Dear Friend,

The 1990’s "new standard" brought a challenge to higher education. Careerism, the idea of obtaining a degree merely to secure a job, gave way to the desire for a complete college experience. Today, discerning college-bound students look for a school that is committed to the development of character as well as the mind. People come to The Master’s College seeking to be thoroughly equipped for life.

The Master’s College has always been, and continues to be, particularly concerned with ultimate issues--namely the spiritual character of our students, character built on Scripture and firmly rooted in a relationship with Christ.

Academically we focus on helping students develop knowledge, wisdom, social skills, leadership abilities and the necessary skills to solve problems, resolve conflict, and to think both critically and analytically. A great deal of emphasis is placed on developing clear communication skills which we believe are crucial to a complete college education.

Student development continues within the context of the local church. Beyond our campus, students serve in a number of churches in the area and attend morning and evening services where they are able to use the skills they are taught in the classroom and modeled by our entire faculty and staff. Biblical Christianity is not something students see for later in life, but rather, they are confronted with the message that this is the life they must live now.

Indeed, the "new standard" at The Master’s College is a commitment to provide more than a degree. Our commitment to character formation leads to a graduate who will be an effective agent in the expansion of God’s kingdom.

In The Master’s Service,

Dr. John MacArthur
President
Notice to the Students Regarding Requirements for Graduation and Degree Conferment from The Master’s College

It is important for the student to understand all of the requirements for commencement and degree conferment as it relates to The Master’s College. That is why the DCP Student Handbook and The Master’s College Catalog exist, along with departmental assistance. During Orientation night, each student will be given the DCP Student Handbook. Upon request, the most current Master’s College catalog is available.

The student is responsible for all the pertinent information contained in this publication. The student should pay particular attention to graduation requirements, as they include not only the academic requirements, but residency and other requirements as well. These will be reiterated and attached to the student’s senior contract when the time comes. If the student fails to read, understand or keep in mind that these policies exist, that will not under any circumstances constitute a justification to be excused from being accountable to these policies. It behooves the student therefore, to be well-informed and to check with his/her counselor when in doubt.

We appreciate each of our students and it is our responsibility to guard the integrity, quality and reputation of a degree earned from The Master’s College. We will continue to safeguard that responsibility.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Letter</td>
<td>3</td>
</tr>
<tr>
<td>Notice to the Students</td>
<td>4</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>5</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>7</td>
</tr>
<tr>
<td>Campus Map</td>
<td>8</td>
</tr>
<tr>
<td>Contact Information</td>
<td>9</td>
</tr>
<tr>
<td>The Master’s College</td>
<td></td>
</tr>
<tr>
<td>Written, Email, Telephone, and Fax Correspondence</td>
<td></td>
</tr>
<tr>
<td>Campus Extensions</td>
<td>10</td>
</tr>
<tr>
<td>Degree Completion Program</td>
<td>11</td>
</tr>
<tr>
<td>Office Hours</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Program Overview</td>
<td></td>
</tr>
<tr>
<td>Mission</td>
<td></td>
</tr>
<tr>
<td>Distinctive</td>
<td></td>
</tr>
<tr>
<td>Instruction/Instructors</td>
<td></td>
</tr>
<tr>
<td>Admission Requirements</td>
<td></td>
</tr>
<tr>
<td>Academic Guidance</td>
<td>13</td>
</tr>
<tr>
<td>Prerequisites</td>
<td></td>
</tr>
<tr>
<td>Education Plan</td>
<td></td>
</tr>
<tr>
<td>Transfer Units</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Late Registration Policy</td>
<td>16</td>
</tr>
<tr>
<td>Senior Contracts</td>
<td>16</td>
</tr>
<tr>
<td>Graduation</td>
<td>17</td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
</tr>
<tr>
<td>Honors</td>
<td></td>
</tr>
<tr>
<td>Participation in Commencement</td>
<td></td>
</tr>
<tr>
<td>Withdrawal &amp; Readmission</td>
<td>18</td>
</tr>
<tr>
<td>Add/Drop Policies</td>
<td></td>
</tr>
<tr>
<td>Withdrawal from Upper/Major Division Courses</td>
<td></td>
</tr>
<tr>
<td>Withdrawal from Lower Division Courses (GES)</td>
<td>18</td>
</tr>
<tr>
<td>Tuition</td>
<td>19</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td></td>
</tr>
<tr>
<td>Student Account Delinquencies</td>
<td></td>
</tr>
<tr>
<td>Program Policies</td>
<td>20</td>
</tr>
<tr>
<td>Computer Information</td>
<td></td>
</tr>
<tr>
<td>JOULE</td>
<td></td>
</tr>
<tr>
<td>Academic Standing</td>
<td></td>
</tr>
<tr>
<td>Academic Probation, Suspension, Disqualification</td>
<td></td>
</tr>
<tr>
<td>Academic Dismissal</td>
<td></td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>21</td>
</tr>
<tr>
<td>Absence Conflict Issues</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td></td>
</tr>
<tr>
<td>Personal Issues/Concerns</td>
<td></td>
</tr>
<tr>
<td>Inquiry &amp; Appeal Procedures</td>
<td></td>
</tr>
<tr>
<td>Café Reports</td>
<td></td>
</tr>
<tr>
<td>Course Syllabus</td>
<td></td>
</tr>
<tr>
<td>Textbook Purchase</td>
<td></td>
</tr>
<tr>
<td>Bookstore Refund Policy</td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents

Academic Terms & Definitions .............................................................................................................. 24
  Credit/No Credit ............................................................................................................................ 24
  Petition for Course Waiver .......................................................................................................... 24
  Standards of Conduct ................................................................................................................... 24

Academic Dishonesty .......................................................................................................................... 25
  Policy Guidelines .......................................................................................................................... 25
  Definitions ..................................................................................................................................... 26
  Violations of Academic Integrity .................................................................................................. 26
  A Final Observation ....................................................................................................................... 27

Classroom Procedures and Policies .................................................................................................... 28
  Classrooms .................................................................................................................................. 28
  Instructors ................................................................................................................................... 28
  Visiting & Auditing Classes .......................................................................................................... 28
  ID Cards & Parking Permits .......................................................................................................... 28
  Student Mailbox ............................................................................................................................ 28
  Address & Telephone Number Changes ....................................................................................... 29
  Library Remote Access ................................................................................................................ 29
  Ambassadors ................................................................................................................................. 29
  Americans with Disabilities Act of 1990 ...................................................................................... 29

Alternative Education ........................................................................................................................ 30
  Online General Education Courses .............................................................................................. 30
  Directed Studies ............................................................................................................................ 30
  CLEP Testing/Test Services .......................................................................................................... 31

Appendices ....................................................................................................................................... 32
  Appendix A – TMC & DCP Organizational Charts ................................................................. 33
  Appendix B – DCP Referral Program ......................................................................................... 34
  Appendix C – Tuition & Fees ....................................................................................................... 34
  Appendix D – Support Services .................................................................................................. 35
  Appendix E – Financial Aid .......................................................................................................... 38
  Appendix F – Degree Completion Programs Online ................................................................. 40
  Appendix G – School of General Education .............................................................................. 41
  Appendix H – Alternative General Education Completion Options ......................................... 45
  Appendix I – Grading ...................................................................................................................... 47
Spring 2015
- January 14th – 17th
- February 2nd
- TBD
- February 23rd
- February 26th
- March 5th
- March 9th
- May 5th
- May 8th
- May 8th
- June 27th

Truth & Life Conference
Registration Begins
Math Workshop
Registration Ends
Cohort 63 Convocation Dinner
Cohort 63 Orientation
Classes Begin
DCP Graduation Dinner
Graduation Rehearsal
Graduation Day
Classes End

Summer 2015
- May 25th
- June 22nd
- July 6th
- June 29th – July 4th
- October 31st

Registration Begins
Registration Ends
Classes Begin
Independence Day Week
Classes End

Fall 2015
- September 14th
- October 12th
- October 12th
- October 19th
- October 29th
- TBA
- November 23rd
- December 21st – January 1st
- March 4th

Registration Begins
Registration Ends
Cohort 64 Convocation Dinner
Cohort 64 Orientation
Classes Begin
Fall Student and Alumni Event
Thanksgiving Break
Christmas/New Year’s Break
Classes End
Main Campus – Santa Clarita

Academic and Administrative
Biblical Studies Center (BSC) (29)
B-Tech (31)
D.C.P. 1 (20)
D.C.P. 2 (21)
Career Services (6)
Chapel Media (11)
Communication Center (28)
Alumni House/Office of Advancement (3)
English History Center (32)
Home Economics (22)
King Hall (10)
Music Center (30)
R. L. Powell Library (4)
Reese Center for Science and Mathematics (1)
Administration Building/Office of Admissions (5)
Vider Hall/Computer Information Services (8)
Wismer Computer Center Lab (7)

Miscellaneous
Campus Safety (23)
Health Center (34)
Plant Operations (26)
Student Center (2)
Under the Oaks (9)

Recreational Facilities
Bross Gymnasium (24)
Fitness Center (25)
Intramural Field (33)
Soccer Club House (27)
Swimming Pool (12)
Tennis Court (19)

Residence Halls
C.W. Smith Hall (17)
Dixon Hall (15)
Hotchkiss Hall (13)
Oak Manor (Off Campus)
Slight Hall (14)
Sweazy Hall (18)
Waldock Hall (16)
We welcome every opportunity to speak with you personally. Please feel free to call us.

DCP Campus
The Master’s College
Degree Completion Program, Box #33
21726 Placerita Canyon Road
Santa Clarita, CA 91321-1200

Phone: 800-515-3222
DCP Reception: 661-362-2673
Fax: 661-362-2716
Email: degreecompletion@masters.edu
Website: www.masters.edu/degreecompletion

Email
- TMC provides a student email address for every student.
- **DCP Staff and Faculty** will communicate with you **ONLY** through your TMC student account. It is your responsibility to check this email regularly or forward emails to your personal email account.
- To access your email, please visit www.outlook.com or select the “E-mail” icon from the “Resource tab” at www.masters.edu.
- For full instructions on how to access your master’s email, forward from and to your email box, and other technical details, please see: www.masters.edu/outlook.
- If you have any questions about your email, you may contact the TMC helpdesk by phone, 661-362-2876, or by email, helpdesk@masters.edu.
- Please note that the helpdesk is open during normal business hours (8:00 AM – 5:00 PM; M - F).

If you have further questions, contact: COMPUTER SERVICES HELPDESK 661-362-2876 or helpdesk@masters.edu.

When emailing students, the convention is last name followed by first initial and middle initial @mail.masters.edu. For example, if the student’s name is Jane Rachel Doe, her email address will be doejr@mail.masters.edu.

When emailing a faculty or staff member, our standard email address is the first initial of the first name followed by full last name @masters.edu. For example, John Doe could be emailed using the following address: jdoe@masters.edu.

Because of duplicates, there are some exceptions. Student, Faculty, and staff email addresses can be verified by emailing postmaster@masters.edu.


