission Statement, the College exists to prepare its students for a life of ministry, which is defined as service. Such service does not begin upon the attainment of an academic degree, but must be integrated throughout the educational program. Therefore, AIC students should expect involvement in ministry at each level of their education. All students (except online students) are enrolled in Student Ministries.

Opportunities for “hands on” education in ministry are available to students in each academic program, and an ongoing progressive record of church or ministry involvement must be maintained.

The *Student Ministries Office* facilitates and documents the participation of students in ministry activities. Students consult with the Director of this office about their placement in local churches and ministry outreaches. Descriptions of the student’s ministry experiences are retained in a Student Ministry Record. On-campus students are required to attend chapel services every semester. Also, all students who have a class immediately prior to chapel are required to attend chapel. In order to graduate, a student must achieve “Satisfactory Standing” in Student Ministries for a minimum number of semesters equal to three fourths of the semesters enrolled. In addition, the prospective graduate must achieve “Satisfactory Standing” in the two semesters immediately prior to the date of graduation.

## **STUDENT ORGANIZATIONS**

### **Associated Student Body**

The *Associated Student Body (ASB)* is composed of four officers and eight representatives: two freshman, two sophomores, two junior/senior, and two off-campus students.

The ASB plans much of the school's social activities. It fosters school pride, promotes school spirit, and seeks to build school loyalty.

## **Four Winds**

The College yearbook, the *Four Winds*, gives a pictorial review of the events of the school year. A staff of interested students works with the yearbook advisor to compose the year.



## **Counseling**

Social and spiritual counseling is available through the Resident Counselor's Office. The student may obtain help in adjusting to campus life, personal life issues, and in providing guidance in relating educational experience to life's goals.

## **Student Housing**

All full-time single students are required to live on campus. The Director of Student Services must approve any exceptions prior to the student taking residence off-campus. The dormitories are closed during the Thanksgiving weekend, Christmas holidays, and Spring Break. The college reserves the right to inspect dormitory rooms at any time.

## **Food Services**

Three meals each weekday are served in the dining hall according to the college calendar. Also, two meals per day are served on the weekends. Other food services may also be available through Student Services or other campus entities.

## **Health**

Eligible Native Americans may utilize the services of Phoenix Indian Hospital for health needs. The hospital is located at 16th Street and Indian School Road, and is eleven miles from AIC. Students must arrange for their own transportation except for emergencies. Students not registered with a tribe, or whose tribe is not recognized by the Department of Interior as being eligible for federal programs, are expected to carry hospitalization insurance.



## **DEGREES OFFERED**

### **Bachelor of Arts**

- Business Administration \*
- Christian Ministry
- Elementary Education
- Humanities \*
- Interdisciplinary Studies \*
- Social Science \*

### **Associate of Arts**

- Business
- Christian Ministry
- Humanities \*
- Interdisciplinary Studies \*
- Social Science \*

\* AIC, regionally accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) will soon submit its request to the Commission for approval of these new degree programs. These new initiatives will be reviewed by HLC in March 2013 and have not been approved. The goal for completing this process of review and action by HLC is projected for completion by the end of spring semester of 2013, but we cannot assume that approval will be given.

# GENERAL EDUCATION DEPARTMENT

**Chair: Karen Bramble, M.Ed.**

## PHILOSOPHY OF GENERAL EDUCATION

American Indian College subscribes to the idea that a well-educated individual should be broadly educated and gain exposure to a wide range of general knowledge. In addition to curriculum in a student's major, all students are required to take General Education courses that will expose them to a broad educational spectrum housed within a Christ-centered worldview.

Graduates of American Indian College will be expected to demonstrate the following learning outcomes:

1. An evangelical and Pentecostal understanding of the origins, structure, history, and teachings of the Bible
2. The ability to effectively present persuasive and informative oral presentations in diverse settings using an appropriate style and delivery
3. The ability to write coherent sentences, essays, and term papers using correct spelling, grammar, punctuation, syntax, and generally acceptable means of source documentation
4. A mastery of basic mathematical concepts including skills and use of numbers and the structure of number systems, theories of mathematical operations, linear equations, polynomials, factoring, exponents, roots and radicals
5. An understanding of the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world from a Christian-world perspective.
6. A fundamental, biblically integrated and culturally relevant understanding of human behavior that focuses on major psychological theories, terminology, and psychological development
7. A fundamental understanding of the people and events corresponding to

a specific time period of American history (pre-Spanish American War, post Spanish American War, or American Indian History)

8. Progressive skills in the application and diverse use of computer technology
9. A mastery of practices and principles contributing to strong learning, life skills, academic socialization, and integration of Biblical values as practiced within the American Indian College community
10. Knowledge, participation, and performance of basic physical education and wellness

## GENERAL EDUCATION REQUIREMENTS

### 42 Credits

#### **Bible and Theology** **9 credits**

BIB 113 Old Testament Survey (3)

BIB 123 New Testament Survey (3)

THE 113 Essentials of Pentecostal Theology (3)

#### **College Skills** **3 credits**

PSY 103 College Success (3)

#### **Computer Competency** **3 credits**

BUS 163 Introduction to Computers (3)

#### **Communication** **9 credits**

COM 243 Fundamentals of Public Communication (3)

ENG 103 English I (3)

ENG 113 English II (3)

#### **Math and Science** **7 credits**

MAT 213 College Algebra (3), or

BUS/MAT 203 Business Math (3) or

MAT 183 Math For Elementary Teachers (3)

SCI 213 Biological Science (3)

SCI 211 Biological Science Lab (1), or

SCI 223 Physical Science (3)

SCI 221 Physical Science Lab (1)

#### **Physical Education** **2 credits**

PED 121 Physical Education I (1)  
PED 141 Physical Education II (1)

**Social Science**

**6 credits**

HIS 113 American History I (3)  
PSY 123 Introduction to Psychology (3), or  
SOC 113 Introduction to Sociology

**General Elective**

**3 credits**

**BUSINESS ADMINISTRATION DEPARTMENT**

**Chair: Patricia L. Jackson, M.B.A.**

**Degrees offered**

Associate of Arts (A.A.)  
Bachelor of Arts (B.A.)

**Associate of Arts in Business**

**PROGRAM DESCRIPTION**

The Associate of Arts degree in Business serves a three-fold purpose. First, the AA degree provides a basic knowledge of business management and skills necessary for entry-level employment. Second, the AA degree provides pre-professional training for those who wish to continue on to obtain a Bachelors Degree in Business Administration. Third, a core study of Bible and theology provides the spiritual and ethical components necessary for the business world.

**COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits  
Core Requirements: 27 Credits

**PROGRAM OBJECTIVES**

As a result of completing the Associate of Arts in Business:

1. Students will demonstrate a basic knowledge of accounting procedures, general management techniques, marketing, business law, ethics, computers, economics, and business math.

2. Students will demonstrate knowledge of subject matter, theories, and basic principles of the business world.
3. Students will respond ethically and communicate effectively within the business environment.
4. Students will be equipped to perform as Christians with excellence, demonstrating integrity and moral and ethical values in an ever-changing business environment.

**Associate of Arts in Business  
Program of Study  
69 hours**

**General Education: 42 credits**

**Core Requirements: 27 credits**

**Business & Management: 12 Credits**

BUS 113 Business Principles (3)

BUS 123 Principles of Management (3)

BUS 143 Introduction to Marketing (3)

BUS 243 Career Development (3)

**Computer Competency: 3 Credits**

BUS 273 Computer Applications (3)

**English: 3 Credits**

BUS/ENG 253 Writing for Professionals (3)

**Mathematics: 3 Credits**

BUS/MAT 223 Accounting Fundamentals (3)

**Social Science: 6**

BUS/SS 263 Principles of Economics (3)

BUS/SS 283 Business Ethics (3)

**TOTAL 69 credits**

**Bachelor of Arts in Business Administration**  
**Program of Study**  
**129 credits**

**PROGRAM DESCRIPTION**

The Bachelor of Arts in Business Administration degree program is designed to prepare graduates with the requisite knowledge, skills, and values to effectively apply various business principles and tools in an organizational setting. In addition, an internship is assessed for practical learning and career readiness.

**COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits

Core Requirements: 76 Credits

Elective Requirements: 11 Credits

**PROGRAM OBJECTIVES**

As a result of completing the Bachelor of Arts in Business Administration students will:

1. Demonstrate requisite knowledge, skills, and values to effectively apply various highly developed business principles in areas of accounting and finance, critical thinking and decision-making, business law and ethics, organizational management, and leadership, human resources, environmental issues, research and evaluation, business statistics, and technology.
2. Demonstrate knowledge designed to bridge the gap between theory and practical application of the 21<sup>st</sup> century business and global environments.
3. Objectify a comprehensive understanding of the undergraduate business curricula through an integrated topic course, and exhibit practical learning as it relates to career readiness assessed in a workplace internship
4. Students will be equipped to perform as Christians with excellence, upholding integrity, moral, and ethical values in the business and global environments.

## **General Education Requirements: 42 Credits**

### **Core Requirements: 76 Credits**

#### **Bible & Theology: 6 Credits**

BIB 213 Synoptic Gospels (3)

THE 123 Theology of the Scriptures (3)

#### **Business & Management: 40 Credits**

##### **Business Courses: 28 credits**

BUS 113 Business Principles (3)

BUS 123 Principles of Management (3)

BUS 143 Introduction to Marketing (3)

BUS 213 Skills for Professional Development (3)

BUS 242 Web 2.0 Concept Applications (2)

BUS 243 Career Development (2)

BUS 343 International Business (3)

BUS 373 Human Resource Management (3)

BUS 433 Research and Evaluation (3)

BUS 473 Special Topics: Internship (3)

##### **Management Courses: 12 credits**

MGT 213 Organizational Management & Leadership (3)

MGT 323 Critical Thinking and Decision Making (3)

MGT 363 Business & Project Planning/Development & Implementation (3)

MGT 443 Small Business and Entrepreneurship (3)

#### **Computer Competency: 3 Credits**

BUS 273 Computer Applications (3)

#### **English: 3 Credits**

BUS/ENG 253 Writing for Professionals (3)

#### **Math/Science: 12 Credits**

BUS/MAT 223 Accounting Fundamentals (3)

BUS/MAT 323 Business Statistics (3)

BUS/MAT 423 Accounting and Finance for Decision Making (3)

SCI/SS 333 Environment Issues (3)

#### **Social Science: 9**

BUS/SS 263 Principles of Economics (3)

BUS/SS 283 Legal, Ethical, Regulatory Issues in Business (3)

BUS/SS 383 Business Ethics (3)

**Visual/Performing Arts: 3**  
VPA/HUM/ART/MUS Selection (3)

**Elective Requirements: 11 Credits**

**Bible/Theology Electives: 3**  
BIB/THE Elective (3)

**Business Electives: 8**  
BUS/MGT Electives See Advisor

**CHRISTIAN MINISTRY DEPARTMENT**

**Chair: David Cleaveland, M.Div.**

**Degrees offered:**

Associate of Arts (A.A.)  
Bachelor of Arts (B.A.)

**Purpose:**

The Christian Ministry Department seeks to accomplish a three-fold purpose:

1. To adequately prepare those students who sense a divine call to fulltime ministry.
2. To provide biblical and theological foundation to those students who are engaged in one of the college's other degree programs.
3. To provide Biblical, theological, and ministerial studies to those students who may be attending the college for the purpose of improving their own spiritual formation and Christian service, but may not sense a divine call to full-time vocational ministry.

## **Associate of Arts in Christian Ministry**

### **PROGRAM DESCRIPTION**

The Associate of Arts in Christian Ministry provides Biblical, theological, and ministerial studies to those students who may be attending the college for the purpose of improving their own spiritual formation and Christian service, the college offers the Associate of Arts in Christian Ministry.

### **COURSEWORK REQUIREMENTS**

To complete the Associate of Arts, 65 credits are required.

General Education Requirements: 42 Credits

Core Requirements: 23 Credits

### **PROGRAM OBJECTIVES**

Upon completion of the Associate of Arts in Christian Ministry at American Indian College:

- The student will display a basic ability to study and interpret the Scriptures, appropriately applying scriptural truth to the cultural context in which he or she is engaged.
- The student will demonstrate the basic skills necessary for effective teaching, preaching, and lay leadership in local churches or para-church ministries.

### **Associate of Arts in Christian Ministry Program of Study 65 Credits**

**General Education: 42 credits**

**Core Requirements: 23 credits**

**Bible and Theology: 12 credits**

BIB 213 Synoptic Gospels (3)

BIB 233 Biblical Interpretation (3)

BIB 243 Acts (3)

BIB 253 Pauline Epistles (3)

**Ministerial Studies: 11 Credits**

MIS 113 World and U. S. Missions (3)

PMT 112 Principles of Evangelism (2)

PMT 232 Foundations of Leadership (2)

PMT 242 The Assemblies of God (2)

PMT 312 Biblical Preaching I (2)

**Bachelor Arts in Christian Ministry**

**PROGRAM DESCRIPTION**

The Bachelor of Arts in Christian Ministry adequately prepares students who sense a divine call to ministry. The program is designed to prepare students in the Bible, theology, and practical aspects of Christian Ministry

**COURSEWORK REQUIREMENTS**

To complete the Bachelor of Arts, 128 credits are required.

- General Education Requirements: 42 credits
- Core Requirements: 59 credits
- Concentration Requirements: 24 credits
- General Elective Requirements: 3 credits

**PROGRAM OBJECTIVES**

Upon completion of the Bachelor of Arts in Christian Ministry at American Indian College:

- The student will display the ability to study and interpret the Scriptures, appropriately applying Scriptural truth to the cultural context in which he/she is engaged.
- The student will demonstrate an effective teaching and/or preaching ministry.
- The student will understand the nature and purposes of the Church in both its universal and local expressions.

- The student will display the skills necessary to provide effective leadership to local churches or para-church ministries.
- The student will exhibit the Christian character, personal maturity, and moral integrity necessary for Christian service.
- The degree program gives a fundamental preparation for church ministry in general, then allows the student to concentrate on an area of particular interest.

The student will choose one from the following **Concentrations**:

**Church Ministries Concentration (24 credits)**

The goal of this concentration is to intensify the basic ministerial introduction in the degree core, providing a deeper, well-balanced education in the multifaceted ministry of the local church. This program will benefit those intending to serve in evangelistic ministries as well as those looking to minister as pastors.

**Christian Education and Youth Ministry Concentration (24 credits)**

The purpose of this concentration is to supply the student with additional education and training in the educational ministry of the church, combined with an introduction to the particular needs of youth. Electives may be chosen to weight the program toward one of these areas or the other, or may be combined to provide a good foundation in both areas.

