The most up to date version of the Oak Hills Christian College academic catalog is available on the college’s website at oakhills.edu.

This catalog is intended to be an accurate representation of Oak Hills Christian College. However, the college reserves the right to make changes as circumstances may require. We will attempt to communicate any such changes to faculty, staff, and students involved. For further information or explanation about any procedures or policies, please contact the appropriate office related to your question.

*Oak Hills Christian College is an interdenominational Christian college that welcomes all applicants who are personally committed to faith in Jesus Christ. We do not discriminate on the basis of race, gender, age, physical ability, and national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*
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Welcome to Oak Hills Christian College! I am delighted that God has led you to consider becoming part of what He is doing here.

Oak Hills Christian College is a unique learning community that is making a significant impact in our region, our nation, and the world. As a student you will be immersed in the study of the Word of God. Through constant engagement with the Bible you will grow in your love for God and for people. You will be encouraged and challenged to think biblically. You will find direction for your life. You will be equipped to utilize your unique personal gifts in a way that makes an impact for Jesus wherever he leads you.

As a student you will study, learn, grow, play, laugh, cry, and pray together with fellow students, many of whom will become life-long friends. You will be part of a close-knit community that serves as a catalyst for your personal spiritual growth.

I know this is true because God used Oak Hills to change my life. Decades ago I came to Oak Hills as a student after two years on secular college campuses. My hair was longer then - without a trace of grey. And I was in many ways a reflection of my 70s generation - a little rebellious, skeptical, having a "prove it to me" attitude. But I also had a sense that God had called me to Oak Hills. I was amazed at the difference in atmosphere and focus. Classes began with prayer. Instructors genuinely cared about each student. The curriculum was based upon the Word of God. My questions were answered with respect - never condescension. I not only learned, I learned how to learn. And the presence of Christ was evident. I was astonished as I walked through the Administration Building one day to see a twenty-dollar bill tacked to a hallway bulletin board with a little note affixed to it that said "Whose is this?" That kind of honesty and trust would have been inconceivable on a secular college campus in those days. But it was - and is - typical at Oak Hills.

Through the Student Outreach program, you’ll have opportunity to use what you’re learning in serving others. Internships, mission trips, and a variety of campus events will help shape your passion and calling, and increase your effectiveness as a follower of Christ.

My own student outreach experiences included teaching, preaching, leading a Bible study at St. Cloud Reformatory, and mission trips to northern Canada. God used these experiences to solidify His direction and call on my life to pastoral ministry.

Oak Hills Christian College is also part of the Oak Hills Fellowship which includes a Christian Camp, a Center for Native American Ministries, and a Church Ministries Department that are being used by God to transform lives. Our college is a multi-ethnic and multi-cultural learning experience where ministry and mission are part of the total learning experience. At Oak Hills you will have opportunity to learn, grow, observe, and take part in things that matter forever! It will change your life! It changed mine. Come grow with us!

Together with you in His service,

Martin Giese
President
DOCTRINAL STATEMENT

SCRIPTURES: We believe the Scriptures of the Old and New Testaments are all verbally inspired by God, without error as originally written, and our only infallible rule of faith and practice.

GOD: We believe God is the creator and eternally exists in three persons - the Father, the Son, and the Holy Spirit - and these three are one God; having precisely the same nature, attributes, perfection, and worthy of precisely the same worship, honor, confidence and obedience.

THE SAVIOR: We believe the Lord Jesus Christ is God manifest in the flesh. We hold to His virgin birth, sinless life, vicarious death, bodily resurrection, His ascension into heaven, His present high priestly ministry, His translation of the church, and His personal premillennial return to set up an earthly kingdom.

THE HOLY SPIRIT: We believe the Holy Spirit is the third Person of the Trinity who convicts the unsaved and effects the full salvation of the believer.

MANKIND: We believe that all human beings are made in the image of God and, therefore, have dignity and worth. We further believe that, through the fall of mankind in Adam, all are sinners by nature and stand in need of regeneration.

SALVATION FOR SINNERS: We believe salvation was provided through Jesus Christ by His substitutionary and sacrificial death on the cross, sufficient for all, taking every legal obstacle out of the way, and that all must be born again or be forever lost.

ETERNAL LIFE: We believe eternal life is the sovereign work of God’s grace given to those who believe and receive Christ.

TWO DESTINIES: We believe the destiny for the believer is to be present (at home) with the Lord and for the unbeliever is to be separated from the presence of the Lord in everlasting punishment.

THE CHURCH: We believe the church is an organism of which Christ is the head, made up of individual believers who have been saved by personal faith in the Lord Jesus Christ through the grace of God and baptized into Christ's body by the Holy Spirit.

ONE COMMISSION: We believe the great evangelistic and missionary commission given by Jesus Christ to the disciples and to the continuing church is that of making Christ known by word and example and bringing to maturity those who believe by instruction in the Word.