<table>
<thead>
<tr>
<th>DEPARTMENT NAME</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC MAIN NUMBER</td>
<td></td>
<td>661-259-3540</td>
</tr>
<tr>
<td>The Master’s Seminary</td>
<td></td>
<td>1-800-225-5867</td>
</tr>
<tr>
<td>ACADEMIC AFFAIRS</td>
<td><a href="mailto:academicaffairs@masters.edu">academicaffairs@masters.edu</a></td>
<td>661-362-2227</td>
</tr>
<tr>
<td>ALUMNI RELATIONS</td>
<td><a href="mailto:alumni@masters.edu">alumni@masters.edu</a></td>
<td>661-362-2203</td>
</tr>
<tr>
<td>ATHLETICS</td>
<td><a href="mailto:athletics@masters.edu">athletics@masters.edu</a></td>
<td>661-362-2761</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td><a href="mailto:bookstore@masters.edu">bookstore@masters.edu</a></td>
<td>661-362-2862</td>
</tr>
<tr>
<td>CAMPUS SECURITY</td>
<td><a href="mailto:campussecurity@masters.edu">campussecurity@masters.edu</a></td>
<td>661-362-2500</td>
</tr>
<tr>
<td>Office of Student Employment and Professional</td>
<td><a href="mailto:osepd@masters.edu">osepd@masters.edu</a></td>
<td>661-362-2267</td>
</tr>
<tr>
<td>Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEGREE COMPLETION PROGRAM</td>
<td><a href="mailto:degreecompletion@masters.edu">degreecompletion@masters.edu</a></td>
<td>661-362-2673</td>
</tr>
<tr>
<td>IT Services</td>
<td><a href="mailto:helppdesk@masters.edu">helppdesk@masters.edu</a></td>
<td>661-362-2876</td>
</tr>
<tr>
<td>DISABILITY SERVICES</td>
<td><a href="mailto:humanresources@masters.edu">humanresources@masters.edu</a></td>
<td>661-362-2843</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td><a href="mailto:financialaid@masters.edu">financialaid@masters.edu</a></td>
<td>661-362-2290</td>
</tr>
<tr>
<td>FITNESS CENTER</td>
<td><a href="mailto:fitnesscenter@masters.edu">fitnesscenter@masters.edu</a></td>
<td>661-362-3940</td>
</tr>
<tr>
<td>FOOD SERVICES</td>
<td><a href="mailto:foodservice@masters.edu">foodservice@masters.edu</a></td>
<td>661-362-2856</td>
</tr>
<tr>
<td>HEALTH CENTER</td>
<td><a href="mailto:nurse@masters.edu">nurse@masters.edu</a></td>
<td>661-362-3765</td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td><a href="mailto:humanresources@masters.edu">humanresources@masters.edu</a></td>
<td>661-362-2843</td>
</tr>
<tr>
<td>LIBRARY</td>
<td><a href="mailto:library@masters.edu">library@masters.edu</a></td>
<td>661-362-2278</td>
</tr>
<tr>
<td>MABC</td>
<td><a href="mailto:mabc@masters.edu">mabc@masters.edu</a></td>
<td>661-362-2652</td>
</tr>
<tr>
<td>MABS</td>
<td><a href="mailto:biblicalstudies@masters.edu">biblicalstudies@masters.edu</a></td>
<td>661-362-2621</td>
</tr>
<tr>
<td>MAIL CENTER</td>
<td><a href="mailto:jswanson@master.edu">jswanson@master.edu</a></td>
<td>661-362-2349</td>
</tr>
<tr>
<td>REGISTRAR</td>
<td><a href="mailto:registrar@masters.edu">registrar@masters.edu</a></td>
<td>661-362-2813</td>
</tr>
<tr>
<td>STUDENT ACCOUNTS</td>
<td><a href="mailto:accountinfo@masters.edu">accountinfo@masters.edu</a></td>
<td>661-362-2212</td>
</tr>
<tr>
<td>STUDENT DELIQUENT ACCOUNTS</td>
<td><a href="mailto:jehlen@masters.edu">jehlen@masters.edu</a></td>
<td>661-362-2214</td>
</tr>
<tr>
<td>STUDENTS FINANCE CENTER</td>
<td><a href="mailto:accountinfo@masters.edu">accountinfo@masters.edu</a></td>
<td>661-362-2212</td>
</tr>
<tr>
<td>TRANSSCRIPTS</td>
<td><a href="mailto:registrar@masters.edu">registrar@masters.edu</a></td>
<td>661-362-2810</td>
</tr>
<tr>
<td>Military Student Advancement Office</td>
<td><a href="mailto:military@masters.edu">military@masters.edu</a></td>
<td>661-362-2814</td>
</tr>
</tbody>
</table>

Campus Extensions
**Office Hours**

The DCP Administration Building (the building next to Placerita Baptist Church) is located at 21930 Placerita Canyon Road. This is where the offices of the Director, Marketing & Enrollment Manager, Academic Counselors, and Operations Manager are located.

Office hours at the DCP office are Monday through Friday from 9:00 a.m. to 6:00 p.m.

All telephone extensions within DCP have voicemail and messages may be left if a staff member does not answer the telephone. There is also an outside drop box, which is checked daily for assignments and other information deposited after normal office hours. If you need to speak with your academic counselor, please contact him or her by email or telephone prior to your visit to make an appointment. It is our desire to be available to all our students. In order to do that in the most efficient and effective way, we ask that you make appointments whenever possible.

Please communicate directly with your professors via JOULE, email, and phone. General information concerning DCP matters not related to enrollment or academic counseling should be directed to the Administrator.

Matters related to enrollment in the program, which courses you should take, information about financial aid, the development of the senior contract, and graduation particulars should be directed to your DCP Academic Counselor.

- **Biblical Counseling** 661-362-2674
- **Christian Ministries** 661-362-2674
- **Organizational Management** 661-362-2677

Office supplies and equipment (telephones, fax, copier, paper, etc.) located in the DCP building are budgeted for DCP administrative use only. For security reasons, the file room and copier are off limits.

**History of the Degree Completion Program (DCP)**

The Bachelor of Arts in Organizational Leadership program started with the first class in the fall of 1993. The Organizational Management curriculum as it exists today reflects a strong management and Christian leadership emphasis providing an excellent background for someone interested in management. All courses incorporate a Christian worldview into the subject.

In the fall of 1994, the Bachelor of Arts in Christian Ministries (CM) program was started, reflecting the strong commitment of The Master's College to training men and women in ministry. The CM program is strong in theology and its application to life and ministry.

In 1996, the concept of an adult General Education School (GES) was adopted to provide another way for the students to complete their general education requirements. These courses are offered on weeknights and Saturdays. In the fall of 1997, the General Education School began to operate year-round. In 2007, TMC Online was added to allow General Education courses to be taken for the flexibility and convenience of our students.
The Bachelor of Arts in Liberal Studies (LS) major for strong and diverse subject content was added to DCP beginning March, 2001. This major is particularly programmed to provide students with a general, strongly grounded and diverse educational background in the sciences, math, literature, etc. It provides diversity in career opportunities.

The Bachelor of Arts in Biblical Counseling (BC) is our newest addition to DCP with the first cohort beginning in March, 2009. Grounded in the Word of God, this major is designed to equip the Christian adult with the principles and procedures of biblical counseling in order to further prepare them for service in their local church.

Program Overview
The Degree Completion Program is designed to meet the needs of today’s working adult learner. We understand the value, reward, and challenge of completing your degree and have made every effort to make this pursuit as practical and convenient as possible. By design, the program is a compressed course of study and your class will meet for instruction only one evening a week for four hours, 6:00 – 10:00 p.m. You will learn in an interactive teaching/learning format conducive to the adult learning style.

The Degree Completion Program offers a fully accredited bachelor degree in three majors. This program can be completed in as little as 20 months, depending upon the major course of study selected and sufficient transfer units. Imagine, with sufficient transfer units, you could have a Bachelor of Arts degree in less than two years.

The major program is open to adults 23 and older, who have a testimony of personal faith in Jesus Christ, a grade point average of 2.0 or better in all prior academic work from an accredited college, and who can demonstrate an ability to write at the collegiate level.

At the Degree Completion Program, you will be going through the program as a cohort, allowing you to work on one class at a time and enabling you to meet with the same classmates throughout the entire program. This provides an excellent opportunity for encouragement, support, accountability, fellowship and lasting relationships while at the same time moving toward completion of your educational goals.

The classes at the Degree Completion Program are kept small (typically 5-15 students), allowing for personalized attention. We believe that discipleship enhances spiritual maturity and that individual scholarship encourages the pursuit of individual academic excellence, as unto the Lord.

Mission Statement
The Degree Completion Program exists to enable Christian adults to finish college, to give them an education that is useful in all areas of life, to provide this education in a format that is compatible with their lifestyles, and to encourage them in their love for God and personal holiness.
DCP Distinctive

- Accredited by the Western Association of Schools and Colleges (WASC).
- Academic excellence integrated with Biblical truth.
- Prepares adult learners for leadership roles at home, church, and the workplace.
- Develops increased effectiveness in students’ communication, interpersonal, analytical and leadership skills.
- Lasting relationships among students and faculty.
- Personalized service among students and staff.

Instruction / Instructors

At DCP we have instructors that teach during the day at TMC, as well as those who are practitioners / affiliated faculty and adjunct faculty. All are chosen and evaluated with great care and deliberation. Criteria for the faculty include their Christian testimony and service in the local body of believers, adherence to the doctrinal statement, academic credentials at the master’s degree level or higher, proven experience in ministry or the workplace, a desire to teach, and a love for those of like-precious faith. There are presently about 50 instructors/professors teaching at DCP.

Admissions Requirements

1. Statement of Faith
2. Minimum age of 25
3. Sixteen (16) transferable units with a grade of “C” or better*
4. Ability to study and write at the collegiate level
5. Completion of application forms and payment of the $35 application fee
Prerequisites
(Meeting with Academic Counselor is highly advised.)

1. Prerequisites to taking Major Courses

Organizational Management
- English Composition
- Spoken Communication

Biblical Counseling
- English Composition
- Spoken Communication

Christian Ministries
- English Composition
- Spoken Communication

2. Prior to taking Managerial Accounting -- Critical Thinking & Problem Solving and Economics and Society

Students are assigned a DCP Academic Counselor who is available to assist you in developing an academic plan to complete all coursework needed for your Bachelor of Arts degree. The counselor is also available to respond to questions concerning aspects of the major and the various options for obtaining the credits needed to graduate from The Master’s College.

Education Plan
As you start your studies at DCP, you and your academic counselor will develop an Education Plan for your graduation. This plan will consider the units transferred to The Master’s College, the units earned in the major (40 semester units for CM, 40 semester units for OM, 40 semester units for BC), any units required to meet the general education stipulations, and any electives that may be required in order to meet the total units needed for graduation.

Transfer Units
Please note that there are some restrictions on the number of semester units that may be transferred to The Master’s College:

- Up to 70 semester units will be accepted from a single community college, accredited four-year college or university.
- Up to 94 units will be accepted from more than one community college, accredited four-year colleges or universities
- No more than 94 total transfer units will be accepted.
- Twelve of your last 24 units completed must be taken onsite at DCP.

Note: A minimum of 40 units must be completed at TMC to obtain TMC diploma.

The Master’s College requires that each student have at least 20 units of prescribed general education credit and 122 total units to graduate from the college. There may be times that due to various factors present in the life of the prospective student, that a lower amount of units would be accepted.

After an Education Plan is drawn you and your academic counselor will continue to work out the timing of the courses necessary to meet all of the graduation requirements. Any questions or concerns regarding courses transferred or courses to be taken should be discussed promptly with your counselor.
Registration Procedures
These instructions will outline the steps which you will need to follow to add and/or drop classes within the registration period for either Summer, Fall or Spring DCP term dates.