**Intercultural Ministries Concentration (24 credits)**

The goal of this concentration is to prepare students for intercultural ministry if they aspire to ministry in cross-cultural settings. Students who are intending to serve in Native American ministry may want to consider this program since it can enhance the effectiveness of their ministry to those of other tribes and regions.

**Bible and Theology Concentration (24 credits)**

This concentration is designed to deepen the biblical knowledge of the student to a greater degree than is possible through the degree core. It allows the student who is comfortable with the amount of ministerial studies in the degree core to take advantage of the unique opportunity of resident studies at the College, spending the majority of their junior and senior years in the direct study of God's Word.

**Bachelor Arts in Christian Ministry**  
**Program of Study**  
**128 credits**

**General Education: 42 credits**

**Core Requirements: 59 credits**

**Bible: 21 credits**

- BIB 213 Synoptic Gospels (3)
- BIB 233 Biblical Interpretation (3)
- BIB 243 Acts (3)
- BIB 253 Pauline Epistles (3)
- BIB 323 Romans and Galatians (3)

Choose One:

- BIB 313 Prophets I: Isaiah (3)
- BIB 333 Prophets II: Minor Prophets (3)
- BIB 363 Daniel and Revelation (3)

- BIB 443 Pentateuch (3)

**Theology: 9 credits**

- THE 123 Theology of the Scriptures, God, and Christ (3)
- THE 213 Theology of Man, Sin, Salvation, and Angels (3)
- THE 323 Theology of the Holy Spirit, Church, & Final Events (3)

**Ministerial Studies Core: 29 credits**

- CHS 313 Church History (3)
- CST 323 Intercultural Communications and Relationships (3)
- MIS 113 World and U.S. Missions (3)
- PMT 112 Principles of Evangelism (2)
- PMT 212 Introduction to Spiritual Formation (2)
- PMT 232 Foundations of Leadership (2)
- PMT 242 The Assemblies of God (2)
- PMT 312 Biblical Preaching I (2)
- PMT 322 Biblical Preaching II (2)
- PMT 352 Ministerial Ethics & Relationships (2)
- PMT 453 The Ministry of the Pastor (3)
- SOC 313 Marriage and Family (3)

In addition to the program core, the student will fulfill the requirements of one of the following concentrations:

## **Concentration Requirements:**

### **Church Ministries Concentration: 24 credits**

BIB/LIT/ENG 363 Wisdom Literature (3)

CED 113 Introduction to Christian Education (3)

Choose One:

PMT 313 Children's Ministry (3)

OR

YMT 213 Foundations of Youth Ministry (3)

MIS 313 Planting and Establishing Churches (3)

PMT 373 Leading the Worship Service (3)

PMT 413 Practicum in Ministry (3)

PMT 433 Church Administration and Finance (3)

Electives (Choose One for 3 credits)

CED, ESL, PMT, YMT, MIS, CST

### **Christian Education and Youth Ministry Concentration: 24 credits**

CED 113 Introduction to Christian Education (3)

CED 223 Principles of Teaching (3)

CED 333 Christian Education for Adults (3)

PMT 313 Children's Ministry (3)

PMT 413 Practicum in Ministry (3)

YMT 213 Foundations of Youth Ministry (3)

YMT/SOC 423 Sociology of American Youth (3)

PMT 373 Leading the Worship Service (3)

### **Intercultural Ministries Concentration: 24 credits**

ESL 313 Principles of Teaching ESL (3)

ESL 353 Sociolinguistics (3)

MIS 313 Planting and Establishing New Churches (3)

MIS/CST 343 World Religions and Cults (3)

MIS/CST 413 Cultural Awareness (3)

PMT 413 Practicum in Ministry (3)

PMT 433 Church Administration and Finance (3)

Electives (3credits)

CST, ESL, MIS, PMT, YMT

### **Bible and Theology Concentration: 24 credits**

BIB 353 Historical Books (3)

BIB 373 Corinthian Correspondence (3)  
BIB 423 Hebrews and General Epistles (3)  
BIB/LIT/ENG 383 Wisdom Literature (3)

Choose One:

BIB 313 Prophets I: Isaiah (3)  
BIB 333 Prophets II: Minor Prophets (3)  
BIB 363 Daniel and Revelation (3)

Electives (6)

Must be drawn from: BIB, BLG, THE

Electives (3)

Must be drawn from: CST, CED, MIS, PMT

### **General Electives: 3 credits**

Any approved course(s) within the catalog. See advisor.

*Note: Students should be aware that completion of a degree in Christian Ministry alone does not in and of itself qualify one for ministerial credentials with the Assemblies of God. Completion of the degree merely meets the academic requirements required for credentials.*

*Application for credentials must be made by separate action through the student's home district, and complete requirements are determined by the district presbytery in conjunction with the General Council.*

*Each district has additional character, ministry experience, and other qualifications that must also be met. All questions regarding ministerial credentials with the Assemblies of God should be referred to the district through which the student wishes to receive credentials.*

## **ELEMENTARY EDUCATION DEPARTMENT**

**Chair: Lori Pryor-Kuba, Ed.D.**

### **Degree offered:**

Bachelor of Arts (B.A.)

## **Bachelor of Arts in Elementary Education**

### **PROGRAM DESCRIPTION**

The education program of study is designed to prepare future teachers for Arizona state certification or to continue studies in graduate school. This program emphasizes both Christian and professional maturation as well as excellence in teaching and learning in educational institutions and systems.

### **COURSEWORK REQUIREMENTS**

To complete the Bachelor of Arts, 128 credits are required.

General Education Requirements: 42 Credits

Core Requirements: 80 Credits

Elective Requirements: 6 Credits

### **PROGRAM OBJECTIVES**

As a result of completing the Bachelor of Arts in Elementary Education, the student will:

- Be able to discuss the art, science, history, trends, issues, philosophy and theories of education and formulate both a Christian worldview and a professional philosophy of learning and teaching.
- Comprehend and apply general and content area matter in a balanced approach which is essential and complimentary for an educated person.
- Organize curriculum according to state standards; plan and implement effective instruction, and assess learning resulting from best educational practices.
- Create the learning environment and teaching climate appropriate for the development stages of children and youth and implement the appropriate educational strategies and techniques.
- Be able to efficiently educate and manage a classroom in the public or private school sectors as a prepared educator who will serve in a variety of critical educational roles.

Students planning to teach in another state or a foreign country are advised to plan their teacher program of study according to the specific professional and educational requirements and guidelines of that jurisdiction for licensure, certification and endorsements.

**Bachelor of Arts in Elementary Education  
Program of Study  
128 Credits**

**General Education: 42 credits**

**Core Requirements: 80 credits**

**Subject Matter Competency: 26 credits**

**Bible and Theology: 6 credits**

BIB 213 Synoptic Gospels (3)

THE 123 Theology of the Scriptures (3)

**English/Literature: 3 credits**

ENG/LIT 363 Children's Literature (3)

**Math/Science: 7 credits**

MAT 223 Finite Mathematics (3)

OR

EDU/MAT \_\_\_ Special Topics (3) See Advisor

SCI 223 Physical Science (3)

SCI 221 Physical Science Lab (1)

**Social Science: 10 credits**

GOV 211 Arizona State Gov't (1) *State Certification Req.*

&

GOV 213 US National Gov't (3) *State Certification Req.*

OR

GOV 214 National and State Government (4) *State Certification Req.*

HIS 123 American History II (3)

PSY 233 Child and Adolescent Psychology (3)

**Professional Education : 54 credits**

EDU 213 Foundations of Education (3)

EDU 223 Educational Psychology (3)

EDU 313 Foundations of Reading and Phonics (3)  
EDU 323 Educating Exceptional Children (3)  
EDU 353 Cultural Diversity in the Classroom (3)  
EDU 373 Foundations of SEI (3) *State Certification Req.*  
EDU 383 Methods of SEI (3) *State Certification Req.*  
EDU 413 Mathematics Methods (3)  
EDU 423 Assessment and Evaluation (3)  
EDU 433 Classroom Management (3)  
EDU 443 Reading and Phonics Methods (3)  
EDU 453 Language Arts Methods (3)  
EDU 463 Social Studies Methods (3)  
EDU 473 Science Methods (3)  
EDU 486 Student Teaching I (6)  
EDU 496 Student Teaching II (6)

**Elective Requirements: 6 Credits**

Bib/Theo elective (3)

VPA/HUM/ART/MUS elective (3)

**HUMANITIES DEPARTMENT**



**Chair: Aretha Matt, Ph.D.**

**Degrees offered**

Associate of Arts (A.A.)

Bachelor of Arts (B.A.)

**Associate of Arts in Humanities**

**PROGRAM DESCRIPTION**

The Associate of Arts degree in Humanities will provide a foundation in the visual and performing arts. It will involve the integration of multiple disciplines such as art, music, drama, literature, writing, history, philosophy, ethics and religion.

**COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits

Core Requirements: 21 Credits

Elective Requirements: 3 Credits

## **PROGRAM OBJECTIVES**

As a result of completing the Associate of Arts Degree in Humanities, the graduate will:

- Demonstrate a foundational understanding of the Fine Arts, Performing Arts, and/or Visual Arts
- Demonstrate foundational competencies in the areas of English, Communications, Mathematics, Science, and Social Science
- Demonstrate a foundational understanding of Biblical and Christian theological teachings and the ability to integrate those teachings into a future career path.

### **Associate of Arts in Humanities Program of Study 66 credits**

#### **General Education: 42 credits**

#### **Core Requirements: 21 credits**

##### **Communications: 3**

COM 153 Interpersonal Communications (3)

##### **English: 6**

LIT/ENG 123 Introduction to Literature (3)

LIT/ENG 203 American Literature (3)

##### **Humanities: 6**

HUM 153 Introduction to Humanities (3)

VPA/HUM Selection (3) See advisor

##### **Social Science: 6**

HIS 123 American History II (3)

PHI 103 Introduction to Philosophy (3)

#### **Elective Requirements: 3 credits**

VPA/HUM (3) See advisor

## **Bachelor of Arts in Humanities**

### **PROGRAM DESCRIPTION**

The Bachelor of Arts in Humanities will provide a strong foundation in the visual and performing arts. It will involve the integration of multiple disciplines such as art, music, drama, literature, writing, history, philosophy, ethics and religion.

### **COURSEWORK REQUIREMENTS**

To complete the Bachelor of Arts, 129 credits are required.

General Education Requirements: 42 Credits

Core Requirements: 60 Credits

Elective Requirements: 27 Credits

### **PROGRAM OBJECTIVES**

As a result of completing the Bachelor of Arts Degree in Humanities, the graduate will:

- Demonstrate an understanding of and competency in the Fine Arts, Performing Arts, and/or Visual Arts
- Demonstrate an understanding of and competency in the areas of English, Communications, Mathematics, Science, and Social Science
- Demonstrate an understanding of Biblical and Christian theological teachings and the ability to integrate those teachings into a future career path.

## **Bachelor of Arts in Humanities**

### **Program of Study**

**129 Credits**

**General Education: 42 Credits**

**Core Requirements: 60 Credits**

**Bible/Theology: 6**

BIB 213 Synoptic Gospels (3)  
THE 123 Theology of Scripture (3)

**Communications: 9**

COM 153 Interpersonal Communications (3)  
FNL 203 Spanish I (or other foreign language) (3)  
FNL 213 Spanish II (or other foreign language) (3)

**English: 9**

LIT /ENG 103 Introduction to Literature (3)  
LIT/ENG 203 American Literature (3)  
LIT/ENG 313 World Literature (3)

**History: 9**

HIS 123 American History II (3)  
HIS 303 Western Civilization I (3)  
HIS 313 Western Civilization II (3)

**Humanities: 12**

HUM 153 Introduction to Humanities (3)  
HUM 323 Humanities Internship I (3)  
HUM 423 Humanities Internship II (3)  
HUM 453 Humanities Internship III (3)

**Math/Science: 6**

Select two from MAT or SCI courses. See Advisor

**Social Science: 3**

PHI 103 Introduction to Philosophy (3)

**Visual/Performing Arts: 6**

Select two from ART, MUS, HUM, LIT courses. See Advisor

**Elective Requirements: 27 Credits**

Bible/Theology Electives (3)  
English Electives (6)  
Humanities Electives (6)  
Social Science Electives (6)  
Visual/Performing Arts Electives (6)  
See Advisor

## INTERDISCIPLINARY STUDIES DEPARTMENT



**Chair: Aretha Matt, Ph.D.**

### **Degrees offered**

Associate of Arts (A.A.)

Bachelor of Arts (B.A.)

### **Associate of Arts in Interdisciplinary Studies**

#### **PROGRAM DESCRIPTION**

The Associate of Arts degree in Interdisciplinary Studies will provide students with an opportunity to blend coursework from different academic areas. Through a series of interdisciplinary courses, students will learn to identify connections among areas of interest and actively engage in problem-solving that crosses ethnic, regional, and global boundaries.

#### **COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits

Core Requirements: 18 Credits

Elective Requirements: 6 Credits

#### **PROGRAM OBJECTIVES**

As a result of completing the Associate of Arts Degree in Interdisciplinary Studies, the graduate will:

- Demonstrate a foundational understanding of the interconnections among various areas of interest as well as an understanding of problem-solving that crosses ethnic, regional, and global boundaries
- Demonstrate a foundational understanding of Native American History and Literature
- Demonstrate foundational competencies in the areas of English, Communications, Mathematics, Science, and Social Science

- Demonstrate a foundational understanding of Biblical and Christian theological teachings and the ability to integrate those teachings into a future career path.

**Associate of Arts in Interdisciplinary Studies**  
**Program of Study**  
**66 credit hours**

**General Education: 42 credits**

**Core Requirements: 18 credits**

**Communications: 3 credits**

COM 153 Interpersonal Communications (3)

**Cultural Studies: 3 credits**

CST 103 Global Studies (3)

**English: 3 credits**

LIT/ENG 253 Native American Literature (3)

**Government: 3 credits**

GOV 113 Introduction to Political Science (3)

**History: 6 credits**

HIS 123 American History II (3)

HIS 223 History of the American Indian (3)

**Visual/Performing Arts: 3 credits**

VPA/HUM (3) See advisor

**Elective Requirements: 6 credits**

English/Literature: 3

Interdisciplinary Studies: 3

See Advisor

**Bachelor of Arts in Interdisciplinary Studies**

**PROGRAM DESCRIPTION**

The Bachelor of Arts degree in Interdisciplinary Studies will provide students with an opportunity to blend coursework from different academic

areas and apply new knowledge and skills to real-world scenarios. Through a series of interdisciplinary core courses, students will learn to identify connections among areas of interest and actively engage in problem-solving that crosses ethnic, regional, and global boundaries.