OBJECTIVES

Oak Hills Christian College strives to see students grow in these five areas:

GROWING IN FAITH AND WORSHIP: Students are committed to continuous growth in their trust in, love for and worship of God, seeking to live lives pleasing to him.

UNDERSTANDING THE BIBLE: Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application.

UNDERSTANDING OUR WORLD: Students will have a knowledge of human thought, history and culture adequate to understand and critique worldviews, to communicate effectively a Christian worldview to others, and to interact meaningfully with their own and other cultures.

INTEGRATING FAITH AND LEARNING: Students will have a biblical worldview, integrating their understanding of Christianity and the world, providing the foundation for a lifetime of continued learning and growth in all areas of life.

SERVING OTHERS: Students will have and practice a servant theology of life and will have skills appropriate for effectively serving God through serving others in the home, the workplace, the church and the world.
MISSION STATEMENT

Oak Hills Christian College is a Christian academic community whose mission is to provide biblically centered higher education which contributes to growth towards Christ-likeness and prepares students for effective service in their homes, careers, churches, and communities.

To accomplish its mission, OHCC uses the means of undergraduate higher education, including the study of the Bible as central to the formation of a Christian life and worldview; the study of human thought, history, and culture; the study of theory and skills of Christian ministry; and the application of this learning in ministry and internship experiences.

Academic programs are conducted within the context of a Christian college community in which all members are encouraged to treat each other respectfully as persons made in the image of God. Oak Hills seeks to serve a broad section of qualified students who profess faith in Christ and who desire a Bible-centered education.

HISTORY OF OHCC

In August of 1925, six men with a vision met under a big oak tree on the shores of Lake Marquette near Bemidji, Minnesota. They asked God for the land to be used as a Christian camp and training facility, and God answered their prayer. Through donations from friends and by using their own money, they accumulated $250 to purchase 14 acres of lakeshore property. That oak tree became known as the Prayer Oak, and the organization became known as Oak Hills Fellowship. After two decades of ministry in camping, evangelism, and church planting, the second part of their vision began with the development of a training facility. The purpose of this facility, known as Oak Hills Christian Training School, was to provide instruction in the Bible, Christian character, and fellowship. The first graduating class of four men and three women took place on April 8, 1949.

Oak Hills Christian Training School became Oak Hills Bible Institute in 1961, Oak Hills Bible College in 1985, and Oak Hills Christian College in 1998. The name and academic criteria have changed over the years, but the original purpose of teaching and equipping men and women to be effective servants of Jesus Christ continues to guide us.

ACCREDITATION & REGISTRATION

ASSOCIATION FOR BIBLICAL HIGHER EDUCATION
Oak Hills Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education. They are located at 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407)207-0808.

COUNCIL FOR HIGHER EDUCATION ACCREDITATION
The Association for Biblical Higher Education is recognized by the Council for Higher Education Accreditation (CHEA). This affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement, and accountability expectations CHEA has established.

PURPOSE OF ACCREDITATION
Accreditation assures students of high quality education. Accredited status is also significant in the transfer of credits. However, the transfer of credit is always at the discretion of the receiving school.

MINNESOTA OFFICE OF HIGHER EDUCATION
Oak Hills Christian College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Students may contact the Minnesota Office of Higher Education to file a grievance at 1450 Energy Park Drive #350, St. Paul, MN 55108, (651) 642-0567, or http://www.ohe.state.mn.us/mPg.cfm?pageID=1078
AFFILIATIONS & MEMBERSHIPS

DENOMINATIONAL AFFILIATION
Oak Hills Christian College is interdenominational; we are not associated with any one denomination. Our students, staff, and faculty come from a variety of churches. We welcome all applicants who are personally committed to faith in Jesus Christ.

FINANCIAL ACCOUNTABILITY
Oak Hills is a charter member of the Evangelical Council for Financial Accountability (ECFA).

INTERCOLLEGIATE ATHLETICS
Oak Hills Christian College intercollegiate athletics are members of the Northern Intercollegiate Athletic Conference (NIAC), the Association of Christian College Athletics (ACCA), and the National Christian College Athletic Association (NCCAA).

NC-SARA
Oak Hills Christian College is approved to participate in the State Authorization Reciprocity Agreement. SARA is overseen by a National Council and administered by four regional education compacts. The State Authorization Reciprocity Agreement is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state.
OHCC CAMPUS

LAKE SHORE LOCATION
The beautiful 185-acre campus of Oak Hills Christian College is located on the shores of Lake Marquette. We are four miles from the city of Bemidji, a regional hub for education, entertainment, shopping, healthcare, and recreation.

CAMPUS HOUSING
Acorn - Apartment building houses over 24 students.
Southgate - Apartment building for married couples and families.
Thompson Hall - Houses Student Life offices, separate wings for men and women. Each wing has a laundry room and kitchenette. All rooms have a bathroom and AC units.