Please review the latest copy of your customized schedule to confirm your course schedule. In order to qualify for Financial Aid, you must register for all of the courses on your customized schedule for the current term. If you have any questions, as always, contact your Academic Counselor:

Walter Aguilar
waguilar@masters.edu
661-362-2674

Jeff Newman
jnewman@masters.edu
661-362-2677

To Complete Pre-Registration:
1. From www.masters.edu, under the “Resources” tab at the top right of the screen, select Self-Service.
2. Login with your Self-Service user name and password.
3. Once you are signed in, you will see a list of options at the center of the page, under “Students”. Select “Pre-Registration” to begin the pre-registration process.
4. In the options offered, select Register for The Master’s College as a DCP Student
5. Select “Continue” to walk through each step of pre-registration. You can also use the menu on the left to navigate directly to particular section. If you are unable to complete the entire process, your information will be saved and you may return at a later time to finish.
6. Once you have completed all the sections of the pre-registration form, you will verify your choices, sign the form electronically, and submit it online.

If you have not fulfilled your financial obligations, you will be required to clear the STOP on your account before proceeding to registration. Contact Jerry Ehlen in Student Finance immediately at jehlen@masters.edu or 661-362-2214.

To Register for Classes:
1. Sign into “Self-Service.”
2. From the list of options on the Self-Service home screen, below “Students”, select “Find Courses.”
3. Here you can search for the course(s) you wish to register for. Be sure to select the correct Period and Session in order to choose the correct course.
   - The Period is 2015 Spring.
   - For ALL Spring 2015 DCP On-Site and Online Courses the Session is: DCP
   - DCP On-Site Session and Course Dates:
   - DCP Online GE Session and Course Dates:

If you are taking an Online GE course, make sure you are selecting the “Online” version of the course. Click “Add” to add classes to your Shopping Cart. A box will appear after you click add; simply hide this box and continue to make your selections.

To Add a Class to Your Schedule:
1. Click “Cart” at the top of the screen to view classes added to your cart. Click the Register box at the top of the screen.
2. All classes will have check marks in boxes next to the course name. Verify the classes you want to register for are selected and the classes you don’t want to register for are not selected.
3. After all selections are made, click “Next.” This shows your “Updated Schedule”.
   Note: If you do not see your updated schedule, click the “Previous” button.
4. Once the updated schedule is confirmed, click the “Next” button.
5. Once you are finished, a Confirmation Screen will appear:
6. Congratulations! You have completed registration.

Reminders:
You can view a copy of your unofficial transcript in Self-Service by selecting the Grades tab, then Unofficial Transcript.

Once again please be reminded that the TMC faculty and staff will continue to utilize your mail.masters.edu email address for ALL communication. Please check this inbox regularly or set up email forwarding.

**Late Registration Policy**
Registration for courses will begin 5 weeks prior to the start of each trimester term. Students will receive an email to remind them that the registration period is open. Each registration period is open for 3 weeks. If a student registers after the 3 week time period, tuition fees are raised $25 per unit for each course. See example below:

<table>
<thead>
<tr>
<th>Registration dates:</th>
<th>June 4th to June 25th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fees:</td>
<td>Major Courses $450/ Unit</td>
</tr>
<tr>
<td></td>
<td>General Education $250/ Unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LATE Registration Dates:</th>
<th>June 26th to July 8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>LATE Tuition Fees:</td>
<td>Major Courses $475/ Unit</td>
</tr>
<tr>
<td></td>
<td>General Education $275/ Unit</td>
</tr>
</tbody>
</table>

Please note: Your Financial Aid has already been calculated based on the normal tuition fees. If you register after the registration deadline, your financial aid will not cover the late tuition fees, so you, the student will have to pay the extra dollars out of pocket. Please note that your personal costs will go up if you register late.

*Please be advised: If any student is not registered before the first class date, then that student shall not be allowed to attend the class. You must be registered for your class before the first class meeting date!*

**Senior Contracts**
Approximately 4 – 6 months prior to your anticipated graduation date, your Academic Counselor will develop a senior contract with you. The senior contract, a detailed plan outlining your time to graduation, will account for your transfer units as determined by the college registrar, the major program units and any general education and elective units (not already transferred) that are required by the college to meet the graduation unit requirements; those which you have already completed as well as what you have yet to complete. The senior contract will also indicate the academic routes to obtain any courses needed for graduation. The senior contract must be reviewed and approved by the college registrar.
Graduation Requirements
You must meet the following basic requirements to graduate from The Master’s College with a Bachelor’s Degree:

- Complete all general education requirements
- Complete all major program requirements
- Complete 122 semester units of credit with a minimum grade point average of 2.0 in all work attempted at the college.
- Complete at least 12 of the final 24 semester units at the college.
- Pass the Math Diagnostic exam (MA 070) or sufficient course requirement.
- Satisfy all financial obligations in accord with the official records of the business office
- All tuition and fees must be paid to receive a diploma or transcripts. (In good-standing).
- Complete the Senior Contract

Note: You will be unable to graduate with a failing grade for any course in the major but you may seek permission to retake the course at full cost.

Graduation Honors
You may be eligible for honors at graduation. This is recognition of academic excellence in coursework performed in the major as well as in other coursework performed at The Master’s College. If you have a minimum of 60 semester units at the college and maintain a cumulative grade point average of 3.50 or better in coursework attempted, you are eligible for the following graduation honors:

- Summa Cum Laude 3.85
- Magna Cum Laude 3.65
- Cum Laude 3.50

Should you have less than 60 semester units from TMC you may still be eligible for honors awarded by the Degree Completion Program. If you complete the major and maintain a cumulative grade point average of 3.50 or better you are eligible for the following honors:

- Award of Excellence 3.80
- Achievement Award 3.50

These awards are presented at the Degree Completion Program graduation reception.

Participation in Commencement
In order to participate in the commencement ceremony, you must have all coursework completed with only one exception. A Senior Contract must be completed and submitted to your DCP Academic Counselor. Your remaining classes must be taken before or during the Spring trimester of the Commencement.

Please note that a student may take off one out of three semesters during a 12 month period without losing full-time status if they contract to return to DCP the following semester as a full-time student.

Failing to meet the above criteria would result in being out of status and necessitate standard procedures for reinstatement.

Debilitating circumstances may preclude you from attending part or all of a particular course in the program. If you know that you will miss a part of the course, the course instructor MUST be contacted and the situation reviewed.

If the instructor determines that too much of the course will be missed you should immediately notify your counselor in writing to withdraw from the course.
Add/Drop Policies
In addition to the refund and grading policies for withdrawing from a Major or General Education course, the student must formally drop the course. This is done issuing an email to the student’s academic counselor requesting dropping the course. As a precaution, the student should include a “return receipt requested” in his/her email so that there is a record of your request to drop the course. If there is a question after the fact about whether or not you officially dropped the course, you will need to provide proof that you requested and received affirmation of your drop status. Otherwise, any request to consider a drop after the fact, without this proof will be denied.

Withdrawal from Upper/Major Division Courses

<table>
<thead>
<tr>
<th>If you withdraw from a Major Course:</th>
<th>You will receive a refund of:</th>
<th>And will receive a grade of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the class has been introduced...</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>After the introduction but before the 1st class has met...</td>
<td>75%</td>
<td>W</td>
</tr>
<tr>
<td>After the 1st class has met, but before the second class...</td>
<td>50%</td>
<td>W</td>
</tr>
<tr>
<td>After the 2nd class has met...</td>
<td>Zero</td>
<td>F</td>
</tr>
</tbody>
</table>

You will need to contact your academic counselor to enroll you in the course at a later date.

*NOTE: You will be charged full tuition (which may increase) to retake the course.*

Withdrawal from Lower Division Course (GES)

<table>
<thead>
<tr>
<th>If you withdraw from a GES course:</th>
<th>You will receive a refund of:</th>
<th>And will receive a grade of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the class starts...</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>After one class meeting</td>
<td>75%</td>
<td>W</td>
</tr>
<tr>
<td>After two class meetings</td>
<td>50%</td>
<td>W</td>
</tr>
<tr>
<td>After the third class meeting</td>
<td>Zero</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If you withdraw from a Video or Directed Study Course:</th>
<th>You will receive a refund of:</th>
<th>And will receive a grade of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero to two weeks after receipt of syllabus...</td>
<td>100%</td>
<td>W</td>
</tr>
<tr>
<td>Between two and three weeks after receipt of materials...</td>
<td>75%</td>
<td>W</td>
</tr>
<tr>
<td>Three or more weeks after receiving materials</td>
<td>Zero</td>
<td>F</td>
</tr>
</tbody>
</table>

You will need to contact your academic counselor to enroll you in the course at a later date.

*You will be charged full tuition to retake the GES/DS course(s)*
Tuition and Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major curriculum, per unit</td>
<td>$450</td>
</tr>
<tr>
<td>On-campus general education, per unit</td>
<td>$250</td>
</tr>
<tr>
<td>Online general education, per unit</td>
<td>$250</td>
</tr>
<tr>
<td>CLEP exam</td>
<td>$95</td>
</tr>
<tr>
<td>iSkills exam</td>
<td>$40</td>
</tr>
<tr>
<td>Application fee, one-time</td>
<td>$35</td>
</tr>
<tr>
<td>Registration fee, one-time</td>
<td>$100</td>
</tr>
<tr>
<td>Technology Fee, per trimester</td>
<td>$15</td>
</tr>
<tr>
<td>Graduation fee, one-time</td>
<td>$100</td>
</tr>
<tr>
<td>Audit fee, 5-unit course</td>
<td>$120</td>
</tr>
<tr>
<td>Audit fee, 4-unit course</td>
<td>$90</td>
</tr>
<tr>
<td>Audit fee, 2 or 3-unit course</td>
<td>$50</td>
</tr>
</tbody>
</table>

Tuition Payment

A statement of charges is provided for each student. At Orientation you will be asked to sign the course enrollment form indicating responsibility for payment of the indicated charges.

Unless your loan has been approved and received by the college, you will have to pay for the books and materials for your first course on Registration and Orientation night.

Payment is made as follows:

- **Financial Aid**: Please discuss this option with our DCP Financial Aid counselor Ryan Wethern at 661-362-2292 or rwethern@masters.edu.
- **Personal Funds**: You are responsible for any amount not covered by approved financial aid or third parties.
- **Payment plans**: You may take advantage of payment plans available through the student accounts office at 661-362-2212 or accountinfo@masters.edu. You can also pay the balance in full at the beginning of each semester.
- **Make an online payment**: You can go to www.masters.edu/payments

Student accounts must be kept current in order to remain in the program.

Student Account Delinquencies

Should you experience financial difficulty that prevents meeting the arranged obligations, prompt communication with Student Finance is extremely important. Student account delinquencies may result in the student being asked to withdraw from the program. Perpetuation of student account delinquencies may result in the account being placed with a collection agency. Contact Jerry Ehlen at 661-362-2214 or jehlen@masters.edu. You may then be asked to meet with representatives of the college business office and the Degree Completion Program to determine how the financial obligations may be handled.

All tuition and fees must be paid to receive a diploma or transcripts. If your account is overpaid, the credit balance may be refunded upon request. Please allow two weeks for the check and account to be processed.
Computer Information

- **Students are required to use Microsoft Word, Outlook, Power-point, and Excel.**

- Students are required to own and/or have easy access to Microsoft Office and the Internet in and out of the classroom. Every DCP student is given a TMC email account. Please check your email ‘inbox’ regularly or forward to your personal email account. **All correspondence from faculty and staff is done through your TMC email account.**

- Students are required to always have personal back-up (file) copies of all coursework and documents in case something is lost or misplaced.