## **COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits

Core Requirements: 57 Credits

Elective Requirements: 30 Credits

## **PROGRAM OBJECTIVES**

As a result of completing the Bachelor of Arts Degree in Interdisciplinary Studies, the graduate will:

- Demonstrate an understanding of and competency regarding the interconnections among various areas of study as well as an understanding of problem-solving that crosses ethnic, regional, and global boundaries
- Demonstrate a foundational understanding of and competency regarding Native American History and Literature
- Demonstrate an understanding of and academic competency in the areas of English, Communications, Mathematics, Science, and Social Science
- Demonstrate an understanding of Biblical and Christian theological teachings and the ability to integrate those teachings into a future career path.

### **Bachelor of Arts in Interdisciplinary Studies Program of Study 129 credits**

**General Education: 42 credits**

**Core Requirements: 57 credits**

**Bible/Theology: 6 credits**

BIB 213 Synoptic Gospels (3)

THE 123 Theology of Scriptures (3)

**Communications: 9 credits**

COM 153 Interpersonal Communication (3)

FNL 203 Foreign Language I (3)

FNL 303 Foreign Language II (3)

**Cultural Studies: 3 credits**

CST 103 Global Studies (3)

**English: 6 credits**

LIT 103 Introduction to Literature (3)

LIT 253 Native American Literature (3)

**Government: 3 credits**

GOV 103 Introduction to Political Science (3)

**History: 6 credits**

HIS 223 History of the American Indian (3)

(Select one of the following)

HIS 303 Western Civilizations I (3)

HIS 313 Western Civilizations II (3)

**Human Development: 3 credits**

PSY 233 Child Adolescent Psychology (3)

**Interdisciplinary Studies: 3 credits**

IDS 403 Interdisciplinary Studies Application (3)

**Math/Science: 6 credits**

Select two from MAT or SCI courses. See Advisor

**Social Science: 9 credits**

Select three from BUS, CST, MIS, ECE, EDU, GEO, PHI, PSY, SOC courses.

See Advisor

**Visual/Performing Arts: 3 credits**

Select one from ART, CST, MUS, HUM, LIT courses. See Advisor

**Electives: 30 credits**

Bible/Theology: 3 credits

Cultural Studies: 3 credits

English: 6 credits

Government: 3 credits

History: 3 credits

Interdisciplinary Studies: 3 credits

Social Science: 6 credits  
Visual/Performing Arts: 3 credits  
See Advisor

## **SOCIAL SCIENCE DEPARTMENT**



**Chair: Lori Pryor-Kuba, Ed.D.**

### **Degrees offered**

Associate of Arts (A.A.)

Bachelor of Arts (B.A.)

### **Associate of Arts in Social Science**

#### **PROGRAM DESCRIPTION**

The Associate of Arts degree in Social Science will provide students with an interesting study of mankind in a systematic manner, from a study of the past and its relationship to the present as well as the future. It will involve the integration of areas of study such as history, culture and diversity, government, international/multicultural studies, and sociology.

#### **COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits

Core Requirements: 21 Credits

Elective Requirements: 3 Credits

#### **PROGRAM OBJECTIVES**

As a result of completing the Associate of Arts Degree in Social Science, the graduate will:

- Demonstrate a foundational understanding of the study of mankind, from a study of the past and its relationship to the present and future
- Demonstrate a foundational understanding of areas of study such as history, culture, diversity, government, psychology, and sociology
- Demonstrate foundational competencies in the areas of English, Communications, Mathematics, Science, and Social Science

- Demonstrate a foundational understanding of Biblical and Christian theological teachings and the ability to integrate those teachings into a future career path.

**Associate of Arts in Social Science  
Program of Study  
66 credits**

**General Education Requirements: 42 credits**

**Core Requirements: 21 credits**

**Communications: 3 credits**

COM 153 Interpersonal Communications (3)

**Cultural Studies: 3 credits**

CST 103 Global Studies (3)

**English: 6 credits**

LIT/ENG 123 Introduction to Literature (3)

LIT/ENG 203 American Literature (3)

**Government: 3 credits**

GOV 113 Introduction to Political Science (3)

**History: 3 credits**

HIS 123 American History II (3)

**VIS/Performing Arts: 3 credits**

ART/HIS 153 Art History (3)

**Elective Requirements: 3 credits**

Social Science: 3 credits

See Advisor

**Bachelor of Arts in Social Science**

**PROGRAM DESCRIPTION**

The Bachelor of Arts degree in Social Science will provide students with an interesting study of mankind in a broad, systematic manner, from a study of the past and its relationship to the present as well as the future. It will involve the integration of areas of study such as history, culture and

diversity, American and world civilizations, government, legal studies, criminology, and sociology.

## **COURSEWORK REQUIREMENTS**

General Education Requirements: 42 Credits

Degree Requirements: 54 Credits

Elective Requirements: 33 Credits

## **PROGRAM OBJECTIVES**

As a result of completing the Bachelor of Arts Degree in Social Science, the graduate will:

- Demonstrate an understanding of and competency regarding the study of mankind, from a study of the past and its relationship to the present and future
- Demonstrate an understanding of and competency regarding selected areas of study such as history, culture, diversity, American and world civilizations, government, legal studies, geography, anthropology, criminology, psychology, and sociology
- Demonstrate an understanding of and competency in the areas of English, Communications, Mathematics, and Science
- Demonstrate an understanding of Biblical and Christian theological teachings and the ability to integrate those teachings into a future career path.

### **Bachelor of Arts in Social Science Program of Study 129 credits**

**General Education Requirements: 42 Credits**

**Core Requirements: 54 credits**

**Bible/Theology: 6**

BIB 213 Synoptic Gospels (3)

THE 123 Theology of Scriptures (3)

**Communications: 3**

COM 153 Interpersonal Communications (3)

**Cultural Studies: 3**

CST 103 Global Studies (3)

**English/Literature: 9**

LIT/ENG 123 Introduction to Literature (3)

LIT/ENG 203 American Literature (3)

LIT/ENG 313 World Literature (3)

**Government: 3**

GOV 113 Introduction to Political Science (3)

**History: 9**

HIS 123 American History II (3)

HIS 303 Western Civilization I (3)

HIS 313 Western Civilization II (3)

**Math/Science: 6**

Select two MAT or SCI courses. See Advisor

**Social Science: 12**

Select four BUS, CST, MIS, EDU, ECE, GEO, PSY, SOC, YMT courses.

See Advisor.

**VIS/Performing Arts: 3**

ART/HIS 153 Art History (3)

**Elective Requirements: 33 credits**

Bible/Theology: 3 credits

Cultural Studies: 6 credits

English: 3 credits

Government: 6 credits

History: 3 credits

Social Science: 6 credits

Visual/Performing Arts: 6 credits

See Advisor.

## **LEARNING RESOURCE DEPARTMENT**



**Chair: Karen Bramble, M.Ed.**

### **Learning Resource Department**

Students enrolled in Learning Resource Department courses may be awarded up to eighteen hours of college credit. Only nine hours, however, may be applied toward a student's degree program (as general electives). (Note: see departmental chairperson for questions regarding your specific major).

### **Learning Resource Department Dismissal**

Students who fail to achieve required exit scores from Learning Resource Department courses within two semesters of study will be subject to academic dismissal. Students who are dismissed may petition the Academic Affairs Committee for readmission.

## **LIBRARY**



**Librarian: John Rose, M.S.**

The library provides a quiet place for group and individual study, class research training, computers for research and writing, and professional staff assistance. The Cummings Library supports the college curriculum with over 24,000 books, periodicals, electronic resources, media (video and audio) and educational curriculum materials for student and faculty use. In addition, students and faculty may borrow materials at member colleges of the Theological Library Cooperative of Arizona, which includes eight institutions in the Phoenix metropolitan area. AIC students and faculty have access to these libraries and check-out privileges within certain guidelines using an AIC ID card. For further information, contact the librarian or check the library's website at [www.AICLibrary.com](http://www.AICLibrary.com).

The library includes large study tables as well as individual computer terminals and a study room with audio-visual equipment. Students may also bring personal laptop computers into the library to access the Internet through wireless connection.

Students access research materials through searching the library's computer catalog, through online research from the library website, or using the periodical indexes. The library subscribes to many periodicals in print format, but electronic databases of periodicals are available through the library website as well. Instruction in library research is provided by the librarians in classes or individually as requested, as well as through tutorials on the library website. The website also contains resource pages for each curricular major, with links to online academic research sources. In addition, links to citation and reference materials as well as style guides for MLA and APA formats are available on the library website.

The library continuously acquires new resources for student and faculty use. Generous donations from supporters have allowed Cummings Library to develop depth in the Christian Ministries area in particular. Other special areas of focus include the Native American Collection, which contains books about Native Americans as well as Bibles and other materials in Native American languages. The Juvenile Collection, which is used primarily by Elementary Education majors, gives these students the depth of knowledge in children's literature needed for their profession. Together these and other library resources provide essential support to the curricular programs of the college.

## **ONLINE EDUCATION**



**Coordinator: Karen Bramble, M.Ed.**

AIC offers a limited amount of courses in an online education format in order to better serve students whose personal schedule and/or geographical locale requires this. The online education that is presently offered by AIC is in a state of continuous development and additional information will be provided as new policies, procedures, and courses are developed. All students who wish to take some of their coursework in an online format should be aware of the following:

\*Students who wish to enroll in online courses must still be admitted to the College utilizing the same registration and online process as "ground" students. They are further expected to comply with the same academic, social, and spiritual requirements expected of all other AIC degree-seeking students.

\*Online coursework taken at AIC may not comprise more than 49% of a

student's degree program.

\*Only students who are highly-motivated, self-directed, and successful at working independently should plan on enrolling in online courses.

\*Online courses will have a higher expectation of reading and completion of written assignments to offset the lack of in-class lecture and activities. Students should not enroll in online courses unless they are aware of this and willing to invest the type of time required to succeed in this format of learning.

\*Those students who wish to be involved in online learning and reside outside reasonable commuting distance to the College should only enroll in online courses if they plan to eventually relocate in the Phoenix Metropolitan area since only a limited amount of online credits can be applied towards the student's degree program.

\*Since there are only a limited amount of online courses available, students should only enroll in these courses when there is a compelling need to do so such as schedule conflicts with "ground classes" or when logistical concerns related to traveling distance exist. The College's priority will always be to assign students to "ground" classes when possible.

\*Students who wish to take online courses in a department other than their major will consult with and get the approval of their academic advisor who will consult with the department chair of the course(s) that they wish to take.

\*Students taking online courses may be required to demonstrate certain competencies such as writing skills, successful completion of any required prerequisites (with a grade of "C" grade or higher) or the completion of an online tutorial before being admitted to online courses.

\*Students wishing to take online coursework must ensure that they have a computer that meets the technological threshold necessary to do the online courses. Those thresholds include (but are not limited to) high speed internet, and a computer that has sufficient memory and speed to handle the web-based materials. It is the student's individual responsibility to ensure that (s)he has a computer that can interface with the web-based curriculum. Specific questions about system requirements should be addressed to the Director of Online Education at AIC.

\*Students enrolling in online courses will receive an initial email from the Director of Online Education containing all log-in information. Students who are having difficulty accessing or working with any of the features of their online course(s) should immediately contact their instructors(s).

\*Any exceptions to these policies must be approved by the Vice-President for Academic Affairs.

For a complete listing of policies and procedures related to online instruction, please consult the online Student Manual. Also, additional information on using online resources can be found at [www.aiclibrary.com](http://www.aiclibrary.com)

## **Jcobi**



**Administrator: Karen Bramble, M.Ed.**

Jcobi is AIC's internal online website: [www.jcobi.com](http://www.jcobi.com) This program serves as a portal to important databases, grading, instructional resources, and documents for faculty, staff, administration, and students at AIC. All members of the AIC community are provided log-in information that allows them access to select portions of the website, including online course materials. Questions related to Jcobi should be addressed to the Campus Jcobi Administrator. Periodic training on the use of Jcobi is provided by the Jcobi Administrator.



## **ACADEMIC POLICIES AND PROCEDURES**

### **System of Credit**

The credit hour is the unit for counting credit. For one credit hour, one fifty-minute period of class work per week for fifteen weeks is required. To be a successful student, a minimum of two hours of outside study and preparation for each hour in class is necessary each week.

### **Student Class Attendance**

American Indian College has a 100% attendance policy for its classes. The concept of "excused" or "unexcused" absences is largely irrelevant in the

collegiate context. However, the College recognizes that:

1. Many students have not developed adequate self-discipline, and may need further incentives for attendance.
2. In rare cases, unavoidable circumstances may cause a student to justifiably miss class.

Therefore, instructors are required to include attendance in the evaluation of the student's grade for the course. Each instructor states his/her policy on make-up work and/or exams at the beginning of each semester.

The instructor also determines the effects of absences upon course grades. However, it is recommended that any student missing 25% of classes without mitigating circumstances will suffer a negative effect on his/her grade (i.e. at least one letter grade).

Communication with the instructor concerning missed classes is necessary and is the responsibility of the student. If continued absences occur, a student may be dropped from the class(es) involved. In extreme cases, withdrawal from the college may be necessary.

The college requires each student to be in class on time. This prevents distracting the instructor and other students. Four tardies will be considered as one absence. A tardy in excess of 10 minutes will be recorded as an absence.

### **Notice of Attendance/Academic Failure**

Faculty will submit an *Attendance/Academic Alert* to the student when there is a problem in attendance and/or course work. If after receiving an Attendance/ Academic Alert the student is still having problems with attendance and/or fulfilling their academic agreement in the course, the student may be dismissed from the course. In such a case the student will receive a Notice of Attendance/Academic Failure from the course instructor.

**Appeals Process:** If a student wishes to appeal the decision of the instructor, he/she must do so within seven days of the date of the notice. Appeal must be made to the departmental chairperson for that course. Further appeal may be made to the Vice President for Academic Affairs in writing.

## GRADES

### Grading System

Students receive a grade for each course at the end of each semester. Midterm grades are also given (for informational purposes only), and instructors keep students informed of their progress on a regular basis. Grades are given the following significance:

Symbol		Percentage	Points/ Semester Hour
A	Excellent	90-100	4
B	Above Average	80-89	3
C	Average	70-79	2
D	Passing, but poor	60-69	1
F	Failure	59 & below	0
FX	Failure**		
WP	Withdrawal Passing*		
WF	Withdrawal Failing		0
V	Audit*		
I	Incomplete		
S	Satisfactory*		
NI	Needs Improvement*		
U	Unsatisfactory		
P	Passing*		

**\*Not computed into the grade point average**

**\*\*Not computed into cumulative GPA**

Cumulative grade point average is determined by multiplying the semester credits of a given course by the point equivalent of the grade. The sum of all point equivalents is then divided by the total semester credits earned.

### Grade Appeals

**If a student wishes to appeal a grade(s) given by the instructor, the following procedure is to be followed:**

1. The instructor will be approached for discussion and possible resolution of the matter.

2. The student will make a written appeal to the chairperson of the department. The chairperson will arrange for discussion and possible resolution of the matter.
3. A written appeal will be made by the student to the Academic Affairs Committee. The Vice President for Academic Affairs will arrange for discussion and possible resolution of the matter.
4. The student will make a written appeal to the Vice President for Academic Affairs which will be then be forwarded to the President. The President will arrange for discussion and possible resolution of the matter. The President's decision will be considered final.

### **Policy on Incomplete Grades**

When absences resulting from illness or other extenuating circumstances cause the student to miss class assignments and the instructor feels that the student deserves more time to finish the work, the temporary grade of "I" (incomplete) may be given.

#### **The following policies govern the use of this grade:**

1. Incompletes will be given at the instructor's discretion, and only after the student has submitted the Request for Extension Form.
2. Incompletes given for a fall semester will be extended no longer than the registration date of the following fall semester. Spring incompletes must be completed by the registration date of the following spring semester. In either semester, however, the instructor may require a shorter period of time to complete the work.
3. Incompletes will be figured in the grade point average of the semester for which they are given as 0.00. When the work is completed, the new grade will be reported to the Registrar and the GPA will be updated.
4. If the work is not completed to the satisfaction of the instructor by the designated date, a grade may be given.
  - a. Based on work during the regular semester

- b. Based on work done during the semester and the extension period.
5. After the designated completion date, the instructor will notify the Registrar of the final grade to be recorded for the course. The Registrar will notify the student of the final grade.

**Academic Honors**

The College recognizes students with high scholarship at the end of each semester and at graduation. In addition to the requirements listed below, in order for a student to be named to *Academic Honors* or the *Dean’s List* they must have a “Satisfactory Standing” that semester in Student Ministries.

Full time students with a semester GPA between 3.25 and 3.59 are named to the *Academic Honors* list. Full-time students with a GPA between 3.6 and 4.0 are named to the *Dean’s List*. Graduates with a cumulative GPA between 3.25 and 3.49 will receive their degrees *cum laude*. Graduates with a cumulative GPA between 3.50 and 3.74 will receive their degrees *magna cum laude*. Graduates with a cumulative GPA between 3.75 and 4.0 will receive their degrees *summa cum laude*. Transfer students will receive degree honor designations combining their total previous college transfer credit GPA with their AIC GPA.

A.A. and B.A. students graduating with honors will be designated with gold honor cords worn over their robes.

A.A. graduates who have completed their last thirty credits at AIC are eligible for the following honors:

- Honors:** 3.25-3.59
- High Honors:** 3.60-3.99
- Highest Honors:** 4.0

To keep a status of “Good Standing,” a student must maintain a cumulative GPA as follows:

<u>Hours Attempted</u>	<u>GPA Required</u>
0-30	1.7
31-62	1.8
63+	2.0

## **Academic Probation**

All students with a cumulative GPA below 2.0 will be placed in one of the following categories:

### **WARNING**

- a. Students with a cumulative GPA below 2.0, but still sufficient for Good Standing status will be given a *Warning Letter* from the Registrar, notifying them of their current GPA and their need to improve. They will be asked to meet regularly with their assigned Academic Advisor (normally the chairperson of the student's declared major) who may assign the student to take SKL 111 (Success in College) or arrange some other method by which academic improvement can take place.
- b. Students with a semester GPA that falls below 2.0, but with a cumulative GPA of 2.0 or above will be given a letter from the Registrar, notifying them of their current GPA and their need to improve. They also will be asked to meet with their assigned Academic Advisor who may assign the student to take SKL 111 (Success in College) or arrange some other method by which academic improvement can take place.

### **ACADEMIC PROBATION**

When a student's cumulative GPA falls below the required level for "Good Standing," the student will be placed on Academic Probation for the following semester. The probationary status is entered on the student's transcript. The Registrar will inform by letter each student placed on Academic Probation at the end of the semester.

Students who are on Academic Probation (AP) are designated as "at risk." During one or more previous semesters they demonstrated a lack of performance in major academic skills. Because of this, AP students are required to comply with a prescribed plan of academic support. Students will be required to meet regularly with their Academic Advisor during the probationary period.

The purposes of this plan are the academic improvement and enhanced collegiate experience of the student. The goal is to provide additional

support and structure to those students who have shown a clear need. The college views this support and structure as a much-needed program of help to the student. The effect is not intended to be punitive, but to increase the possibility of the student's success at AIC.

Satisfactory progress must be maintained while on academic probation. A student on probation who wishes to take more than thirteen credit hours will need approval from the Vice President for Academic Affairs. Students on academic probation will not be permitted to represent the College in any official capacity (i.e. overnight outreaches, worship teams, any form of campus leadership, etc.) without the permission of the Vice President for Academic Affairs.

### **Continuation of Probation**

The status and progress of each student at the college are reviewed at the end of each semester. Students who show significant improvement but do not reach the GPA required for "Good Standing", may be given a second semester of probation. A student who fails to raise his or her cumulative GPA to a point halfway between the previous cumulative GPA and the GPA required for "Good Standing" may be denied further probation.

### **Removal from Academic Probation**

Students who raise their cumulative GPA to the level required for "Good Standing" will be removed from probation for the following semester.

Students should recognize that most scholarship granting agencies require higher standards than those described above, and falling below the standards set by the granting agency may cause a loss of funds. Students should also be aware that a cumulative grade point average of 2.0 is necessary for graduation.

A student will be removed from academic probation at the end of a semester when the cumulative grade point average requirements are met.

### **Academic Dismissal**

Students who do not improve their semester GPA during a probationary semester will be subject to "Academic Dismissal". Students who do not improve their cumulative GPA to the level of "Good Standing" after two

semesters of probation will also be dismissed. After one full semester has passed, these students may apply for readmission. Their application will be reviewed by the Academic Affairs Committee and forwarded to the Admissions Committee. If readmitted, these students will be placed on “Academic Probation.”

Appeals and request for exceptions to these policies must be approved by the Board of Administration. Such communications must be in written form and sent to the Vice President for Academic Affairs who will then forward the request to the BOA.

### **Academic Honesty**

American Indian College considers any kind of academic dishonesty a very serious violation of Christian standards. This behavior may result in penalties, such as receiving a grade of “F” in a course and/or being dismissed from the College. Academic dishonesty includes cheating on assignments or examinations, sabotaging another student’s work, submission of the same (or essentially the same) paper or project in more than one course without prior consent of all instructors concerned, and plagiarism.

Plagiarism is defined as using someone’s thoughts, words, or work without giving them proper credit. Plagiarism is stealing! The practice of plagiarism and other forms of academic dishonesty is not tolerated at American Indian College.

Plagiarism can be avoided by proper documentation. Students should see the current APA or MLA Style Manual or website for further clarification or speak with an instructor if they are unsure.

### **FINAL EXAMINATIONS**

A final exam schedule will list the time and place for each class during the last week of college each semester. A student absent from the final exam is in jeopardy of failing the course.

## COMPLETION OF STUDIES

### Graduation Requirements

The following are minimal requirements for graduation:

1. Completion of the required number of credit hours for each program and a minimum cumulative grade point average of 2.0
2. Completion of the last thirty (30) credits at AIC
3. Satisfactory completion of *Student Ministries* requirements
4. Demonstration of Christian principles as determined by a recommendation from the Vice President of Student Development.
5. Completion of an *Application for Graduation Form* (see Registrar)
6. Accounts with the College paid in full (see Business Office)

### Graduation Preliminary Clearance Procedure

No later than mid-term of the prospective graduate's last semester, a Clearance Form will be circulated by the Registrar to obtain the following:

- a. The current estimated grade in each course, including Student Ministries standing
- b. Clearance from the Business Office and Student Services Office.
- c. Verification of all other requirements.

If the student is cleared to graduate, he or she will be sent a memo/letter giving notification of that approval, pending successful completion of the current semester.

If the student is not cleared to graduate, the Vice President for Academic Affairs will meet with him or her regarding deficiencies in requirements. This may result in revised dates for graduation.

Any exceptions to the College's graduation requirements must be approved

by the Board of Administration. All requests must be submitted in writing no later than 30 days in advance of graduation and must be signed by the student making the request.

## **DISCLOSURE OF GRADUATION RATES**

In compliance with Public Laws 101-542 and 102-26, AIC compiles data on graduation rates and discloses this information to enrolled and prospective students.

### Student Right-to-Know Graduation Rate (based on AIC 2004 Cohort)

For full time, first-time B.A. degree seeking students entering AIC in Fall 2004, 45% had completed the B.A. degree by Spring 2010.

### Student Right-to-Know Transfer-out Rate (based on 2004 Cohort)

For the full-time, first-time A.A. and B.A. degree seeking students entering AIC in the Fall of 2004, the transfer out rate is not reported because AIC does not receive the transfer out data for verification from other institutions.

## **GRIEVANCE PROCEDURE**

A student that has a grievance concerning any of the conditions of enrollment shall abide by the procedures listed below. The intent of the procedure is to provide the students with a means of representing grievances to appropriate levels of supervision, without fear of reprisal of any kind.

- A grievance shall be reported to the President, in writing, no later than five days after the student has become aware of its occurrence.
- The President, or administrative designee, shall meet with the student privately to discuss the nature and substance of the grievance in an effort to resolve the matter according to biblical principles.
- If the student feels his or her grievance has not been satisfactorily resolved, a request may be made, in writing, to the President for a hearing with the Board of Administration. Such hearing shall be scheduled within three (3) days of the receipt of the request. The contact information is:

## **Office of the President**

American Indian College of the Assemblies of God  
10020 North Fifteenth Avenue  
Phoenix, Arizona 85021  
Phone: (602) 944-3335  
Website: <http://www.aicag.edu>

- A written response shall be given to the student no later than five (5) days after the hearing. According to the AIC Constitution, the Board of Administration shall be the final appeals board for all matters involving students of the College.
- If the grievance cannot be resolved after exhausting the grievance procedure herein outlined, the student has the right to file a complaint with the Arizona State Board for Private Postsecondary Education.
- The student must contact the State Board for further details. The contact information for the Arizona State Board for Private Postsecondary Education is:

Arizona State Board for Private Postsecondary Education  
1400 W. Washington, Room 260  
Phoenix, AZ 85007  
Phone: (602) 542-5709  
Web Site: <http://www.ppse.az.gov/>

- The grievance procedure outlined herein is available only to currently enrolled students.
- Students making an appeal regarding a grievance will be allowed to attend classes pending the result of the appeal process.



## COURSE DESCRIPTIONS

### Subject and Course Symbols

All regular subjects are numbered with three digits indicating the year offered (1= freshman, 2 = sophomore, etc.), the semester offered, and the number of credit hours; for example:

<b>BIB 123</b>	<b>First</b> number	= year offered
	<b>Second</b> number	= semester offered
	<b>Third</b> number	= credits

Ordinarily, if the middle number is an odd number, the subject is offered the first semester and if it is an even number, it is offered the second semester. When the middle number is zero, the course may be offered either or both semesters. There may be exceptions made to the policy when scheduling of classes requires the offering of courses other than the semester suggested.

Students should not register for advanced courses until prerequisites are met and usually not for courses more than one year in advance.

## ART



### **ART/HIS 153 Art History**

This course is a survey of the history of Western art from Prehistoric times to the Renaissance, to Modernism.

PREREQUISITE: None

3 Credits

### **ART 213 Drawing**

A basic study of the principles of drawing, especially still life, including perspective lighting and shading.

PREREQUISITE: None

3 Credits

### **ART 223 Painting**

A basic study in the principles of painting.

PREREQUISITE: None

3 Credits

## **BIBLE**



### **BIB 103 Introduction to the Bible**

A practical introductory study of the origin, structure, themes and major characters of the Bible, designed to assist the student in the development of basic skills necessary to pursue further biblical studies.

PREREQUISITE: Placement

3 Credits

### **BIB 113 Old Testament Survey**

An introductory overview of the themes, geography, characters and historical development of the Old Testament. This course acquaints the student with the contribution of each book in God's unfolding plan of redemption.

PREREQUISITE: Placement

3 Credits

### **BIB 123 New Testament Survey**

A panoramic overview of the New Testament, with special attention given to the chief events, characters and major features of each book in relation to the entire New Testament, with application to contemporary Christianity.

PREREQUISITE: Placement

3 Credits

### **BIB 213 Synoptic Gospels**

A study of the historical, political, cultural and religious background of the times of Jesus, his life, ministry and teachings. Includes an overview of the basic principles of interpretation as they apply to the Gospels.

PREREQUISITE: BIB 123

3 Credits

### **BIB 233 Biblical Interpretation**

An introduction to various types of Bible Study Methods, interpretation and hermeneutics to give the student an understanding concerning the historical, grammatical, cultural and literary features of the Scriptures.

PREREQUISITE: BIB 113 and BIB 123

3 Credits

### **BIB 243 Acts**

An analysis of the book of Acts to understand its historical, exegetical, literary and theological themes. Special attention is given to the role of the Holy Spirit.

PREREQUISITE: BIB 123

3 Credits

**BIB 253 Pauline Epistles**

An exegetical and expository investigation into the pastoral ministry and theology of the Apostle Paul in the epistles of Ephesians, Philippians, Colossians, I & II Thessalonians, I & II Timothy, Titus and Philemon. Special attention will be given to the application of these books in contemporary ministry.

PREREQUISITE: BIB 123

3 Credits

**BIB 30(2)3 Selected Topic**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: TBA

2 or 3 Credits

**BIB 313 Prophets I: Isaiah**

The course introduces the student to the Old Testament prophets and specifically treats the Book of Isaiah.

PREREQUISITE: BIB 113

3 Credits

**BIB 323 Romans and Galatians**

An analysis of Paul's letters to the churches at Rome and Galatia. Special attention is given to dominant themes such as justification, sanctification, and glorification.