- **Students must be proficient in the use of JOULE.** You will need to understand how to utilize JOULE in order to take your courses, therefore it will be required that the student have a strong background in computer literacy.

**DCP Learning Management System - JOULE**

At DCP, all our courses are administered by the “JOULE” Learning Management System (“LMS”). JOULE is a way to organize a course’s content, allow the flow of information back and forth (submitting assignments, receiving graded assignments back) and works as a continuous guide and accountability tool for the student as he/she works through the material. Every week, your JOULE LMS lets you know what this and any other week’s assignments are, what is due, what to read, etc. You can even take weekly quizzes and/or tests on JOULE, which then provides for an automated grading and reporting/returning resource.

**Academic Standing**

The Degree Completion Program desires that you do well in all of your coursework. The faculty and staff are concerned about every student and pray regularly for your continued/growing wisdom, strength and perseverance. You should **expect unforeseen circumstances** to arise that cause pressure on your course attendance, study time, assignment preparation and even your ability to continue in the program. Most of those “thorns” or stressors can be countered with prayer and perseverance along with help and encouragement from your DCP professor, counselor, and classmates.

We prefer you **email/post course materials/assignments directly to your professor.** In exceptional situations course materials may be delivered to the Degree Completion office during normal office hours deposited in the drop box after hours, or faxed to (661) 362.2716 to the attention of the instructor.

**Academic Probation, Suspension or Disqualification**

Students entering on academic probation are limited to 12 units per semester. They must maintain a minimum cumulative GPA of 2.00 at the end of the semester to be removed from probation. Any student whose cumulative GPA falls below 2.00 will be placed on academic probation for one semester. If their cumulative GPA remains below 2.00 at the end of that semester, they will be subject to academic disqualification. A student subject to academic disqualification may appeal by submitting a letter to the Vice President for Academic Affairs stating why he/she should not be disqualified. The student’s request will then be reviewed by the Academic Affairs Council for final decision.

The procedure for readmission of an academically disqualified student includes: (1) a minimum of one semester of academic suspension, (2) attendance at another accredited institution and achievement of a 2.50 cumulative GPA.
on a minimum of twelve semester units of transferable coursework with no course grade lower than a “C”, and (3) review of the student’s application for readmission by the admissions committee. If the student’s readmission is approved, the student will be placed on academic probation and will be required to meet regularly with the academic counselor during the semester. The student will have that semester to achieve a 2.00 cumulative GPA to be removed from academic probation and continue their enrollment at the college.

**Academic Dismissal**

A student may be dismissed from TMC/DCP for conduct unbecoming and/or academic disqualification. If dismissed, the student may reapply and re-register when he/she evidences greater commitment and capability to meet the academic and moral standards at DCP.

**Attendance Policy**

The attendance policy for the Degree Completion Program is as listed below. This is based on the fact that missing certain or increasing amounts of class in the accelerated Degree Completion Program, no matter what the reason, keeps a student from completing the work and course of study to earn a grade in the course. Therefore, although there are a few cases where the professor has discretion over extending a student’s tenure in a class where that student has missed a significant amount of class course work and coverage, we encourage the students to make every possible effort to keep their attendance at a high level so they can take advantage of all the matriculation benefits of the degree program.

<table>
<thead>
<tr>
<th></th>
<th>12-Week Course</th>
<th>10-Week Course</th>
<th>8-Week Course</th>
<th>6-Week Course</th>
<th>4-Week Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Absence</strong></td>
<td>No grade penalty other than a reduction in participation grade as determined solely by the instructor.</td>
<td></td>
<td></td>
<td></td>
<td>Mandatory 11% grade reduction*</td>
</tr>
<tr>
<td><strong>2 Absences</strong></td>
<td>No grade penalty other than a reduction in participation grade as determined solely by the instructor.</td>
<td>Automatic participation grade reduction by instructor – minimum 10%</td>
<td></td>
<td></td>
<td>Mandatory 11% grade reduction*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mandatory 11% grade reduction*</td>
<td></td>
<td>Mandatory expulsion from the course being awarded a failing grade**</td>
</tr>
<tr>
<td><strong>3 Absences</strong></td>
<td>Mandatory 11% grade reduction*</td>
<td></td>
<td>Mandatory expulsion from the course being awarded a failing grade**</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4 Absences</strong></td>
<td>Mandatory expulsion from the course being awarded a failing grade**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If student scored 100% grade score without the absences then the highest grade that can be awarded is 89% which is a B+. If student scored 85% then the grade would be reduced to 74% which is a C.

** Extreme circumstances can be appealed but not on work-related absences. The professor has the discretion of allowing the student to continue in the course however DCP Director has final decision authority.)
Absence Conflict Issues
There may be times when you are unable to take a major course in the normal sequence with your class due to a number of extenuating circumstances, e.g. temporary job reassignment, training out of town related to your job, marriage, or the birth of a child. If this occurs, you must immediately contact your academic counselor. See “Add/Drop Policy.”

Participation
Participating in class discussions, is expected and encouraged in every course. Class participation is often included in the grading structure.

The following points can be used as a guideline:

1. The student does not have to agree with the professor at every point. The college administration guidelines allow for some latitude in the doctrinal position of a DCP student in comparison with the college’s doctrinal statement. The student does not always have to be in absolute agreement with the professor, but needs to be willing to listen to their view and be teachable.

2. A student’s or a professor’s “spiritual experiences” are ultimately irrelevant in comparison to God’s Word. Theology should never be primarily based on something a person feels they have experienced. God’s word provides our only basis for truth.

3. At those points where a student and professor are in disagreement on an issue, all involved need to model Christlikeness in the manner they disagree with each other. Even if someone fervently holds to a given position, we need to speak the truth in love (Eph. 4:15) and refuse to allow “corrupt communication” to come out of our mouths (Eph. 4:29). There is no need to disparage the other person, impugn their motives, or question their devotion to the Lord.

Personal Issues/Concerns
In an effort to maximize instructional time while at the same time wanting to be sensitive and gracious towards those undergoing marital, health, family, church, vocational issues, etc., students are encouraged to discuss personal issues affecting their education with the professor and other students outside of class time, unless brought up as a prayer matter at the appropriate time. If the matter pertains to academics, speak with your professor first, then the major professor and the Director. Your academic counselor is also available to guide you.

Inquiry and Appeal Procedures
The Degree Completion Program strives to provide a quality educational experience for all of the students enrolled. If, however, a question or concern arises, you should follow the procedure below: Discuss the matter with the person (faculty, staff, etc.) who works closest to the area of concern. Contact the Director of the Degree Completion Program if further assistance is needed or write a petition using the DCP Student Petition form, or simply send an email with the particulars.

Student Evaluation of the Course and Instructor--Café Reports
Students are asked to complete an evaluation of each course, instructor, facility, and equipment. Course evaluations (Café Reports) are available online the last two weeks of class through midnight of the last class. (Procedure is covered on Orientation night, however, if you have any questions, please contact your counselor.) Please take the time to be thoughtful, careful, and discerning. Every evaluation is carefully read by the Director, Major Professor, Administrator, and Instructor. Decisions and actions are often affected by your evaluations, and copies are kept in our network system.
Course Syllabus

General Education
Look for your syllabus two weeks prior to the first night of class on the JOULE course home page. With your syllabus information, you can order your textbook(s) from the college Bookstore or elsewhere.

Major
You will receive your syllabus one week prior to your first night of class via Joule. The college Bookstore will have the textbook(s) for that course on the shelf the week before; should you decide to purchase the book(s) earlier contact the bookstore to ensure they have the book on hand.

Textbook Purchases
Students are required to have their textbooks the first night of class. Textbooks for your classes are available in The Founders Bookstore at The Master’s College. The bookstore only needs to know the course name or the course ID number to be able to order your books. Because bookstore hours vary, it is best to call or visit the bookstore well in advance. All required textbooks will be carried in the DCP section. These books are available one week prior to the first night of class. You have the option of phone or online ordering and may pick up your books personally or have them shipped directly to you. Textbooks may also be sent from the bookstore to DCP to be held for student pickup. You may pay by credit card, or charge your textbooks on your student account, using your Student ID#. If you wish to have your book mailed to you, please add $5 shipping and handling.

Phone ordering: 661-362-2862
Online ordering: http://www.cbamatthews.com/masterscoll/default.asp

NOTE: Please do not make purchases with your Student ID without sufficient funds in your account. It is your responsibility to know whether or not funds are available in your account to cover the purchase amount. If you are not sure, contact James Phillipps, in Student Accounts at (661) 362.2237 or Jphillipps@masters.edu.

Bookstore Refund Policy
- Text refunds are allowable up to one week after the start of your first class session.
- No refunds will be allowed during the last week of classes or during examination periods.
- Your sales slip is required except when your textbooks are purchased by a voucher. Refunds cannot be made without the appropriate sales slip.
- Any item returned for a refund must be new, unmarked, unused, and in its original packaging (unless you purchased a used textbook).
The following definitions apply to symbols utilized in lieu of grades:

**Credit/No-Credit (CR/NC)**
A grade of credit is given for some courses that require the completion of work as part of the program but do not lend themselves to the assignment of a letter grade. The grade of no-credit indicates that the required work was not completed satisfactorily. You may not graduate with a grade of no-credit for any course in the major. To retake the course to change the no-credit to credit will require completion of the student petition form to retake the course and payment in full. *(See Transfer of Classes)*

**Petition for Course Waiver**
You may have already completed courses that are similar to those offered as part of the major course work. If this education is comprehensive and current, you may, through your academic counselor, PETITION to have the equivalent course waived by submitting a Petition for Course Substitution. The petition will be considered (approved or denied) by 1) the department chair or major professor, 2) the course professor and 3) the Director of the Degree Completion Program.

**The Master’s College Standards of Conduct**
If admitted to The Master’s College, I hereby seek earnestly the will of God for my life, to conform sincerely to the standards of conduct of the college both on and off campus, to assist the school in maintaining the spirit and letter of its guidelines for its students, and to cultivate in my own attitude and behavior of godly example.

If admitted, I will regularly attend a Bible-teaching, evangelical church. Furthermore, I agree to become familiar with the complete content of the Student Handbook and to abide by all appropriate policies and expectations.

I agree to abstain from anything specifically prohibited by the Bible, such as sexual immorality or cohabitating with an unmarried partner of the opposite sex. I agree to exercise discernment regarding use of radio, television, and the printed page, including a total avoidance of pornographic programming, films and literature. I also agree to abstain from such practices as gambling, the use of beverages for intoxication, tobacco, the misuse of prescription drugs, and the use of illegal drugs.

I also agree not to cheat or plagiarize in any way on any academic assignments or requirements. I agree to treat college properties and facilities with respect. I accept that it is my responsibility to be a good steward of the resources God has provided the college, including the dining center, library, classrooms, and dormitories.

I agree to treat all others in the college community with respect, especially professors in the classroom and staff members. I will readily participate in class discussions, but agree not to disrupt instruction or do anything that will make it difficult for professors to lead classes.

I agree to submit willingly to biblical instruction in keeping with The Master’s College doctrinal statement, and while I may participate in open discussions with professors and other students about biblical teaching, I will never seek to lead other students to believe or practice anything contrary to the doctrinal statement of the college.