PREREQUISITE: BIB 123

3 Credits

**BIB 333 Prophets II: Minor Prophets**

A study of the prophetic calling of each of the twelve minor prophets considering the background, theme, and impact of the prophet's message on the people of his time and applying that message today.

PREREQUISITE: BIB 113

3 Credits

**BIB 353 Historical Books**

This course includes a comprehensive overview of the books of Joshua through Esther which follows the historical sequence of the period of Israel's history from the conquest of Canaan through the settlement, unification, division, captivity, and restoration.

PREREQUISITE: BIB 113

3 Credits

**BIB 363 Daniel and Revelation**

A doctrinal and devotional analysis with particular attention given to the

prophetic aspects and unique structures of the apocalyptic books of Daniel and Revelation. The value of these apocalyptic books in teaching, worship and practical Christian living is emphasized.

PREREQUISITE: THE 113 & BIB 123

3 Credits

### **BIB 373 The Corinthian Epistles**

Analysis and exposition of Paul's letters to Corinth. Doctrinal errors and problems of the early church are examined with reference to twenty-first century Christianity.

PREREQUISITE: BIB 123

3 Credits

### **BIB/LIT/ENG 383 Wisdom Literature**

An advanced study of the character and practical value of biblical Hebrew poetry. The doctrinal content, spiritual value, and literary form of Psalms, Proverbs, Job, Ecclesiastes, and Song of Solomon are examined in detail.

PREREQUISITE: BIB 113

3 Credits

### **BIB 393 The Writings of John**

An exegetical study of the fourth Gospel and the Epistles of John with special emphasis on their background, composition and theology.

PREREQUISITE: BIB 113

3 Credits

### **BIB 423 Hebrews & General Epistles**

An expository study and exegetical analysis of Hebrews, James, 1-2 Peter and Jude.

PREREQUISITES: BIB 113 AND BIB 123

3 Credits

### **BIB 443 Pentateuch**

A study of the historical background, major biographies, themes and content of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy emphasizing God's covenant with Israel in light of redemptive history.

PREREQUISITE: BIB 113

3 Credits

## **BIBLICAL LANGUAGES**



### **BLG 313 Introduction to Biblical Greek**

This course introduces a student to the Greek Alphabet, grammar, the most frequently used words in the New Testament and resources necessary to translate significant New Testament words and passages for teaching and preaching.

PREREQUISITE: BIB 123, BIB 233, COM 113

3 Credits

## **BUSINESS**



### **BUS 103 Beginning Keyboards**

This course emphasizes mastery of the touch system, development of minimum speed and accuracy through drills and practice. Simple business letters, tables, reports, and manuscripts are introduced.

PREREQUISITE: Placement 3 Credits

### **BUS 113 Business Principles**

This course provides characteristics and activities of current local, national, and international business. This course presents an overview of economics, marketing, management, and finance.

PREREQUISITE: None. 3 Credits

### **BUS 123 Principles of Management**

This course is a study covering basic principles of managing quality and performance in organizations. This course covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility.

PREREQUISITE: None 3 Credits

### **BUS 143 Introduction to Marketing**

This course will take a comprehensive look at the role of marketing in the socioeconomic environment. An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs.

PREREQUISITE: None 3 Credits

### **BUS 163 Introduction to Computers**

This course provides basic study of problem solving, computer components, the internet, and database management. This course is the study of using the computer to create, store, and retrieve information. Data processing systems and programming languages are also included.

PREREQUISITE: Placement 3 Credits

### **BUS/MAT 203 Business Math**

Covers arithmetic fundamentals and application of mathematics to business

problems. This course includes: percentages, interest, cash and trade accounts, markups, financial statements, commissions, depreciation, stocks and bonds, business ratios, and production analyses.

PREREQUISITE: Placement

3 Credits

### **BUS 213 Skills For Professional Development**

This course provides three sections composed of important soft skills for the digital workplace, integrating essential written and verbal communication skills. Lessons on thinking critically, negotiations, and group decision making, encourage students to identify and define problems, and then solve them. PREREQUISITE: None

3 Credits

### **BUS/MAT 223 Accounting Fundamentals**

This course provides a broad overview of the fundamental purposes, theory, and methods of accounting. Included are discussions of the practical use of the journals, ledgers, and preparation of financial statements.

PREREQUISITE: Math 203 or instructor's approval.

3 Credits

### **BUS 242 Web 2.0 Concepts and Applications**

This course provides dynamic and comprehensive coverage of most current trends in technology associated with interactive information sharing and new web applications. Students learn the benefit of web-based communities, social-networking, video and filing sharing sites, as well as blogging, RSS feeds, wikis and more. These skills provide a solid understanding of how to integrate Web 2.0 tools in social and business environments, and professional lives.

2 Credits

### **BUS 243 Career Development**

This is a career management course which focuses on preparing the student for making the transition from college to career. The student learns ways to enhance and customize job materials (resume, cover letter, portfolio, etc.) in order to present themselves effectively to prospective employers. Job search strategies and interview techniques are reinforced as the student continues to work toward achieving the "Best Fit Employment" and how to evaluate employment offers.

PREREQUISITE: None

3 Credits

### **BUS 252 Access 2007 Database Design (Certification Elective)**

This course has been approved by the Microsoft Certified Application Specialist Program (MCAS) for preparation of the Microsoft Office Access 2007 testing proficiency in MS desktop applications. Upon completion of

this course, students may be prepared to take the exam for MCAS. The unique features of this task – based approach correlates skills taught in each lesson in MCAS objectives through a Lesson Skills Matrix. This study program is the only program approved by Microsoft for testing proficiency in Microsoft Office desktop applications. Thus, this testing program can be a valuable asset in any job search or career development.

PREREQUISITE: BUS 273 or Placement

3 Credits

### **BUS/ENG 253 Writing for the Professional**

Students will learn the rhetorical principles and writing practices necessary for producing effective business letters, memos, reports, and collaborative projects in professional contexts. The curriculum is informed by current research in rhetoric and professional writing and is guided by the needs and practices of business, industry, and society at large. The course teaches the rhetorical principles that help students shape their business writing ethically, for multiple audiences, in a variety of professional situations.

PREREQUISITE: ENG 113

3 Credits

### **BUS/SOC 263 Principles of Economics**

This course is the study of principles concerning the operation of the market economy. Emphasis is placed on demand and supply analysis and understanding the competitive behavior of individual firms, industries and individual consumers; price determination and profit maximization in various types of market structures ranging from perfect competition to monopoly.

PREREQUISITE: MAT 203 or instructor's approval.

3 Credits

### **BUS 273 Computer Applications**

This course introduces business and personal computer operations and usage. Software applications are used for analyzing and solving business problems by introducing the concepts, terminology, and equipment used in word processing, spreadsheets, databases, presentation graphics, and software presentations.

PREREQUISITE: BUS 163

3 Credits

### **BUS 292 Microsoft Office Word 2007 (Certification Elective)**

This course has been approved by the Microsoft Certified Application Specialist Program (MCAS) for preparation of the Microsoft Office Word 2007 certification program. Upon completion of this course, students will be prepared to take the exam for MCAS. The unique features of this task – based approach correlates skills taught in each lesson in MCAS objectives

through a Lesson Skills Matrix. This study program is the only program approved by Microsoft for testing proficiency in Microsoft Office desktop applications. Thus, this testing program can be a valuable asset in any job search or career development.

PREREQUISITE: BUS 273 or Placement 2 Credits

### **BUS/MAT 293 Business Statistics**

This course is the study of statistical analysis in business that leads to an informed action, which results in business improvement. Students are provided a modern theory, practical, and unique framework featuring case studies and example driven discussions of all basic business statistic topics.

PREREQUISITE: None 3 Credits

### **BUS 343 International Business**

This course provides the foundation for studying international business and conducting business in the global economy. Students develop the appreciation, knowledge, skills, and abilities needed to live and work in a global marketplace and are provided with a wealth of learning experiences that will prepare them for entry-level international business and marketing occupations. This course is designed for students to understand the impact of technology on global business activities.

PREREQUISITE: BUS 263 Principles of Economics 3 Credits

### **BUS/SSC 363 Public Relations**

This course emphasizes the process of public relations which is grounded in the research, planning, action, and evaluation of technology. Likewise, integrated in this course are emphasizes on traditional communication skills with the ability to research and understand problems to strategically plan public relations programs, and evaluate the effectiveness of these programs.

PREREQUISITE: None 3 Credits

### **BUS 373 Human Resource Management**

This course highlights real-world examples and concepts of human resources. It provides students with the technical background needed to be a knowledgeable consumer of human resource (HR) products and services, to manage HR effectively, or to be a successful HR professional. Learning emphasizes how managers can more effectively acquire, develop, compensate, and manage the internal and external environment that relates to the management of human resources.

PREREQUISITE: None 3 Credits

**BUS/SOC 383 Business Ethics**

This course covers legal theories, ethical issues, and regulatory climate affecting business policies and decisions.

PREREQUISITE: None.

3 Credits

**BUS/MAT 423 Accounting and Finance for Decision Making**

The purpose of this course is to provide students with an understanding of an organization's accounting system, thereby allowing them to be more intelligent users of these systems. Students will learn a framework for thinking about accounting systems and a basis for analyzing proposed changes to these systems. Topics include the importance of managerial accounting which is an integral part of a firm's organizational architecture, not just an isolated set of computational issues.

PREREQUISITE: None

3 Credits

**BUS 433 Research and Evaluation**

This course introduces the foundation of research. Research principles and scientific method are applied to professional situations. This course is designed to equip students with an understanding of commonly employed research methodologies that can be utilized to improve productivity and increase customer satisfaction. Interpretation of statistical findings in business and research will be the primary focus.

PREREQUISITE: None

3 Credits

**BUS 473 Internship**

This will allow students to obtain practical experience and knowledge in a variety of aspects in specialized areas of Business. The Internship program is designed to provide a balance between classroom learning and practical business experience with an expected outcome of a clearly articulated understanding between theory and practice.

PREREQUISITE: None

3 Credits

**CHRISTIAN EDUCATION**  
**CED 213 Foundations of Christian Education**

An introduction to the educational work of the church relating to the teaching agencies, program organization, curriculum materials, and administration, with special emphasis on the Sunday school.

PREREQUISITE: None

3 Credits

### **CED 223 Principles of Teaching**

A comprehensive survey of the process of teaching methods which may be used to increase the effectiveness of teaching, guidelines for preparation of lessons and material, as well as techniques for planning and evaluation.

PREREQUISITE: CED 113

3 Credits

### **CED 302(3) Selected Topic**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: TBA

2 or 3 Credits

### **CED 312 Children's Camping**

An examination of the planning and implementation of camping programs for children, with emphasis on the role of camping in child evangelism.

PREREQUISITE: CED 113

3 Credits

### **CED 333 Christian Education for Adults**

Examines the psychology and characteristic needs of adults with emphasis on the organization and methods of instruction for these groups.

PREREQUISITE: CED 113

3 Credits

### **CED 443 Church School Organization**

An analysis of the organization and function of ministries to youth in the local church. The local, sectional, district, and national youth programs of the Assemblies of God are examined.

PREREQUISITE: Upper Division Student

3 Credits

## **CHURCH HISTORY**



### **CHS/302(3) Selected Topic**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: None

2 or 3 Credits

### **CHS/HIS 323 Church History**

An overview of Church History from the beginnings of Christianity to the present. Attention will be given to the significant periods, events, movements, and personalities which helped the Church evolve as its theology was formulated throughout the centuries.

PREREQUISITE: None

3 Credits

### **CHS/HIS 333 Pentecostal History**

An overview of Pentecostal movements-past and present, and their relationship to each other and global impact.

PREREQUISITE: None

3 Credits

## **COMMUNICATION**



### **COM 133, 233, 333, 433 Theater Arts I, II, III, IV (cross-listed as PMT/HUM 133, 233, 333, 433 Theater for Ministry I, II, III, IV)**

Theater Arts offers both basic and advanced training in basic characterization, script reading, memorizing lines, and performance. Advanced students in HUM/ PMT 333 and HUM/PMT 433 will be asked to independently perform several times, and be able to direct. Upper division students will also be required to do a research project. May be taken up to four semesters. (Course contingent upon instructor availability.)

PREREQUISITE: Instructor Approval

3 Credits

### **COM 153 Interpersonal Communication**

This course introduces communication theory and processes while emphasizing one-to-one communication. The course includes practice in the personal application of communication principles.

PREREQUISITE: None

3 Credits

### **COM 243 Fundamentals of Public Speaking**

Theories of human communication and their function in contemporary public settings; experiences designed to enhance fundamental communication skills— research, organization, reasoning, critical listening, and problem solving—through a series of oral presentations.

PREREQUISITE: None

3 Credits

## **CULTURAL STUDIES**



### **CST 103 Global Studies**

This course examines the complex nature of culture and identity, explores populations at risk, and encourages students to understand and appreciate diversity. The course provides understanding of individual cultures, awareness of the patterns of oppression experienced by those cultures, and

skills relevant to developing a culturally competent approach to working with diverse people groups.

PREREQUISITE: None

3 Credits

### **CST 223 Cultural Anthropology**

This course examines the scope and evolution of anthropology, through its subfields and transition through modernism and postmodernism. Different approaches to anthropology are evaluated, and the growth, development, and effects of communication and language on culture and thought are examined. The formation and impact of economic and social classes are analyzed, as is the impact of gender on the roles of men and women.

PREREQUISITE: None

3 Credits

### **CST 323 Intercultural Communications and Relationships**

A study of communications between cultures, with a particular emphasis on how the communication of the gospel may be affected. Current cross-cultural issues are examined, and the relationships between cultures in the church and community are discussed.

PREREQUISITE: None

3 Credits

### **CST/MUS 331, 332, 333 Music in Cultures**

Gives an overview of music in various cultures. The student will study music from around the world. Emphasis will be placed on various cultures through the world of music.

PREREQUISITE: None

1, 2, or 3 Credits

### **CST/MIS 343 World Religions and Cults**

A study of the main religions of the world with a comparison to Christianity. Some attention will be given to new religious systems, sects, and revival of ancient religions with their effect upon Christianity.

PREREQUISITE: Upper Division Student

3 Credits

### **CST/MIS 413 Cultural Awareness**

Designed to introduce the student to cultural diversities among peoples of the world. Emphasis is placed on social structure, religion, language, art, and technology of various societies. This course seeks to develop an appreciation of people of different backgrounds and to prepare individuals for cross-cultural ministry.