I agree to fulfill my financial commitment to the college as agreed to during the registration process. Finally, I understand that a violation of these standards could be grounds for dismissal from the college based upon my willful behavior.
Academic Dishonesty

You shall not steal, nor deal falsely, nor lie to one another. Lev. 19:11 (NASB)

TMC Statement of Academic Dishonesty:
It is the responsibility of the faculty member to pursue suspected incidents of academic dishonesty occurring within his/her courses. If a student is found to be guilty of cheating, plagiarism or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the Vice President for Academic Affairs. The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor’s discretion depending on the severity of the incident. Any subsequent documented offense of academic dishonesty by that student (regardless of whether it occurs in the same or any other course taken by the student at the college) will result in automatic failure of the course and expulsion of the student from the college for a minimum of one academic year.

Higher education in a college or university community is based upon certain shared values concerning the nature of learning and the pursuit of knowledge. One of the most basic assumptions is the respect for intellectual property and right of recognition for such. Recent research studies concerning breeches in academic integrity have signaled alarming shifts in student perceptions of the appropriateness of such activities. These include such practices as cheating, plagiarism, abuse of technology, deceptive academic practices, falsification of scientific or research data, and unapproved collaborative research. Such practices can be conscious and deliberate violations of academic integrity on the part of the student or unconscious participation in questionable academic activities that are rendered unethical by most faculty.

Research regarding students and academic integrity within the context of the Christian liberal arts college is needed. In the absence of such literature, cultural pervasiveness, theological realities (notably, total depravity), and professorial experience, suggest that academic dishonesty does occur within our academic communities. Biblical mandates against theft (including intellectual property) (Ex. 20:15), against falsification of measurements (including statistical and scientific measurement) (Lev. 19:36; Prov. 20:10,23; Micah 6:11), against deceptive academic practices (both intentional and unintentional) (Prov. 19:5) are seldom applied to academic contexts. As believers, it should be assumed that we live by higher standards than the world we live in – including the academic world (Mt. 5:16; Eph. 4:1; 2 Pet. 1:10). It is therefore most grievous that violations of academic integrity happen in a context such as ours.

Policy Guidelines
In an attempt to clarify the problem and offer consequence for participation in such activities, the following materials are offered as both a warning and as a guideline to avoid unconscious participation in questionable practices that might precipitate charges of academic dishonesty or unethical academic behavior from the college faculty. Students must recognize that faculty view breeches in academic integrity as a very serious violation and will respond in kind. Students should be advised that any questions regarding appropriateness of an activity should be cleared in advance with the instructor. Students should also be advised that non-detection or non-comment does not implicitly or tacitly imply approval of the preceding activities. Never assume what is accepted in one class is acceptable in all classes.
**Definitions**

**Plagiarize** – Transitive senses: to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Intransitive senses: to commit literary theft: present as new and original an idea or product derived from an existing source. (SOURCE: Merriam-Webster Dictionary Online)

**Cheat** – Transitive senses 1) to deprive of something valuable by the use of deceit or fraud; 2) to influence or lead by deceit, trick, or artifice, 3) to elude or thwart by or as if by outwitting. Intransitive senses a: to practice fraud or trickery b: to violate rules dishonestly (as at cards or on an examination). (SOURCE: Merriam-Webster Dictionary Online)

“A cadet will not lie, cheat, steal, or tolerate those who do.”
- The Honor Code at West Point.

**“Clear” Violations of Academic Integrity**

The following scenarios are universally recognized as conscious breeches of academic integrity. Faculty will generally approach such cases with severe academic penalties. It is assumed by most faculty that such violations are active and high-handed violations of academic values.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Common Consequences or Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copying answers directly from another student</td>
<td>F for the course</td>
</tr>
<tr>
<td>Copying answers with another student’s assistance</td>
<td>F for the course (both parties)</td>
</tr>
<tr>
<td>Copying answers from an answer key or previously administered exam</td>
<td>F for the course</td>
</tr>
<tr>
<td>“Cribbing” answers in any form to be accessed during examination</td>
<td>F for the course</td>
</tr>
<tr>
<td>Possession or usage of materials during examination without approval</td>
<td>F for the course</td>
</tr>
<tr>
<td>Possession or usage of exam prior to test administration</td>
<td>F for the course (and suspension)</td>
</tr>
<tr>
<td>Creation or usage of an unauthorized test bank or exam archive</td>
<td>F for the course (and expulsion)</td>
</tr>
<tr>
<td>Removal of exam from classroom without approval</td>
<td>F for the course (and suspension)</td>
</tr>
<tr>
<td>Usage of a proxy (substitute person) during exam</td>
<td>F for the course (and expulsion)</td>
</tr>
<tr>
<td>Altering answers on a returned exam for re-submission</td>
<td>F for the course (and suspension)</td>
</tr>
<tr>
<td>Unauthorized access to faculty files (electronic and/or paper)</td>
<td>F for the course; expulsion; legal action</td>
</tr>
<tr>
<td>Unauthorized consensual proctoring or discussion of exam content</td>
<td>F for the course (both parties)</td>
</tr>
<tr>
<td>Usage of purchased or pre-existing term paper or assignment</td>
<td>F for the course (and suspension)</td>
</tr>
<tr>
<td>Usage of assignment created by someone other than the student</td>
<td>F for the course (both parties)</td>
</tr>
<tr>
<td>Falsification of reading report</td>
<td>F for the course</td>
</tr>
<tr>
<td>Falsification of attendance report</td>
<td>F for the course</td>
</tr>
<tr>
<td>Falsification of scientific data</td>
<td>F for the course</td>
</tr>
<tr>
<td>Asserting professional error with intent to deceive</td>
<td>F for the course (and expulsion)</td>
</tr>
<tr>
<td>Changing of grade by accessing computer databases</td>
<td>F for the course; expulsion; legal action</td>
</tr>
</tbody>
</table>

**“Questionable” Violations of Academic Integrity**

Questionable practices often place the student and professor at odds over the particular case and potential ramifications. The issues outline below may result in varying levels of faculty response from mild to harsh depending on the individual professor. Students should be advised that the following practices are deemed unacceptable by virtually all faculty and will result in confrontation with the student over potential charges of academic dishonesty. In such cases, appeal is unlikely and the professor’s decision will be final.
# Academic Dishonesty

<table>
<thead>
<tr>
<th>Violation</th>
<th>Common Consequence or Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continued writing after conclusion of exam</td>
<td>Warning; F for the assignment.</td>
</tr>
<tr>
<td>Collaborative research on paper or assignment (1)</td>
<td>F for the assignment (all parties)</td>
</tr>
<tr>
<td>Multiple submission of the same assignment or paper without approval</td>
<td>F for the assignment (course)</td>
</tr>
<tr>
<td>Technological manipulation of electronic text without citation (copy-paste)</td>
<td>F for the assignment (course)</td>
</tr>
<tr>
<td>Usage of a source without documentation or citation credit (2)</td>
<td>F for the assignment (course)</td>
</tr>
<tr>
<td>Artificial additions and inflation of bibliographic source material</td>
<td>F for the assignment (course)</td>
</tr>
<tr>
<td>Use of Cliff’s Notes or similar study aids to circumvent assignment</td>
<td>F for the assignment (course)</td>
</tr>
<tr>
<td>Electronic manipulation of format (margins, font, spacing, justification)</td>
<td>F for the assignment (course)</td>
</tr>
<tr>
<td>Embellishment of personal circumstance to gain academic advantage</td>
<td>F for the assignment</td>
</tr>
<tr>
<td>Deliberate alteration of time/date on late assignments</td>
<td>F for the assignment</td>
</tr>
<tr>
<td>Exaggerated computer problems or technical problems due to procrastination</td>
<td>F for the assignment (course)</td>
</tr>
</tbody>
</table>

**A Final Observation . . .**

“Bread obtained by falsehood is sweet to a man, but afterward his mouth will be filled with gravel.”
- Proverbs 20:17

1. Collaboration on research is one of the single most problematic areas of academic integrity. Common themes and resources intrinsic to collaborative research will result in charges of plagiarism by most faculty, especially in the case of a common topic research project. Students should never collaborate on a research project unless specifically instructed to do so by the faculty member. Of all areas, this particular charge is on the rise in many universities. Faculty are notably sensitive to unauthorized student collaboration as a means of streamlining or minimizing research. International students must be particularly careful if they come from cultures where group effort is prized over individualism. **Never collaborate on any assignment without the expressed approval of the professor. Students should assume that all assignments are intended to be independent work produced by the individual student unless clearly stated otherwise.**

2. It is the responsibility of the student to document every statement, theory, quote, and idea that is used in the course of their assignment. Any assertion or argument must be attributed. Furthermore, the bibliography should include both materials referenced in the assignment and consulted information that shaped the assignment (whether cited or not). In general, all college assignments should be heavily documented. Faculty assume that any statement or assertion emerges from a research context, and therefore must be from a source other than the student. Failure to attribute credit will result in severe academic penalties.

3. It is the responsibility of every faculty member to uphold the academic standards and integrity of the college. As a violation of that integrity, student plagiarism or cheating of any kind cannot be tolerated. The penalties for academic dishonesty are as follow:
   - 1st offense: Course Failure “F” – Transcript reflects F(x) coded Academic Dishonesty
   - 2nd offense: Course Failure and expulsion from The Master’s College
Classrooms
We encourage students to get to know everyone in their class – feel free to move around and sit next to different classmates.

The classroom set-up is informal, and food and beverages may be brought and consumed during the class sessions. Please ensure furnishings, e.g. tables, chairs, etc., are used the way they were intended. Students should clean up after themselves, especially if they’ve spilled food or beverage. Please keep beverages and food away from all electronic equipment.

Instructors
Instructors strive to arrive fifteen minutes before class, e.g. 5:45 PM, and remain for 15 minutes after class, e.g. 10:15 PM. The professor’s pre- and post-class presence allows instructors time to insure the facilities are in order while providing students the opportunity to visit with their professor in person.

Visiting and Auditing Classes
Visiting: “Visitors” (co-worker, close friend, prospective student, etc.), are welcome to observe a class on a space-available basis at no cost, in order to get a sense of what a DCP class is like. Visitors are not allowed to interrupt or dialogue in class. Attendance is limited to one visit. The hosting student assumes responsibility for the actions of their guest. Contact the Academic Counselors to make arrangements.

Auditing: Anyone desiring to attend a course(s) for no credit may do so if the following is met:

- Approved in advance by the DCP Director
- Completion of short application form
- Pays $50 for a 2-3-unit class; $90 for a 4-unit class; $120 for a 5-unit class
- DCP graduates may audit any course DCP offers for free. Please contact the DCP office for details.

Identification Cards and Parking Permits
As a DCP student, you are required to have an identification card signifying that you are a student of The Master’s College. This identification card will permit utilization of the college facilities such as the library, computer center, athletic events, dining hall, and special college events. In addition, every vehicle on campus is required to have a parking permit. In order to avoid parking fines, please read your vehicle brochure, which you will receive with your parking permit.

Student Mailboxes
All DCP students are assigned a mailbox in the DCP Office. You are required to check it frequently as it a main source of contact from our office to the students and the professor’s to the students.
Address and Telephone Number Changes

In the event that your contact information changes, please notify the Degree Completion Program office as soon as possible.

Library Remote Access

Remote Access to the Library is available to DCP students. Information will be provided upon registration from Miss Tillman, the Resource Librarian. If you need further assistance, please call “Miss T” at 661.362.2201.

Ambassadors

Referrals are both welcome and appreciated. If you would like us to follow-up with an interested prospective student, please contact us. Also, feel free to invite any prospective students to join you in your classes. Current students and alumni who refer a student, that starts in the DCP program, will receive a check for $100. See Appendix B for more details.