PREREQUISITE: None

3 Credits

## **DIRECTED RESEARCH**



**ART, BIB, BLG, BUS, CED, COM, CST, EDU, HIS, HUM, IDS, MAT, MIS, SCI, MUS, GEO, GOV, PSY, SOC, SSC, THE, YMT 401, 402, 403**

This is a course designed to meet the needs of the individual student that may include laboratory research along with library study. Special areas that have mutual interest to both the student and instructor will be developed so as to further acquaint the student with research techniques. (Offerings of a given area are contingent upon available faculty.) The course is open to upper division students with the permission of the Department Chair. The professor of record and the student will agree upon 1-3 credits.

## **EARLY CHILDHOOD EDUCATION**



### **ECE 103 Introduction to Early Childhood Education**

This course introduces the history, organization, function and philosophy of early childhood education. It studies specific curriculum, methods and materials relating to children ages birth to age 8. It includes discussion concerning young children with special needs and appropriate resources for meeting those needs.

PREREQUISITE: None

3 Credits

## **EDUCATION**



### **EDU 213 Introduction to Education**

Introduction to education as a profession and its institutional settings, social foundations, philosophy and history. Course covers federal, state, and local governance; teaching responsibilities; curriculum and instructional development; certification criteria; and systemic leadership.

PREREQUISITE: None

3 Credits

### **EDU 223 Educational Psychology**

Introduces psychology theories related to the teaching and learning processes and applications in instruction, curriculum and educational settings. Surveys

student developmental stages, individual differences, personality, and attitude on the learning and educational experience. (Ten hours of field observation experience required.)

PREREQUISITE: ENG 113, EDU 213

3 Credits

### **EDU 243 Instructional Media**

Introduces the practical use of audio-visual multi-media hardware, including the utilization of computers with children. Also includes software, virtual technology and teaching-learning materials and resources appropriate for the effective instruction in an elementary school setting. Includes the implementation and assessment of this equipment, programming and milieu as related to children and youth instruction and curriculum. (Ten hours of field observation experience required.)

PREREQUISITE: BUS 163

3 Credits

### **EDU 313 Foundations of Reading and Phonics**

Introduction to reading and phonics instruction and curriculum. Stresses readiness skills, language arts, decoding, and developmental reading. Covers the use of vocabulary, comprehension, learning skills and assessment methods. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 213

3 Credits

### **EDU 323 Educating Exceptional children**

Overview of education history, laws, assessment, processes and implications of exceptional and gifted students, as well as those with mild to severe needs for special education services. Covers practice and issues of terminology, development, evaluation, education, procedures, inclusion and programming of exceptional and gifted children and youth in education. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 213

3 Credits

### **EDU 333 Cultural Diversity in the Classroom**

Examines social dimensions and implications of cultural diversity in education. Explores techniques and strategies to assist teachers in adapting instruction and curriculum methods to meet diverse student needs. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 213

3 Credits

### **EDU 373 Foundations of Structured English Immersion (SEI)**

Overview of SEI philosophy, history, issues, and assessment of conversation and content area language acquisition by English Language Learners as it

pertains to children and youth in the classroom. SEI problems and trends will be presented as well as its development as a balanced and articulated program of teaching and learning. Required for Arizona state teaching certification. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 213

3 Credits

### **EDU 383 SEI Methods**

Structured English Immersion (SEI) methods introduce language acquisition techniques and strategies related to English Language. Course examines needs of children and youth in English language learning curricula, instruction, assessment, lesson plans, and materials. SEI problems and trends are presented as well as its development as a balanced and articulated program of teaching and learning. Required for Arizona state teaching certification. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 373, EDU 213

3 Credits

### **EDU 413 Mathematics Methods**

Examines the instruction, curriculum and assessment of mathematics. A survey of the methods, lesson plans and materials used in teaching and learning mathematics. Math problems and trends are presented as well as its development as balanced and articulated program of teaching and learning. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 213,

3 Credits

### **EDU 423 Assessment and Evaluation**

Use of assessment and evaluation in teaching and learning. Survey of methods in test construction and interpretation; high stakes standardized tests; and current trends in educational accountability. (Ten hours of field observation experience required.)

PREREQUISITE: EDU 213,

3 Credits

### **EDU 433 Classroom Management**

Leadership dimensions of teaching students in classroom. Covers strategies, techniques and processes available for effective teaching, motivation and communication in a learning community. Management problems and trends are presented as well as development as a balanced and articulated program of teaching and learning. (Twenty hours of field observation experience required.)

PREREQUISITE: EDU 213

3 Credits

### **EDU 443 Reading-Phonics Methods**

Examines reading and phonics instruction, curricula, methods, lesson plans and materials. Reading and phonics problems and trends are presented as well as their development as a balanced and articulated program of teaching and learning. (Ten hours of field observation experience required.)

PREREQUISITES: EDU 213, EDU 313, 3 Credits

### **EDU 453 Language Arts Methods**

Examines the language arts methods, instruction, curricula, lesson plans, materials and assessment. Language arts problems and trends are presented as well as their development of a balanced and articulated program of teaching and learning. (Ten hours of field observation experience required.)

PREREQUISITES: EDU213, EDU313, 3 Credits

### **EDU 463 Social Studies Methods**

Examines social studies instruction, curriculum, methods, lesson plans, materials and assessment. Social studies problems and trends are presented as well as its development as a balanced and articulated program of teaching and learning. (10 hours of field observation experience required.)

PREREQUISITES: EDU 213, 3 Credits

### **EDU 473 Science Methods**

Course examines science instruction, curriculum, methods, lesson plans, materials and assessment. Science problems and trends are presented as well as its development as a balanced and articulated program of teaching and learning. (10 hours of field observation experience required.)

PREREQUISITE: EDU 213, 3 Credits

### **EDU 483 Middle School Curriculum & Instruction**

This course examines curricular and instructional strategies for middle school grades 5-8, interdisciplinary curriculum, personalization of learning, instructional technologies, and other teaching strategies for the early adolescent are discussed, modeled and practiced.

PREREQUISITE: EDU 213 3 Credits

### **EDU 486/496 Student Teaching I & II**

A thirteen-week (13) supervised teaching experience to demonstrate educational and professional competencies in a classroom setting and to appreciate relationship between education theory and teaching practice. The learner will be under the cooperative supervision of a state certified school teacher and AIC Education faculty member. Required for Arizona state teaching certification. Note: Education major must register and enroll in both

sections simultaneously.

PREREQUISITE: Senior standing, Elem. Ed. Major

12 Credits

## ENGLISH



### **ENG 103 English I**

A basic study of the principles of rhetoric, grammar, word usage, sentence and paragraph structure, and essay writing.

PREREQUISITE: Placement

3 Credits

### **ENG 113 English II**

A continuation of ENG 103. Emphasis is placed on the research paper.

PREREQUISITE: ENG 103

3 Credits

### **ENG/LIT 123 Introduction to Literature**

This course is an introduction to understanding and interpreting literature.

Literary selections are drawn from various cultures and genres.

PREREQUISITE: ENG 113

3 Credits

### **ENG 143 Writing Fundamentals**

Designed to help the student improve their basic composition skills. Emphasis is placed on punctuation, spelling, sentence structure, word usage, and the writing process. Prepares the student to pass the college entrance requirements for writing.

PREREQUISITE: Placement

3 Credits

### **ENG 203 American Literature**

This course is a study of American literature with emphasis on social and intellectual backgrounds from the Puritans through post-World War II.

PREREQUISITE: ENG 113

3 Credits

### **ENG 211 Yearbook I**

Teaches preparation for publication of the AIC Four Winds. A maximum of one credit may be earned.

PREREQUISITE: None

1 Credit

### **ENG 221 Yearbook II**

Teaches preparation for publication of the AIC Four Winds. A maximum of one credit may be earned.

PREREQUISITE: None

1 Credit

### **ENG/LIT 243 Native American Literature**

This course exposes the student to literature by Native American writers. It covers both oral and written materials beginning with myths, tales, and legends and goes through biographical materials to contemporary Indian literature. Contemporary Indian literature is considered through the mediums of poetry, fiction, and drama.

PREREQUISITE: ENG 113

3 Credits

### **ENG/BUS 253 Writing For The Professional**

Students will learn the rhetorical principles and writing practices necessary for producing effective business letters, memos, reports, and collaborative projects in professional contexts. The curriculum is informed by current research in rhetoric and professional writing and is guided by the needs and practices of business, industry, and society at large. The course teaches the rhetorical principles that help students shape their business writing ethically, for multiple audiences, in a variety of professional situations.

PREREQUISITE: ENG 113

3 Credits

### **ENG 313 World Literature**

This course exposes the student to literature through a study of the mediums of poetry, fiction, and drama from around the world. A major writer is also studied in more detail.

PREREQUISITE: ENG 113

3 Credits

### **ENG/RDG 363 Children's Literature**

Survey of literature for children and youth as an educational tool with reading and language arts components. Course emphasizes the rationale and criteria for choosing and using literature in diverse genres and formats for teaching children and youth across the curriculum and evaluating literature-based reading programs.

PREREQUISITE: ENG 113

3 Credits

### **ENG/LIT/BIB 383 Wisdom Literature**

An advanced study of the character and practical value of biblical Hebrew poetry. The doctrinal content, spiritual value, and literary form of Psalms, Proverbs, Job, Ecclesiastes, and Song of Solomon are examined in detail.

PREREQUISITE: BIB 113, ENG 113

3 Credits

### **ENG/RDG 433 Literature and Film**

This course explores the complex interplay between film and literature. Selected novels, short stories and plays are analyzed in relation to film versions of the same works in order to identify possibilities and problems involved in the transposition to film.

PREREQUISITE: ENG 113

3 Credits

## **ENGLISH AS A SECOND LANGUAGE**



### **ESL 313 Principles of Teaching English as a Second Language**

This course is an overview of English as a Second Language presenting the student with an introductory perspective of the tasks including assessment processes, responsibilities, obligations required of a teacher of English in a cross cultural context. A study of language learner variables, method implications and identification of specific problems in ESL and solutions will be researched. The course will also be presented as an evangelistic Ministry tool for the local church. Five hours of observation and five hours practicum in two proficiency levels are required. PREREQUISITE: None  
3 Credits

### **ESL 343 Methods of Teaching English as a Second Language**

Introduces students to the techniques, approaches and curriculum materials (both Christian and Secular), research design, assessment of proficiency levels, and state/national requirements. The five domains of ESL teacher preparation, and the history of ESL methodology are examined and related to current patterns used world-wide. Five hours of observation and five hours practicum in two proficiency levels are required.

PREREQUISITE: ESL 313

3 Credits

### **ESL 302(3) Teaching English as a Second Language Selected Topic**

An in-depth study of selected topics related to the TESL practicum.

PREREQUISITE: TBA

3 Credits

## **FOREIGN LANGUAGE**



### **FNL 203 Foreign Language I**

This course emphasizes introductory elements of a foreign language; its grammar and the most commonly used idiomatic patterns with oral and written exercises. Students will meet with his/her Advisor to select a foreign language for study.

PREREQUISITE: None

3 Credits

### **FNL 213 Foreign Language II**

This course reviews grammar and emphasizes the study of selected specimens of literature to develop fluency in reading and writing as well as increased oral fluency.

PREREQUISITE: FNL 203

3 Credits

## **GEOGRAPHY**



### **GEO 213 World Geography**

Presents basic geographical principles, peoples, topography, customs, economics, and map reading skills.

PREREQUISITE: None

3 Credits

## **GOVERNMENT**



### **GOV 113 Introduction to Political Science**

This course studies governments and the governing process. The course will help students to understand, to analyze, to put into context, and to develop a balanced perspective on U.S. and world events and political processes.

Students will learn to think critically and to develop a sense of purpose and direction, as they develop their own political values and beliefs.

PREREQUISITE: None

3 Credits

### **GOV 211 Arizona State Government**

A survey of the political structure, institutions, and practices of the state government and constitution of Arizona. The elements of the free enterprise system are incorporated into this introductory course. Students majoring in Education will be required to investigate and comply with the history and government coursework requirements in the state in which certification and endorsement is desired. Meets Arizona DOE requirement for teacher certification. PREREQUISITE: None

1 Credit

### **GOV 213 U.S. National Government**

This course is a survey of the political structure, institutions and practices of the federal government and constitution of the United States. The elements of the free enterprise system are incorporated in this introductory course. Meets Arizona DOE requirement for teacher certification.

PREREQUISITE: None

3 Credits

### **GOV 214 National and State Government**

A study of the political structure of the United States government. The elements of the free enterprise system are incorporated in this study. Additionally, the course is designed to explore identified state government development. Students majoring in Elementary Education will be required to investigate the history and government of the state in which certification is desired. Meets Arizona DOE requirement for teacher certification.

PREREQUISITE: None

4 Credits

## **HISTORY**



### **HIS 113 American History I**

Provides a general survey of the history of the United States from the era of discovery to Reconstruction (1865), highlighting the influence of Native Americans on the history of the U.S.

PREREQUISITE: None

3 Credits

### **HIS 123 American History II**

Designed as a continuation of HIS 113. The course format provides a general survey of the history of the United States from Reconstruction (1865) to the present time, highlighting the influence of Native Americans on the history of the U.S. PREREQUISITE: None

3 Credits

### **HIS/ART 153 Art History**

This course is a survey of the history of Western art from Prehistoric times to the Renaissance, to Modernism.

PREREQUISITE: None

3 Credits

### **HIS 223 History of the American Indian**

A survey of the history of the Native American from the beginning of mankind to the present. Included is a unit on contemporary political, economic, and educational conditions among Native Americans.

PREREQUISITE: HIS 113

3 Credits

### **HIS 303 Western Civilization I**

This course provides students with a comprehensive overview of the development of early civilizations from Neolithic times to 1715. Early and contemporary Western cultures are compared and contrasted, as are major religious, social, and political reforms. Other topics include the religious influence of Judaism and the Bible, the rise and fall of ancient Greece, and the transformation of Rome from a republic to an empire. The Crusades, the origins of feudalism, and the evolution of Christianity are examined, as is the evolution of the European economy during Westward expansion. The French and English Civil Wars and their impacts on future Western governments are also discussed. PREREQUISITE: None

3 Credits

### **HIS 313 Western Civilization II**

This course provides students with a comprehensive overview of concepts, people, and events that shaped Western culture from the eighteenth to the twenty-first centuries. Topics include the rise of Eastern and Western Europe; the Enlightenment-era philosophies; the impact of the French Revolution on political, social, and economic world order; and the effects of the industrial revolution on Western society. Unification-era politics; various methods of imperial indoctrination; and major political, economic, and social reforms are explored, along with the root causes and strategies that affected the outcomes of World War I and World War II. Social, economic, and political changes that occurred in the twentieth century are also examined. PREREQUISITE: None

3 Credits

### **HIS/CHS 323 Church History**

An overview of church history from the beginnings of Christianity to the present. Attention will be given to the significant periods, events, movements, and personalities which helped the Church evolve as its theology was formulated throughout the centuries.