The Americans with Disabilities Act of 1990

The Master’s College is committed to the practicing of principles of equal opportunity in providing educational programs and/or activities for all students based upon sovereign biblical principles. We are also committed to compliance with provisions of various state and federal regulations (the Americans’ with Disabilities Act, Section 504, of the Rehabilitation Act, etc.) regarding discrimination against individuals with disabilities. In conformance with these various regulations The Master’s College provides a variety of services to individuals with disabilities via the Office of Disability Services. Persons having questions about available services or the process of obtaining services should contact Human Resources at: 661.362.2843 – email: humanresources@masters.edu. In keeping with the various regulations of not inquiring about existing or perceived disabilities, The Master’s College requires individuals to identify a qualified disability and specifically request reasonable accommodations that may be necessary due to the existence of a qualified disability.
**General Education Completion Options**

Recognizing that the Degree Completion Program serves a non-traditional student body with responsibilities that make traditional day classes difficult to schedule, steps have been taken to make completion of General Education requirements more convenient for the adult student. Those options are listed below. For Online General Education options, see the Degree Completion Program Online section in this handbook.

- DCP General Education School (See Appendix G)
- DCP Online GES Courses (TMC Online)
- Directed Studies
- CLEP
- Community College equivalent

Students can see their academic counselor to be advised on the best forms of alternative education to satisfy their needed graduation requirements. Also, all transfer work via community college, CLEP, etc. should be confirmed with academic counselors who will confirm with the Registrar.

**Online General Education Courses**

Current DCP students may register for General Education Online courses each session, via Self-Service, within their DCP trimesters. When registering for online courses, students will still need to follow the DCP Pre-Registration and Registration instructions. Once you have registered, your student account will be billed the online tuition rate of $250 per unit.

Visit the online website for a list of available GES courses and a description of course work and textbooks: [http://www.masters.edu/academics/online/courses.aspx](http://www.masters.edu/academics/online/courses.aspx)

For more information regarding Online Courses, visit [www.masters.edu/online](http://www.masters.edu/online), call 877-302-3337 or email tmconline@masters.edu.

**Directed Studies**

You may register for a number of directed study (DS) courses at the Degree Completion Program. The directed studies cost is $215 per unit plus books, which may be purchased from the college bookstore. You have up to four months to complete the DS course, if you sign up at the beginning of the term. All DS courses must be completed by the end of the current term. If a course is not completed by the agreed-upon date, a failing grade will be entered for the course. For more information on these courses, please contact your counselor.

The following directed study courses are available to assist in meeting the general education and elective course requirements:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB313</td>
<td>The Gospel of John</td>
<td>E330</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>BIB342</td>
<td>Romans</td>
<td>E311</td>
<td>American Literature I</td>
</tr>
<tr>
<td>BIB425</td>
<td>Daniel</td>
<td>E477</td>
<td>Literature of C.S. Lewis</td>
</tr>
<tr>
<td>BIB381 A</td>
<td>Matthew-Acts</td>
<td>MGT400</td>
<td>Managerial Leadership</td>
</tr>
<tr>
<td>BE301</td>
<td>Child &amp; Adolescent Development</td>
<td>PS238</td>
<td>Physical Science</td>
</tr>
<tr>
<td>H452</td>
<td>Enlightenment and Christianity</td>
<td>C436</td>
<td>Christianity in Film</td>
</tr>
<tr>
<td>BIB350</td>
<td>Theology of Jonathan Edwards</td>
<td>MGT 400</td>
<td>Managerial Leadership</td>
</tr>
</tbody>
</table>
DS due dates and deadlines are firm – for the purpose of maintaining high academic integrity, accountability, and fairness towards other students who are/were punctual. Requests for extensions will be denied except for extreme circumstances e.g. incapacitation over a long period of time. Each student is required to read and sign a contract of responsibility once they have registered for a DS.

Suggestions:
1. Take the syllabus and map out a plan for the 16 week time period
2. Stay diligent to remain on plan. Remember, you will have no one checking your progress.
3. Turn-in what you have completed before the due date passes.
4. Don’t assume you’ll receive “extra grace”. The due date is the deadline.

**CLEP Testing/Test Services**
The Master’s College is a CLEP (College Level Examination Program) testing center. A maximum of 18 CLEP units may be transferred in. Your DCP Academic Counselor will be able to provide more information concerning the CLEP testing process and the general education courses available for testing for college credit. Each CLEP test costs $95. TMC is a CLEP test center and students may contact Testing Services at (661) 362.2267 or testingservices@masters.edu to schedule a test. The deadline for CLEP testing, for DCP students, is approximately April 1st. The student must contact their Academic Counselor for the exact date, as it changes from year to year.
Appendixes
(A-L)
Appendix B

DCP Referral Program
Who can receive a referral benefit?
- You! A TMC/TMS alumnus or current student.
- NOTE – current TMC/TMS employees are not eligible; you cannot “self” refer and no referral benefit to a spouse.

What is a referral?
- A person giving exposure and recommendation to the program that influences the new or returning student to pursue acceptance in the DCP program.
- A returning student is defined as one who needs to complete at least one course in their major and has not registered for a DCP course in the past 18 continuous months.

What is the referral benefit?
- A $100 check cut directly to the referrer.

When must the referral be identified?
- During the application process. Academic counselors will specifically ask the applying student if there is a referring party.

When will the referral benefit be granted?
- When a passing grade is achieved in the first major class and the student status is in good standing.

Appendix C

Tuition & Fees
- Tuition - $450.00/unit
- Application Fee - $35.00
- Registration Fee - $100.00
- Parking Fee - $20.00/semester
- Graduation Fee - $100.00
- Technology Fee - $15/trimester

Alternative Education
- Directed Studies - $235.00/unit
- General Education School - $250.00/unit
- Online Courses (TMC Online) - $250/unit ($750/class)
- CLEP Test - $95.00/test

Note – A maximum of 18 units of CLEP may be transferred.
Appendix D

Support Services

Bookstore
The Master’s College bookstore is dedicated to providing students, faculty, and staff with the items and materials necessary to enjoy a successful college experience. The bookstore carries everything from sweatshirts to textbooks! It is located on the first floor of the John R. Dunkin Student Center. It contains school supplies, devotional reading materials, items with the TMC logo, novels, and an excellent selection of gifts. For more information about the bookstore, call 661-362-2862 or visit www.mastersbookstore.com.

Hours  Monday & Wednesday: 10:00am-6:00pm
       Tuesday & Thursday: 9:00am-6:00pm
       Friday: 10:00am-5:00pm
       Saturday & Sunday: Closed

Campus Security
The Master’s College employs full-time security personal to patrol the campus. If an emergency arises, campus security can be contact at their on-campus extension or via pager or cellular telephone. The campus security administers the regulations for having a vehicle on campus. The telephone number for Campus Security is 661-362-2500.

Cafeteria – Mustang Grill
The Cafeteria is located on the second floor of the John R. Dunkin Student Center. Meals may be obtained at reasonable prices. The hours of operation are:

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F</td>
<td>6:45 am-9:00 am</td>
<td>11:00 am-1:30 pm</td>
<td>4:30 pm-6:45 pm</td>
<td>Sun.</td>
<td>6:45 am-9:00 am</td>
<td>Noon-1:15 pm</td>
<td>4:30 pm-6:00 pm</td>
</tr>
<tr>
<td>Sat.</td>
<td>10:30 am-11:30 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 pm-5:30 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The cafeteria is generally closed for school holidays, semester breaks and the summer. It is best to call to confirm hours if there is any question. The phone number is 661-362-2851.

Canyon Café
This on-campus bistro features a bevy of grab & go wraps, salads, and pastries, as well as a Starbucks trained barista behind a full-service espresso bar. Cash, debit and credit are accepted. The Canyon Café is located on the first floor of the Student Center.

The hours of operation are:

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thursday</td>
<td>7:30 am-11:00 pm</td>
<td></td>
<td>7:30 am-5:00 pm</td>
<td>12:00 pm-9:00 pm</td>
<td>Sunday</td>
<td>Closed</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Canyon Café is generally closed for holidays and semester breaks and has reduced hours during the summer. The phone number is 661-362-2854.
Testing and Test Information

- CLEP Exam
- iSkills Exam

Please contact Testing Services at 661-362-2267 or testingservices@masters.edu. You may also contact Kathy Carroll at extension 2268 or kcarroll@masters.edu and/or Dianna Costanzo at extension 2269 or dcostanzo@masters.edu.

Student Career Center

- Job information
- Resume Skills
- Interview Skills

Refer to http://www.masters.edu/campuslinks/student-career-center.aspx

Financial Aid Office:

661-362-2292:
The financial aid office is available to answer questions about financial aid provisions and procedures. The office maintains normal business hours during both the school year and the summer.

Fitness Center

661-362-3940:
The Master's College has an on-campus, fully-equipped Fitness Center and Weight Room which is available for use by all enrolled students at no additional charge.

Regular TMC Semester Hours:
Monday-Thursday: 6:00am-9:00am, 12:00pm-10:00pm
Friday: 6:00am-9:00am, 12:00pm-6:00pm
Saturday: 9:00am-3:00pm
Sunday: 2:00pm-4:00pm

Hours vary during holidays, semester breaks and the summer, please call the Fitness Center for current hours.

Health Care /Student Nurse

Health Center: 661-362-3765/Student Nurse: 661-362-2662
The Master's College offers all students a limited amount of health care. The Health Care Center located in the TMC Online building and is available to all students. This center has a self-care center complete with many basic over-the-counter medicines including Ibuprofen, Tylenol, sinus tabs, cough syrup, and cough drops. There are thermometers and symptom care charts. Also at the center is a first-aid kit with Band-Aids and Neosporin available as well. All students are welcome to use this center free of charge as a service to them.

Hours    Monday-Friday: 9am-3pm (Except Holidays)

Letters of Recommendation & Job Placement:

Letters of recommendation for prospective job interviews may be requested from the Degree Completion Program. The following information needs to be provided with the request:

1. Nature of the prospective job
2. Type of recommendation requested
3. Date when recommendation is needed
4. Person/agency to whom the recommendation should be addressed

It is helpful if you would allow as much time as possible when requesting a letter of recommendation. The letter will be mailed in a sealed envelope to the specified person or agency, or may be picked up at the DCP office.
While there is no formal job placement office at The Master’s College, the Director is available for consultation concerning job opportunities and general advice concerning possible avenues to pursue in searching for a new position.

**IT Operations**
The IT Operations department strives to provide students, faculty, and staff of The Master’s College with a useful and productive computing environment. Whether you need email, Internet, printer, or file storage access, we are working behind the scenes to ensure that you have access to the resources you need.

Wismer Computer Center Hours:
Monday through Friday 8 a.m. to 5 p.m. Closed for lunch 12:00pm to 1:00pm, and during Chapel.

Location:
Located in building #7, just behind Vider Hall; just take the walkway between Vider & Rutherford halls.

Service Desk Contact Information:
Email: servicedesk@masters.edu
Phone: 661.362.2876

**Library**
661-362- 2278
The two-story R.L. Powell Library houses over 143,000 print volumes and is furnished with study carrels, a lounge area, and listening rooms. Photocopiars, audio/visual equipment, and a computer lab are available.

The hours of the library during the regular school semesters are:

- Monday-Thursday: 7:30am - Midnight
- Friday: 7:30am - 5:00pm
- Saturday: 12:00pm - 10:00pm
- Sunday: 7:30pm - Midnight

Library hours during holidays, semester breaks, and the summers vary and should be obtained by calling the library at 661-362-2278. You may use all of the library services and will find the librarians most helpful. Bound copies of the written Ministry and Management Projects for previous DCP classes are available in the library for reference. You will be given a library handbook that provides more information about the library and the library procedures.

Remote Access to the Library is available to DCP students. Information will be provided upon registration from Miss Tillman, the Resource Librarian. If you need further assistance, please call “Miss T” at the Library.

**Mail Center**
The mail center is located in the Dunkin Student Center and, as a U.S. Postal Service branch, it offers the full range of mail services. The mail center is open 9:00 am - 4:00 pm. It can be reached at 661-362-2349.

**Student Finance Center**
The business office is open 9:00 a.m. - 5:00 p.m. and accepts VISA, MasterCard, and Discover credit cards in addition to cash and checks for payment of tuition and fees. You can contact James Phillipps in the Student Finance Center at 661.362.2212 or jphillipps@masters.edu. Payment for tuition and fees may also be made at the Degree Completion Program or at www.masters.edu/payments.
Appendix E

Financial Aid

Financial aid is money provided through federal and state grants and loans to assist students in meeting educational costs while attending college. The rules and regulations for financial aid can be complicated, and those interested in applying for financial aid should obtain an application from a Degree Completion Program academic counselor. They will also be able to provide details about the financial aid available.

Additionally, a financial aid counselor is available at 661-362-2295 to DCP students to answer any financial aid questions.

Several different types of loans are available to qualified undergraduate students.

1. The Federal Subsidized Stafford Loan is a low-interest loan made to students by the federal government. The federal government will pay the interest while the student is in school if they qualify on the basis of need.

2. The Federal Unsubsidized Stafford Loan is also a loan made by the federal government. This loan is not need based, but funds must be used for educational expenses. Students who have exhausted their eligibility for other financial aid programs normally seek this loan. Both of these loans must be paid back in full, usually over a 10-year period with interest six months after the student discontinues taking classes or drops below the status of half-time (6 units).

Student loan checks will not be negotiated until after the student has attended Convocation and fully matriculated into the Degree Completion Program. This policy applies to all students receiving Federal Subsidized Stafford or Federal Unsubsidized Stafford Loans.

The maximum loan amounts per academic year for an independent undergraduate student are: (subject to change)

<table>
<thead>
<tr>
<th>Year</th>
<th>Units Completed</th>
<th>Subsidized Amount</th>
<th>Unsubsidized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0-30</td>
<td>$3,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-60</td>
<td>$4,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>Junior/Senior</td>
<td>60-90</td>
<td>$5,500</td>
<td>$7,000</td>
</tr>
</tbody>
</table>

The aggregate loan limit is $23,000 for Subsidized Stafford Loans and the Unsubsidized Stafford Loan is $57,500 (including the subsidized amount).

Federal law requires a minimum monthly payment of $50. Payment may be deferred and federal interest benefits continued if the borrower, who is eligible for federal interest benefits when the loan is made, enters into a deferrable situation and requests deferment of payment by submitting appropriate documentation for the deferrable conditions. Deferrable conditions include, but are not limited to:

- Unemployment or seeking but unable to find employment (up to three years)
- Economic hardship (up to three years)
- In school pursuing a course of study at least half-time (6 units)
- Approved graduate fellowship
- Approved rehabilitation training program for the disabled

In situations where an interest paid deferment is not applicable, a special delay of repayment (forbearance) may be granted at the servicer's discretion. Such loan forbearance may be granted only for limited periods of time and covers situations such as temporary illness and financial hardship.
Some of the key pointers you should follow if you desire financial aid:

1. **Apply for financial aid early.** Check deadline dates and make sure that all necessary information is provided before these dates. If necessary, check with your academic counselor.
2. Use the forms provided by The Master’s College to apply for financial aid. You can find these forms on: [www.masters.edu/downloads](http://www.masters.edu/downloads).
3. Fill out the application forms carefully and completely. Do not leave anything blank.
4. Complete The Master’s College DCP Financial Aid Application (FAA) and return it to the financial aid office.
5. Complete the Free Application for Federal Student Aid (FAFSA). The Master’s College school code is 001220.
6. Do not assume that your personal income level will disqualify you for need-based aid. Various financial circumstances are taken into consideration, making it possible for students representing a wide range of income levels to qualify.
7. Keep copies of all forms and other materials you submit.
8. Respond quickly to all requests for information related to the application process. When you receive an award letter from the college describing your financial aid package, please accept or decline your award online.
9. Notify the financial aid office of any information that has changed since the application for aid was submitted.
10. Understand The Master’s College refund and withdrawal policy.
11. Submit all documents required for admission to the Degree Completion Program.

It is important that the student request sufficient funds to cover not only the program tuition and fees but also the costs for general education and elective courses that may be required. Your counselor can assist you in determining what these additional requirements may be. Please remember that there is a loan origination fee which needs to be taken into account when requesting financial aid. For example:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount borrowed</td>
<td>$10,500</td>
</tr>
<tr>
<td>Net amount credited to student’s account</td>
<td>$10,185</td>
</tr>
</tbody>
</table>
Appendix F

Degree Completion Programs Online
The Online Degree Completion Programs offer a fully accredited bachelor degree in two majors.

Bachelor of Arts in Christian Ministries (42 sem. units)
The Christian Ministries major is composed of 14 major courses totaling 42 semester units. Its primary purpose is to provide individuals with a comprehensive biblical philosophy of ministry through a systematic examination of key aspects of God’s program within a local church. The goal of the major is to provide graduates with a thorough understanding of what God is doing in the world through the church, and the role of each believer within that work.

Bachelor of Arts in Organizational Management (39 sem. units)
The Organizational Management major is composed of 13 major courses totaling 39 semester units. This program has been designed to help students develop effective leadership and management skills in the business arena from a distinctly biblical perspective. The curriculum is organized to provide a greater understanding of the management field, the communication tools necessary for success, and the biblical framework for a Christian in the workplace.

Online Course Format
All major courses are taught in an online format during two 8-week blocks over three semesters each year. This schedule enables students to qualify for federal financial aid. Students taking one course per block are able to complete the major coursework in 28 months. By taking more than one course per block, the program can be completed in as little as 14 months.

Online courses are delivered through Canvas, an online learning community, complete with streaming video and podcasts, .pdf handouts, PowerPoint slides, and interactive discussion forums. All courses and assignments are delivered and submitted weekly via the course home page, and exams are taken fully online. Online courses are accelerated to an eight week format and therefore require logging in frequently and consistently (daily is recommended) for the student to succeed.

Online Administration Procedures
One week before the course start date, all registered students will be sent course home page access. Streaming video lectures or podcasts are built into the course web pages so the student can access them at any time. Once the course begins, students should plan to spend approximately twelve to fifteen hours per week completing the required scheduled activities, which may include viewing lectures, completing assignments, and participating in discussion forums and group projects.

Our DCP Online Course Handbook is designed to answer questions relative to all the issues on our Online Degree Program. You can always call the DCP office with any questions at any time, as listed in the front part of this handbook.
Appendix G

School of General Education
The DCP School of General Education serves as a bridge to the Degree Completion Program for those adults with minimal college units. By enrolling in the School of General Education, students can earn units and position themselves as qualified applicants for the accelerated major course work in the Degree Completion Program. Additionally, the School of General Education offers students in the Degree Completion Program the opportunity to fulfill their general education requirements by attending weekly compressed classes on nights other than when the major program classes are held. A Christian worldview permeates every course; instructors are uniquely gifted and qualified.

General Education School Courses/Requirements
A brochure will be issued periodically and posted on the DCP website at http://www.masters.edu/academics/degreecompletion/current-students, under the General Education Calendar, introducing the pending sessions, dates, and courses for the General Education School. The sessions are eight weeks long and are generally held on Wednesday or Friday evenings or Saturday mornings. The courses offered cover most of the general education course requirements. Please contact your counselor for a brochure or more information on the General Education School.

BCH498 History of Modern Israel (3)
A thematic study of the major issues and movements concerning Jewish self-determination and the establishment of the State of Israel. Topics include the rise of Zionism; the British Mandate; the holocaust and anti-Semitism; the socio-twentieth century; the 1948 War of Independence; the Arab Israeli conflict, and the Oslo Peace Accords.

BIB281A Old Testament Survey (3)
An introduction to the entire Old Testament, employing both thematic and exegetical methods. Literary structure, historical background, and parallel passages are also utilized to discover the unique and priceless lessons of each book.

BIB281B New Testament Survey (3)
An introduction to the books of the New Testament, with special emphasis on the life, teachings, and redemptive work of Christ, the founding and growth of the church, and the teachings of the epistles and Revelation. On the basis of the biblical text, parallel readings, projects, and lectures, the events and messages of the New Testament will be portrayed against their historical and cultural setting.

BIB303 1A, BIB303 1B Elementary Greek (3)
Designed for beginners in Greek and includes a thorough study of pronunciation and acquisition of a working vocabulary; exercised in translation from Greek to English as well as from English to Greek. Translation of selected passages of the Greek New Testament.

BIB309 Grace and Spiritual Life (3)
The class will examine why the Gospel is the energizing truth that drives the believer’s sanctification. In-depth attention will be paid to the spiritual discipline of ongoing faith in the Gospel ("preaching the Gospel to oneself each day"). The class will seek to draw out the biblical connection between the Gospel and the believer’s worship, walk, warfare, witness, oneness, and worldview. The practical theology of this course is designed especially to address the 'disconnect' which commonly exists between faith and life-between doctrine and practice. The course
will imbue upon the student the wondrous relation between justification and sanctification. When these doctrines operate in their logical relation, the "dynamics of grace" take place in the life of the believer. Maintaining one's relationship with God (as it is settled in Christ) is the driving force behind progressive sanctification. The student will also be introduced to the following authors and their work: Jerry Bridges (The Discipline of Grace, and The Gospel for Real Life); John Owen (Triumph over Temptation); C. J. Mahaney (The Cross-centered Life). The course was developed to serve as a catalyst for the student's spiritual development. The 'atmosphere' of the class will be one of a discipleship lab. In order to maximize each student's involvement, in class projects will be assigned which will allow students to explore facets of the Christian life such as, knowing God, mortification of sin, separation from the world, resisting temptation, and Christian service.

BIB336 Life of Christ (3)
A thorough overview of the life of Jesus Christ on earth, with special attention to the developing emphases and distinctive purposes that prevailed during our Lord's public ministry. Theological and chronological difficulties are also considered.

BIB370 Homiletics (3)
Instruction in the principles and practices of sermonic analysis and structure. Opportunity is afforded for each student to prepare and present expository sermons before the class. Critical analyses are given by the professor and students.
This is an UNDERGRADUATE foundation course on sermon preparation and delivery intended to assist the student in their own teaching ministries. It is NOT considered a substitute for, or an alternative to, a seminary-based homiletics course.

C100 Spoken Communication (3)
Study and practice of the organization and delivery of material in the conversational style of extemporaneous speaking.

CS100 Computer Fundamentals (3)
This course introduces students to computers and general computer applications. It is required of all students who do not earn a passing score on the Computer Literacy exam. The course covers: computer components and how they interact; proper PC operation; applications often used by both business and personal users; the impact of computers on society and careers; functions and limitations of computers; evaluating software; and a biblical perspective on issues in computing. It also includes hands-on training using computers with a variety of widely-used applications.

E110 English Composition (3)
Instruction and supervised practice in the techniques of effective written expression, with emphasis on analytical reading and writing of expository prose. Includes brief introduction to general research techniques and documentation.