PREREQUISITE: None

3 Credits

### **HIS/CHS 333 Pentecostal History**

An overview of Pentecostal movements – past and present, and their relationship to each other and their impact on global efforts to evangelize.

PREREQUISITE: None

3 Credits

## HUMANITIES



### **HUM/PMT 133,233,333,433 Theater for Ministry (cross listed as COM 133,233,333,433, Theater Arts I,II,III,IV)**

Theater offers both basic and advanced training in basic characterization, script reading, memorizing lines, and performance. Advanced students in COM/PMT 333 and COM/PMT 433 will be asked to independently perform several times, and be able to direct. Upper division students will be required to do a research project. May be taken up to four semesters. (course contingent upon instructor availability).

PREREQUISITE: Instructor approval.

3 Credits

### **HUM 153 Introduction to Humanities**

This course is an introduction to the historical contexts of ideas and their manifestations in literature, the visual arts, and music. It encourages students to broaden their knowledge of Western cultural traditions.

PREREQUISITE: None

3 Credits

### **HUM 203 Introduction to Theater**

This course compares and contrasts theater to other performing arts and discusses cross-disciplinary influences on theater. Aspects of traditional and modern tragedies are discussed, and the contributions of ancient Roman drama to theater are evaluated. Other topics include William Shakespeare's plays as an expression of the spirit of the Renaissance, the social and literary background of seventeenth-century France, the distinctive qualities of theater during the Restoration period, and elements of realism within the plays of Arthur Miller and Tennessee Williams. The symbolist and expressionist movements and contemporary musicals in the United States and Europe are also analyzed.

PREREQUISITE: None

3 Credits

### **HUM 323 Internship I**

This is the first of three internship courses designed to provide students with opportunities for hands-on, real world experience working in the field of humanities. The student will work with his/her Advisor to select an internship experience in one of the following areas: the arts, music, literature, writing, journalism, theater or film. Internships may be completed within the context of faith-based or secular organizations.

PREREQUISITE: Advisor Approval

3 Credits

### **HUM 423 Internship II**

This is the second of three internship courses designed to provide students with opportunities for hands-on, real world experience working in the field of humanities. The student will work with his/her Advisor to select an internship experience in one of the following areas: the arts, music, literature, writing, journalism, theater or film. Internships may be completed within the context of faith-based or secular organizations.

PREREQUISITE: Advisor Approval

3 Credits

### **HUM/ENG/RDG 433 Literature and Film**

This course explores the complex interplay between film and literature. Selected novels, short stories and plays are analyzed in relation to film versions of the same works in order to identify possibilities and problems involved in the transposition to film.

PREREQUISITE: ENG 113

3 Credits

### **HUM 453 Internship III**

This is the third of three internship courses designed to provide students with opportunities for hands-on, real world experience working in the field of humanities. The student will work with his/her Advisor to select an internship experience in one of the following areas: the arts, music, literature, writing, journalism, theater or film. Internships may be completed within the context of faith-based or secular organizations.

PREREQUISITE: Advisor Approval

3 Credits

## **INTERDISCIPLINARY STUDIES**



### **IDS 403 Interdisciplinary Studies in Application**

This senior internship course is designed to provide students with an opportunity to blend coursework from different academic areas and apply new knowledge and skills to real-world scenarios. The student will work with his/her Advisor to select an internship experience which will capstone his/her studies. The internship may be completed within the context of a faith-based or secular organization.

PREREQUISITE: Advisor Approval

3 Credits

## LITERATURE



### **LIT/ENG 123 Introduction to Literature**

This course is an introduction to understanding and interpreting literature. Literary selections are drawn from various cultures and genres.

PREREQUISITE: ENG 113 3 Credits

### **LIT/ENG 203 American Literature**

This course is a study of American writing with emphasis on social and intellectual backgrounds from the Puritans through post-World War II.

PREREQUISITE: ENG 113 3 Credits

### **LIT/ENG 243 Native American Literature**

This course exposes the student to literature by Native Americans. It covers both oral and written materials beginning with myths, tales, and legends and goes through biographical materials to contemporary Indian literature. Contemporary Indian literature is considered through the mediums of poetry, fiction, and drama.

PREREQUISITE: ENG 113 3 Credits

### **LIT/ENG 313 World Literature**

This course exposes the student to literature through a study of the mediums of poetry, fiction, and drama from around the world. A major writer is also studied in more detail. PREREQUISITE: ENG 113 3 Credits

### **LIT/RDG 363 Children's Literature**

Survey of literature for children and youth as an educational tool with reading and language arts components. Course emphasizes the rationale and criteria for choosing and using literature in diverse genres and formats for teaching children and youth across the curriculum and evaluating literature-based reading programs.

PREREQUISITE: ENG 113 3 Credits

### **LIT/ENG/BIB 383 Wisdom Literature**

An advanced study of the character and practical value of biblical Hebrew poetry. The doctrinal content, spiritual value, and literary form of Psalms, Proverbs, Job, Ecclesiastes, and Song of Solomon are examined in detail.

PREREQUISITE: BIB 113, ENG 113 3 Credits

### **LIT/RDG 433 Literature and Film**

This course explores the complex interplay between film and literature. Selected novels, short stories and plays are analyzed in relation to film versions of the same works in order to identify possibilities and problems involved in the transposition to film.

PREREQUISITE: ENG 113

3 Credits

## **MATHEMATICS**



### **MAT 123 Pre-Algebra**

This course is designed to cover Pre-Algebra concepts. This is a branch of mathematics related to the basic skills, techniques, procedures and processes of advanced arithmetic as well as college algebra and elementary geometry.

PREREQUISITE: Placement

3 Credits

### **MAT 133 Consumer Math**

This course introduces Consumer Math, a branch of mathematics related to the consumer in business, commerce and capitalism including practices, applications, procedures and processes involving buying, selling, trading, personal budgeting and accounting, finances and free enterprise. This course explores how to effectively apply math to problem solving in retailing, interest rates, loans, banking, investments, insurance and other consumer situations, issues and concerns.

PREREQUISITE: Placement

3 Credits

### **MAT/LRD 153 Math Fundamentals**

Designed to aid the student in improving basic mathematics skills. Topics to be covered include basic number operations of whole numbers, fractions, decimals, percentages, introduction to pre-algebra and basic geometry concepts. Prepares the student to pass the college entrance requirements for mathematics.

PREREQUISITE: Placement

3 Credits

### **MAT 183 Math for Elementary Teachers**

This course is designed to cover a spectrum of fundamental mathematical concepts most applicable for teaching at the elementary school level. Among the topics covered are sets, logic, numeration systems and operations, real numbers, integers, fractions and decimals, percentages,

proportion and ratios, graphing, algebra, geometry and measurement, probability and statistics and applied problem solving.

PREREQUISITE: Placement

3 Credits

### **MAT/BUS 203 Business Math**

Covers arithmetic fundamentals and application of mathematics to business problems. This course includes: percentages, interest, cash and trade accounts, markups, financial statements, commissions, depreciation, stocks and bonds, business ratios, and production analyses.

PREREQUISITE: Placement

3 Credits

### **MAT 213 College Algebra**

Study basic concepts of mathematics including skills and use of numbers, the structure of the number system, theories of mathematical operations, linear equations, polynomials, factoring, exponents, roots and radicals.

PREREQUISITE: Placement

3 Credits

### **MAT/BUS 223 Accounting Fundamentals**

This course provides a broad overview of the fundamental purposes, theory, and methods of accounting. Included are discussions of the practical use of the journals, ledgers, and preparation of financial statements.

PREREQUISITE: Math 203 or Advisor's approval.

3 Credits

### **MAT 233 Finite Mathematics**

Course covers number sets, logic, functions, mathematical systems, introductory algebra and geometry, elementary probability and statistics, and the properties of integers, rational numbers, and real numbers.

PREREQUISITE: Placement

3 Credits

### **MAT/BUS 293 Business Statistics**

This course is the study of statistical analysis in business that leads to an informed action, which results in business improvement. Students are provided a modern theory, practical, and unique framework featuring case studies and example driven discussions of all basic business statistic topics.

PREREQUISITE: Math 203 or Advisor's approval.

3 Credits

### **MAT 313 Introduction to Probability and Statistics**

This course is designed to familiarize students with the basic concepts of probability and statistics and to provide a comprehensive overview of the scope and limitations of statistics. Students perform statistical analysis of samples, computing the measures of location and dispersion and interpreting

them through descriptive statistics. Basic concepts of probability are described, and the discrete and continuous distributions of probability are applied. PREREQUISITE: Math 203 or Advisor's approval. 3 Credits

### **MAT 323 History of Mathematics**

This course introduces the branch of history related to mathematics as it proceeded from the first recorded number systems to the modern era. This math course explores the history of culture and its ideas, creativity, serendipity and genius concerning math problems and resolutions. This course further emphasizes the challenges inherent in history, math and education as we uncover math discoveries, problems and resolutions; see math problems as related to events of discoveries over time; and examines teaching aspects of math education. PREREQUISITE: None 3 Credits

### **MAT/BUS 423 Accounting and Finance for Decision Making**

The purpose of this course is to provide students with an understanding of an organization's accounting system, thereby allowing them to be more intelligent users of these systems. Students will learn a framework for thinking about accounting systems and a basis for analyzing proposed changes to these systems. Topics include the importance of managerial accounting which is an integral part of a firm's organizational architecture, not just an isolated set of computational issues.

PREREQUISITE: Math 203 or Advisor's approval. 3 Credits

## **MANAGEMENT**



### **MGT 213 Organizational Management & Leadership**

This course is designed to familiarize students with the role of a good leader, as a communicator, a mentor, and a problem solver. A leader can teach others how to develop their own qualities and to succeed in any career or business, in addition to managing conflict and negotiations. Students will develop the ability to understand how to interpret, and predict the behavior of people working in organizations. In addition, relevant topics of today's managers will include social corporate responsibility, the impact of the current economic recession on employee stress and wellness, and skills needed by the 21<sup>st</sup> century work force. 3 Credits

### **MGT 323 Critical Thinking and Decision Making**

This course provides students with essential critical thinking and logic skills,

and gives them practice in applying these skills to everyday life. Issues and readings are drawn from popular culture, politics, current events, and science, as well as various academic disciplines.

PREREQUISITE: None

3 Credits

### **MGT 343 Management Information Systems**

This course provides a comprehensive overview of the management of information systems and the combination of hardware, software, and people that is vital to the successful operation of a business. Students will examine the strategic role of information system, as well as the characteristics of computer systems, software applications, programming languages, and relational databases. In addition, students study networking decision support systems, the system development lifecycle, system implementation methods, and information security.

PREREQUISITE: BUS 163 Introduction to Computers

3 Credits

### **MGT 363 Business & Project Planning, Development and Implementation (3)**

This course provides coverage of a broad range of industries to which project management principles can be applied. It focuses on how project management and plan development is integral to the organization as a whole. Students will learn the latest changes found in the practice of project development, scheduling and implementation as the project manager in the operating environment.

PREREQUISITE: None

3 Credits

## **MISSIONS**



### **MIS 113 World and U.S. Missions**

A contemporary assessment of the spread of the Gospel in our world today. This course deals with theological issues, cross-cultural problems, political and historical influences and ministry strategies. Consideration is given to the divine call as well as qualifications and preparation for cross-cultural ministry in the twenty-first century. This course includes a survey of the history, philosophy and organization of World and U. S. Missions within the Assemblies of God.

PREREQUISITE: None

3 Credits

### **MIS 203 Urban Ministries**

An introductory study of need and opportunity for evangelistic ministry within the urban setting.

PREREQUISITE: MIS 113

3 Credits

### **MIS 223 Missions in North America**

An overview of missionary efforts on this continent from the historical and contemporary perspectives. Evangelistic ministry to the many cultural groups within the U.S. and Canada will be emphasized.

PREREQUISITE: MIS 113

3 Credits

### **MIS 302(3) Selected Topic**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: TBA

2 or 3 Credits

### **MIS 313 Planting and Establishing Churches**

This course offers a practical study of various methods to implement the Great Commission by the means of planting and establishing churches in various cultural contexts, including Native American settings.

PREREQUISITE: MIS 113

3 Credits

### **MIS/CST 343 World Religions and Cults**

A study of the main religions of the world with a comparison to Christianity. Some attention will be given to new religious systems, sects and revival of ancient religions with their effect upon Christianity.

PREREQUISITE: None

3 Credits

### **MIS/CST 413 Cultural Awareness**

Designed to introduce the student to cultural diversities among peoples of the world. Emphasis is placed on social structure, religion, language, art, and technology of various societies. This course seeks to develop an appreciation of people of different backgrounds and to prepare individuals for cross-cultural ministry.

PREREQUISITE: None

3 Credits

## **MUSIC**



### **MUS 213 Music Fundamentals**

The fundamentals of music along with music reading skills and acquaintance with hymns and gospel music are emphasized.

PREREQUISITE: None

3 Credits

### **MUS 223 Music Appreciation**

Develops an appreciation for and love for music of various historical periods. The students will be given an opportunity to hear a wide variety of music and performers. Students will become acquainted with some of the great composers and their compositions.

PREREQUISITE: None

3 Credits

### **MUS 322(3) Group Voice**

Practical introduction to the technical problems involved in the proper use of the voice in singing and the teaching of singing.

PREREQUISITE: None

2 or 3 Credits

### **MUS/CST 331, 332, 333 Music In Cultures**

Gives an overview of music in various cultures. The student will study music from around the world. Emphasis will be placed on various cultures through the world of music.

PREREQUISITE: None

1, 2, or 3 Credits

## **NAVAJO**



### **NAV 102 Conversational Navajo**

An introductory course in conversational Navajo designed to acquaint students with fundamental oral communication skills including basic vocabulary, and beginning conversational skills in Navajo. Students will learn how to make a simple gospel presentation in Navajo.

PREREQUISITE: None

2 Credits

## **PHYSICAL EDUCATION**



### **PED 121 Physical Education I**

This course covers appropriate warm-up and stretching exercises, emphasizing a variety of physical activities with the purpose of teaching students to work out in their Target Heart Rate Zone. PREREQUISITE: None

1 Credit

### **PED 141 Physical Education II**

Students will participate in physical fitness activities. They will monitor their target heart rate and receive nutritional information for the maintenance of good health. They will perform aerobic and anaerobic exercises and the components of total fitness will be covered. Students will receive training in CPR and basic First Aid.