E120 Introduction to Literature (3)
An introduction to literary forms: short story, novel, poetry, drama. This course intends to foster an appreciation for the range of literature and to instruct students in close reading and analysis. Provides further training in expository writing through personal response to and analysis of the literature.
E211 English Literature (3)
A chronological survey of the development of English literature, with emphasis on the major writers; some attention to the parallel developments in history, language, religion, and culture. (Anglo-Saxon period through the Neoclassical period.)

E289 Studies in Modern Film (3)
An introduction to modern film (1960-Present) analysis, technique and theory. Students will study approximately 8 feature-length films, with particular attention to how the technical and artistic elements such as cinematography, plot and direction control meaning and worldview. The focus of the course is on developing a biblical-critical-analytical approach to film viewing, resulting in discernment of the philosophical foundations of individual works (Fulfills non-survey literature elective).

E299 Studies in Classic Film (3)
An introduction to film history, technique and theory, with an emphasis on genre conventions. Students will study approximately 8 feature-length and several shorter films, with particular attention to how the technical and artistic elements such as cinematography, plot and direction control meaning and worldview. The focus of the course is on developing a biblical-critical-analytical approach to film viewing, resulting in discernment of the philosophical foundations of individual works. (Fulfills non-survey literature elective)

E231 American Literature I (3)
American Literature to 1860 is a study of selected writers from the colonial period until the time of the Civil War. The study begins with the colonial writers including Cotton Mather and Jonathan Edwards. Theological issues are considered, along with an evaluation of the Salem witch trials.

E477 Literature of C.S. Lewis (3)
A study of the life of C.S. Lewis as viewed through the perspective of his writing, his faith, his discovery of the truth through awakening of the Spirit and the intrinsic development of his writing. Includes a thorough analysis of how Lewis’s faith not only infused his writing, but helped him to become one of the great communicators and apologists of the Christian faith in later 20th century.

ECN200 Economics and Society (3)
An introduction to macroeconomic principles and terminology. The primary focus is on the aggregate U.S. economy and the policy decisions that state and federal lawmakers face. Topics include: review of the economic problem, measuring GNP, money and banking, interest rates, monetary and fiscal policy, inflation, and unemployment. A basic knowledge of mathematics and graphs is assumed.

H211 World History I (3)
A survey integrating important geographical, intellectual, cultural, social, political, and economic developments within the world's major civilizations from earliest times to 17th century.

H212 World History II (3)
A broad survey integrating important geographical, intellectual, cultural, social, political, and economic developments within the world’s major civilizations from 17th century to present.

H241 U.S. History to 1877 (3)
An examination of noteworthy political, social, cultural, and economic trends in the U.S. up to 1877.
H332 California History: Past and Present
A study of cultural, economic, geographical and political developments in California starting with its Native-American residents, through the Spanish and Mexican periods, and continuing to its present multicultural state. California's present government structure is also examined.

LS141 - Principles of Biology (3) / Lab (1)
An analysis of the principles of life common to plant and animal study: the cell, intermediary metabolism, photosynthesis, cell reproduction, genetics, ecology, and the study of origins - creation and evolution. 3 hours lecture, 1 hour laboratory.

LS200 Foundations of Science (3)
An introduction to the history, development and influence of science on other academic disciplines. The impact of the science on patterns of thought and society in general will also be addressed. How science functions today in various disciplines, how it has functioned historically and what it can and cannot produce as an outcome will be emphasized.

MA240 Critical Thinking and Problem Solving (3)
An interdisciplinary course designed to provide the student with the analytical tools and concepts for life-long solutions to practical "everyday" problems. Emphasis is placed on developing attitudes for dealing with complexity and uncertainty, as well as an appreciation for the beauty and utility of numeracy across the disciplines of life.

MU190 Intro to Music and Art (3)
An overview of music and art in Western civilization. Integrates culture, philosophy, and history, and helps the student to verbalize a biblically-based philosophy of music. Includes a segment on hymnology and worship, concert attendance, and a field trip to the Getty Center. Designed for the non-music major.

POL220 U.S. Government (3)
A survey of American institutions and processes. Included are such topics as the Constitution, federalism, Congress, the presidency, judiciary, bureaucracy, and the media.

PS348 - Astronomy (3) / Lab (1)
Methods of measurement and observation in astronomy are studied from a historical perspective. The solar, stellar, and galactic systems are studied in detail accompanied by observations. Various cosmological viewpoints and their underlying assumptions are presented. 3 hours lecture, 1 hour laboratory.
APPENDIX H

Grading

DCP Grade Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 and above</td>
</tr>
<tr>
<td>A-</td>
<td>90 to 93</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 79</td>
</tr>
<tr>
<td>C</td>
<td>73 to 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 to 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 to 69</td>
</tr>
<tr>
<td>D</td>
<td>63 to 66</td>
</tr>
<tr>
<td>D-</td>
<td>60 to 62</td>
</tr>
<tr>
<td>F</td>
<td>less than 60</td>
</tr>
</tbody>
</table>

A cumulative grade point average of 2.0 in the major is required for graduation. The Master’s College has the following grading system:

<table>
<thead>
<tr>
<th>Grading Symbol</th>
<th>Grade Points</th>
<th>Explanation</th>
<th>Volume Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Thorough mastery of subject material and effective demonstration of creative resourcefulness</td>
<td>10%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Good mastery of subject material</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Good mastery of subject material</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Average grasp of subject material and instructions.</td>
<td>30%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Minimal grasp of subject material and instructions.</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Minimal grasp of subject material and instructions.</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Failure to attain minimal grasp of subject material and instructions.</td>
<td>50%</td>
</tr>
<tr>
<td>C</td>
<td>1.7</td>
<td>Failure to attain minimal grasp of subject material and instructions.</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>Failure to attain minimal grasp of subject material and instructions.</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Failure to attain minimal grasp of subject material and instructions.</td>
<td>5%</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td>Failure to attain minimal grasp of subject material and instructions.</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure to attain minimal grasp of subject material and instructions.</td>
<td>5%</td>
</tr>
</tbody>
</table>

We prefer you email/post course materials/assignments directly to your professor. In exceptional situations course materials may be delivered to the Degree Completion office during normal office hours, or deposited in the drop box after hours, or faxed to (661) 259-8799 to the attention of the instructor.

GRADING PROFILE

The “A” Paper

An A paper develops a clear central idea with originality and depth of thought and displays consistent sense of audience. Its topic is interesting, challenging, focused, and developed by clear and logical supporting ideas. The writing demonstrates a clear command of style; the language is fresh, engaging, and often figurative. The organization is sound and readily apparent but not overly strained (“first,” “second,” “third,” and the like). Each paragraph has a clearly evident central idea that is well supported by thoughtfully chosen specific details and examples. Paragraphs are appropriately organized and smoothly linked to the preceding and following ones. Sentences are clearly constructed and demonstrate effective variety in length and pattern. Words are precise and accurate and convey a consistent, appropriate tone. The proper MLA format is followed.
The paper is free of common errors in grammar, punctuation, and mechanics; words are correctly spelled.

The “B” Paper
A “B” paper has a clearly stated central idea but lacks originality of thought. It displays a good sense of audience but at times loses track of the intended readers. Its topic is interesting, focused, adequately and logically developed. The writing demonstrates marked competence and occasional stylistic flair but lacks the command of style and language which characterizes the A paper. Organization is correct and clear but a bit strained. Each paragraph has a central idea, appropriate organization, and competent development. Transitions between paragraphs are generally but not always smooth. Sentences display the same characteristics as those in A papers, with perhaps a little less variation in length and pattern. Word choice and tone are effective. The proper MLA format is followed.

The paper is essentially free of common errors in grammar, punctuation, mechanics, and spelling.

The “C” Paper
A “C” paper has a reasonably clear central idea and shows an adequate grasp of audience. Its focus is generally apparent but blurred in places. Its development is sketchy in spots. The writing demonstrates college-level proficiency but generally lacks the stylistic features of the “A” or “B” paper. Organization is satisfactory but a bit unclear in places. Most paragraphs have a central idea and some sense of organization, but development is vague at times and transitions between paragraphs often lack smoothness. Sentences are generally satisfactory but show little variation in length and pattern. Word choice is acceptable, but not always precise, and the tone is somewhat inconsistent. The proper MLA format is generally followed.

Although the paper is generally free of serious errors, there are some mistakes in grammar, punctuation, mechanics, or spelling.

The “D” Paper
A “D” paper may state but does not adequately develop and sustain a clear central idea. The sense of audience is either inconsistent or totally lacking in places. The topic is not properly focused and suffers from weak development. No sense of style is evident, the language is uninspired, and the writing generally does not suggest college-level proficiency. There is some sense of organization, but it frequently breaks down or is hard to follow. Not all paragraphs exhibit a central idea, and development is often vague and lacking in specifics. Transitions are frequently poor, sometimes lacking. Awkward sentences occur frequently, incorrect ones occasionally. Words are improperly used, and tone is inappropriate and inconsistent. The paper is readable, but not using the MLA format.

Errors in grammar, punctuation, and mechanics occur with some frequency, as do spelling errors.

The “F” Paper
An “F” paper fails to state or develop any semblance of a central idea and has no notion of audience or topic. The writing is loose, imprecise, ambiguous, and characterized by many errors, most of which a college student should not commit. No organization is evident. The paper exhibits no paragraphing or consistent improper paragraphing. Awkward, and especially incorrect, sentences predominate. Words are consistently misused.

Many errors in grammar, punctuation, and mechanics occur throughout the paper. Spelling errors abound.

©Prentice-Hall, Inc. Englewood Cliffs, NJ 07632
## Writing Assignment Evaluation Form Sample

Name: ___________________________ Date: ____________

Instructor: _______________________

Title of Paper: ____________________________________________

<table>
<thead>
<tr>
<th>Area of Evaluation</th>
<th>Total Possible</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates a thorough understanding of issues/topics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Addresses all relevant topics/issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Application of knowledge</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Grammar, spelling, and clarity of written expression</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Reference work, sources, format, bibliography, footnotes/endnotes, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Integration of Christian Thought</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: ________________________________________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Possible: ____________  Total Score: ____________  Grade: ____________
Suggested Writing Evaluation Standards

Superior – The writer demonstrates unusual fluency, control of language, and sentence variety. A superior paper will be distinguished by the quality of the content and by the amount of detail used to support or illustrate all points. There may be a few mechanical errors, but overall, this will be an exceptional paper.

Above Average – The writer’s thoughts are well-organized and well-developed. The writer demonstrates a clear understanding of the assignment and thoroughly responds to all tasks within the assignment. The paper may contain minor flaws, but will demonstrate the writer’s ability to use language effectively and to construct sentences of appropriate variety.

Good – The writer demonstrates adequate organization and development within the context of the written assignment. A good paper will demonstrate an adequate use of language with enough specific information to illustrate the student’s comprehension of the topic. Although the paper may contain writing errors, these errors will not be serious or frequent enough to distract the reader or to suggest major problems in writing.

Below Average – A below average paper will demonstrate one or more of the following weaknesses:

- Serious problems in organization of focus
- Insufficient use of specific information to illustrate the experience described or to support general conclusions
- Serious problems with sentence construction
- Writing errors (errors in grammar, spelling, punctuation, word choice, etc.) which are serious or frequent enough to distract or confuse the reader

Insufficient – An insufficient paper will show little understanding of the task set by the assignment or the mechanic of writing. It may exhibit:

- Inadequate development (lack of content, little or no detail, etc)
- Intellectual confusion, internal contradictions, unwarranted conclusions, confusion of fact and opinion, etc.
- Severe and persistent writing errors

*Adapted from the Biola University School of Business writing competency requirement*