**PREREQUISITE:** None

1 Credit

### **PED 202 Lifelong Health**

The class will explore the concepts of nutrition and physical activities as they relate to diabetes and other health issues. The course will consist of both lecture and structured activities.

**PREREQUISITE:** None

2 Credits

## **PHILOSOPHY**



### **PHI 103 Introduction to Philosophy**

This course is a critical introduction to the field of philosophical inquiry. After defining philosophy and identifying the major fields of philosophical study, the course examines the history of Western thought from the famous Greek philosophers to the cutting-edge intellectuals of today. The course then dives into various thematic topics, including metaphysics, epistemology, free will and determinism, personal identity, ethical values, and political philosophy.

**PREREQUISITE:** None

3 Credits

## **PASTORAL MINISTRIES**



### **PMT 112 Principles Of Evangelism**

This course deals with the interrelationship between evangelism and the purposes of the church. It includes a practical approach for sharing the Christian faith with the un-churched.

**PREREQUISITE:** None

2 Credits

### **PMT/HUM 133,233,333,433 Theater for Ministry (cross listed as COM 133,233,333,433, Theater Arts I,II,III,IV)**

Theater offers both basic and advanced training in basic characterization, script reading, memorizing lines, and performance. Advanced students in COM/PMT 333 and COM/PMT 433 will be asked to independently perform several times, and be able to direct. Upper division students will be required to do a research project. May be taken up to four semesters. (course

contingent upon instructor availability).

PREREQUISITE: Instructor approval.

3 Credits

### **PMT 212 Introduction to Spiritual Formation**

A study of the basic disciplines of the life of a Christian that leads to personal growth and renewal such as: prayer, personal devotions, and intimacy with God, fasting, stewardship, spiritual authority, servant-hood, and spiritual gifts.

PREREQUISITE: THE 113

2 Credits

### **PMT 232 Foundations of Leadership**

This course provides students with a theology of Christian leadership. It investigates biblical models and principles for leadership, introduces the student to current leadership theory, and describes the major functions of leadership in the context of the local church.

PREREQUISITE: None

2 Credits

### **PMT 242 The Assemblies of God**

A discussion class intended for all students seeking credentials with the Assemblies of God. Organizational structure, distinctive doctrines, and history of the Assemblies of God are among the topics covered.

PREREQUISITE: None

2 Credits

### **PMT 302(3) Selected Topic**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: None

2 or 3 Credits

### **PMT 312 Biblical Preaching I**

An introduction to the discipline of preaching. Students will learn to develop topical, textual and expository sermons based on correct interpretation of Scriptures. Students will have the opportunity to practice preaching.

PREREQUISITE: BIB 233 and COM 243

2 Credits

### **PMT 313 Children's Ministry**

Introduces methods and philosophy of ministry to children. Attention is given to age-level characteristics and effective communication skills.

PREREQUISITE: CED 113

3 Credits

### **PMT 322 Biblical Preaching II**

A continuation of BIB 312 Biblical Preaching I that focuses on effective

communication technique. Special attention is given to preaching within a cultural context. The student will deliver sermons in practice situations.  
PREREQUISITE: BIB 233, COM 243 and BIB 312                      2 Credits

### **PMT 331 Evangelistic Ministry**

A practical course detailing the evangelist's devotional life, planning and advertising evangelistic events, how to budget for the events, the evangelistic invitation as well as follow-up discipleship after the conclusion of the evangelistic event. PREREQUISITE: None                      1 Credit

### **PMT 342 The Ministry of Women**

Explores the various ministerial and historical backgrounds of notable women in the Old and New Testament as well as those in the twentieth century. PREREQUISITE: None                      2 Credits

### **PMT 352 Ministerial Ethics and Relationships**

A study of Christian ethical principles founded on Scripture. Special attention is given to responding to moral dilemma's confronted in the context of ministry, including the importance of specific ministerial relationships in society and ecclesiastical settings.  
PREREQUISITE: None                      2 Credits

### **PMT 373 Leading the Worship Service**

This course is designed to equip those who will be involved in leading worship services, and to give opportunity to gain practical experience which will be valuable in other settings as well.  
PREREQUISITE: None                      3 Credits

### **PMT 402 Ministries in the Local Church**

The course introduces the student to the wide range of ministries that exist in the local church. Special attention is given to the proper placement of individuals in service to the local church.  
PREREQUISITE: Upper Division Student                      2 Credits

### **PMT 413 Practicum in Ministry**

Involves fieldwork and performance in an assigned Christian service area. It includes student participation in the functions of the local church in other types of ministries. PREREQUISITE: 75 credit hours towards Christian Ministry major                      3 Credits

### **PMT 433 Church Administration and Finance**

The church administration component of this course includes efficient methods of administering the affairs of a local assembly and specific study of parliamentary procedure and church departmentalization. The finance portion is designed to give a thorough knowledge of church bookkeeping as related to budget preparation, recording of transactions, banking procedures, requisition forms, and reconciliation of bank statements.

PREREQUISITE: Upper Division Student 3 Credits

### **PMT 453 The Ministry of the Pastor**

A practical study of the call, qualifications, preparations, responsibilities, and problems of the pastor.

PREREQUISITE: Upper Division Student 3 Credits

## **PSYCHOLOGY**



### **PSY 103 College Success**

This course is required of all first year students who come to AIC with less than 30 transferable hours. It includes principles and practices that enhance success at AIC. The course is to be taken during the earliest possible semester, regardless of degree plan unless waived by the department chair based on the student's prior successful academic record. PSY 103 places emphasis on the development of strong study, life, and academic socialization skills, and the understanding and integration of biblical values as practiced within the AIC community.

PREREQUISITE: None 3 Credits

### **PSY 123 General Psychology**

Introduction to the social science of psychology and its theories, research, specialties and methods. Psychology is the study of human behavior, cognition and the central nervous system. Includes personality characteristics, human development and mental health.

PREREQUISITE: None 3 Credits

### **PSY 213 Fundamentals of Counseling**

Survey of the psychology practice and principles of counseling. Includes study of personal emotional and adjustment problems and disorders as well as the development, assessment, interventions and preventions used in psychological counseling.

PREREQUISITE: PSY 123 3 Credits

### **PSY 233 Child-Adolescent Psychology**

A branch of psychology that studies children and youth behavior and their physical, mental and social development from birth to adolescents. Examines problems and achievements experienced from 0 to 19 years of age and the impact of family, school, mass media, church, work, and contemporary society from a social science perspective.

PREREQUISITE: PSY 123

3 Credits

### **PSY 323 Abnormal Psychology**

This course provides an investigation of the theoretical approaches to psychopathology, the assessment of mental disorders, and a sampling of the current classification system of disorders with respect to symptomatology and treatment.

PREREQUISITE: PSY 123

3 Credits

## **SCIENCE**



### **SCI 213 Biological Science**

#### **SCI 211 Laboratory for Science**

Overview of structure, physiology, genetics, origins, ecology, and classification of animal and plant living forms and processes. Emphasizes science principles and concepts at the genetics, organismal, population, community and ecology levels to develop critical thinking and technical skills. Must register for both SCI 211 and SCI 213.

PREREQUISITE: None

4 Credits

### **SCI 223 Physical Science**

#### **SCI 221 Laboratory for Science**

Overview of physics, chemistry, geology, astronomy, and meteorology of nonliving matter, forms and processes in the universe. Emphasizes science principles and concepts of mass, matter, energy, mechanics, composition and phenomena of non-living forms to develop critical thinking and technical skills. Must register for both SCI 221 and SCI 223.

PREREQUISITE: None

4 Credits

### **SCI 233 Earth Science**

#### **SCI 241 Laboratory for Science**

This course is designed to give students a better understanding of the Earth, its systems, and the environment in which they live. Students gain this understanding by studying the four main components of the Earth system:

the atmosphere, the biosphere, the hydrosphere, and the geosphere.  
PREREQUISITE: None 4 Credits

### **SCI 323 Human Anatomy and Physiology**

#### **SCI 321 Laboratory for Science**

This course provides an overview of body function and structure. The course begins with an overview of homeostasis, cell function, and tissue development. Properties of the skeletal, muscular, and nervous systems are explored. Sensory organs and the endocrine system are examined. Other topics include diseases of the major structural systems organs and how body system integration promotes homeostasis.

PREREQUISITE: None 4 Credits

### **SCI/SOC 333 Environmental Issues**

This course introduces students to the facts and controversies surrounding environmental issues. Students will assess the problems created by man and industry, review our responsibility toward the environment, and evaluate the global attitudes and behaviors that support or detract from sustainable development. In addition, students will learn what role they can play in improving society's role in sustainable development and in environmental policy.

PREREQUISITE: None 3 Credits

### **SCI 343 Environmental Science**

#### **SCI 331 Laboratory for Science**

This course provides students with a comprehensive overview of the basic principles and unifying concepts of environmental science. Various ecosystems are described, and conservation efforts are evaluated. Other topics include the importance of maintaining biodiversity, human population growth and demography, and the problems of urbanization in developed and developing countries. Techniques of sustainable agriculture are evaluated, as are techniques for water conservation. The impact of air pollution on the climate and on human beings is analyzed and the factors that determine energy consumption and the use of fossil fuels are assessed. Local, national, and international policies, laws, and programs that aim to protect the environment are also discussed.

PREREQUISITE: None 4 Credits

## **SOCIOLOGY**



### **SOC 113 Introduction to Sociology**

Introduction to the social science of groups and human relationships with their origins, organizations and functions from couples to society. The sociology perspective of human group processes, relationships and interactions are examined as well as their social change, structures and development.

PREREQUISITE: None

3 Credits

### **SOC 243 Human Social Development**

Survey of the social science of human development from adolescence to death. The life process is examined biologically, psychologically, socially and culturally from a sociology perspective from 19 years of age to end of person's life. Explores the characteristics, traits, experiences, needs and issues of human development.

PREREQUISITE: SOC 113, PSY 123

3 Credits

### **SOC 313 Marriage and the Family**

An overview of courtship, marriage, family life and social organization. Related cultural/religious processes, history, and problems as institutions and organizations are examined.

PREREQUISITE: PSY 123

3 Credits

### **SOC/YMT 423 Sociology of American Youth**

Introduction to the sociology characteristics, issues and trends of contemporary children, youth and young adults in the American society are considered as well as their related diversity, cultural, ethnic and social settings.

PREREQUISITE: Upper Division Student,

3 Credits

## **SOCIAL SCIENCES**



### **SSC 153 Introduction to Criminal Justice**

This course reviews the past, present, and future possibilities of America's criminal justice system and the critical role citizens play in shaping the future and the country's future. The history and types of police enforcement and the changing philosophies of the American corrections system are discussed. Other topics include the role of legal precedent, the death penalty, prison life, and the juvenile justice system.

PREREQUISITE: None

3 Credits

### **SSC/BUS 263 Principles of Economics**

This course is the study of principles concerning the operation of the market economy. Emphasis is placed on demand and supply analysis and understanding the competitive behavior of individual firms, industries and individual consumers; price determination and profit maximization in various types of market structures ranging from perfect competition to monopoly.

PREREQUISITE: MAT 203 or instructor's approval. 3 Credits

### **SSC/BUS 283 Legal, Ethical and Regulatory Issues in Business**

This course covers legal theories, ethical issues, and regulatory climate affecting business policies and decisions.

PREREQUISITE: None. 3 Credits

### **SSC/SCI 333 Environmental Issues**

This course introduces students to the facts and controversies surrounding environmental issues. Students will assess the problems created by man and industry, review our responsibility toward the environment, and evaluate the global attitudes and behaviors that support or detract from sustainable development. In addition, students will learn what role they can play in improving society's role in sustainable development and in environmental policy.

PREREQUISITE: None 3 Credits

### **SSC/BUS 363 Public Relations**

This course emphasizes the process of public relations which is grounded in the research, planning, action, and evaluation of technology. Likewise, integrated in this course are emphasizes on traditional communication skills with the ability to research and understand problems to strategically plan public relations programs, and evaluate the effectiveness of these programs.

PREREQUISITE: None 3 Credits

## **THEOLOGY**



### **THE 113 Essentials of Pentecostal Theology**

An introductory survey of the field of systematic theology, with special focus on the history and doctrinal statements of the Assemblies of God, with special focus on salvation, divine healing, Holy Spirit Baptism, and the return of Christ. (Required for all majors.)

PREREQUISITE: None 3 Credits

### **THE 123 Theology of the Scriptures, God and Christ**

This course conducts a study into the foundations of theology, the inspiration and transmission of the Scriptures, the doctrine of God, and the doctrine of Christ. PREREQUISITE: THE 113 3 Credits

### **THE 213 Theology of Man, Sin, Salvation, and Angels**

A detailed investigation of the doctrines of angels, humanity, sin and salvation, and the origins of the cosmos.

PREREQUISITE: THE 113 3 Credits

### **THE 302(3) Selected Topic**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: TBA 2 or 3 Credits

### **THE 323 Theology of the Holy Spirit, the Church, and Final Events**

Provides a thorough examination of the doctrines of the Holy Spirit, the Church, final events.

PREREQUISITE: THE 113 3 Credits

## **YOUTH MINISTRIES**



### **YMT 213 Foundations of Youth Ministry**

A study of Christian youth ministry and its relationship to the local church. Attention will be given to preparation, training, and planning for youth ministry and its impact on the lives of adolescents.

PREREQUISITE: None 3 Credits

### **YMT 302(3)**

A course approved by the Academic Affairs Committee on a selected topic (elective) when sufficient interest is manifested.

PREREQUISITE: TBD 2 or 3 Credits

### **YMT 312 Youth Camping**

A concentrated study of the planning and implementation of camping programs and retreat ministries for youth.

PREREQUISITE: YMT 213 2 Credits

### **YMT 323 Evangelism and Discipleship of Youth**

An examination of the specialized ministries of evangelism and discipleship in youth ministry. Attention is given to the characteristics and needs of youth, and diverse methods of communicating scriptural truth, including campus ministry and the impact of postmodernism.

PREREQUISITE: YMT 213

3 Credits

**YMT/SOC 423 Sociology of American Youth**

Introduction to the sociology characteristics, issues and trends of contemporary children, youth and young adults in the American society are considered as well as their related diversity, cultural, ethnic and social settings.

PREREQUISITE: None

3 Credits