FELLOWSHIP CENTER
Houses the chapel, faculty offices, classrooms, student lounge, Student Success offices, archives, and Cummings Library.

SCHREIBER ACTIVITY CENTER
Houses the Welcome Center, Admissions Department, Financial Aid Office, Alumni and Advancement Department, Bookstore, Business offices, Facilities Department; Conference room, Athletic Department, Food Service, Gymnasium, and Fitness room.

VALLEY VIEW STUDENT CENTER
This building is a multi-purpose building; includes multiple seating areas, fireplace, flat screen TV, classroom, conference space, creative arts, and practice rooms.

PRAYER CHAPEL
A small building designed specifically for prayer. It has a beautiful view of the lake and a worshipful atmosphere.

STUDENT LIFE

OHCC COMMUNITY
OHCC seeks to provide a healthy community based on biblical principles where students can learn and mature through their academic studies, personal relationships, and life experiences. Our desire is that students will learn to love God wholeheartedly, love people as He does, and influence others to follow Him.

STANDARD OF CONDUCT
The five OHCC objectives (see page 4) are the foundation for each student’s education and experience at Oak Hills. Our standard of conduct is based on the premise that all individuals in our college are committed to these objectives for themselves and for other students.

We believe the Bible is our authoritative guide for faith and practice. As followers of Jesus Christ, we are responsible for living in a way that reflects His character and priorities.

At Oak Hills Christian College we are dedicated to coming alongside each student and facilitating spiritual growth. We seek to encourage students as they develop Christ-likeness and will teach or confront in love when needed.

STUDENT LIFE DEPARTMENT
The Student Life Department consists of the Dean of Student Life, Associate Dean of Women and the Men’s Residence Director. They provide leadership and supervision for the campus and community. In supporting the mission statement and objectives of Oak Hills Christian College, the Student Life staff seeks to:

1. Assist students in developing their faith and relationship with Jesus Christ.
2. Love and pray for the students.
3. Cultivate an environment where Christlike relationships and community are built.
4. Provide a secure and healthy campus to enhance the experience of college life.

COMMUNITY LIFE HOUR
Our Community Life Hour (CLH) provides a time for the Oak Hills community to come together for special times of learning, fellowship, prayer, celebration, worship, and exchange of community information.

Because these services are essential activities in the education program of Oak Hills Christian College, regular attendance is required of all of our on-campus students and is a requirement for graduation. Small groups, which give our students, faculty, and staff an opportunity to interact in a less formal setting, are also a part of CLH.

CAMPUS ACTIVITIES
Our beautiful lakeside campus provides many options for outdoor activities. These include hiking, canoeing, biking, cross-country skiing, sledding, fishing, and more! The fitness room, foosball, and ping-pong are also available. There are many activities which provide relationship-building opportunities for students. These are great ways to develop friendships, practice Christian principles, and help balance the pressure of formal study.

FOOD SERVICE
The OHCC food service is operated by staff and student workers. We provide nourishing, well-balanced meals. Food service is available weekdays and weekends whenever classes are in session.

CAMPUS HOUSING
Single students under age 21 are expected to live on campus during their freshman and sophomore years.

HEALTH SERVICE
Oak Hills Christian College does not require students to have health insurance; however, we do recommend having personal health insurance.

Health insurance is required for all student athletes as mandated by the NCCAA. Please contact the Athletic Department for requirements pertaining to health insurance for athletes.

Major health problems are referred to local physicians. The Sanford Bemidji Medical Center (SBMC) has Emergency Care and both SBMC and MedExpress have walk-in clinics.

Immunization: Minnesota Law (M.S. 135A.14) requires proof that all students born after 1956 are vaccinated against diphtheria, tetanus, measles, mumps, and rubella, allowing for certain specified exemptions. Any non-exempt student who fails to submit the required information within 45 days after first enrollment cannot remain enrolled.

Please contact the Student Life Department with any questions.

INTERCOLLEGIATE ATHLETICS
OHCC is the “Home of the Wolfpack.” We offer a small variety of sports:

- Men’s Basketball
- Women’s Basketball & Volleyball
- Men & Women’s Cross Country

INTRAMURAL ATHLETICS
OHCC has other opportunities for students to be involved with other various intramural activities such as:

- Flag Football
- Basketball
- Trap Shooting
- Ultimate Frisbee
- Floor Hockey, and more.

STUDENT HANDBOOK
Complete information about campus services and community guidelines are in the OHCC Student Handbook. This information may be found on our website, or you may contact the Admissions Office to request a copy.
ACADEMIC YEAR
Oak Hills Christian College operates on an academic system consisting of fall and spring semesters. The length of each semester is approximately 16 weeks. Class instruction consists of one 55-minute weekly period for each semester credit.

DEFINITION OF A CREDIT HOUR
The college follows the Federal Definition of the Credit Hour:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Regardless of the course modality, classes will be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes.

Students enrolled in classes delivered by an alternative means shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

TIME OF ENTRANCE
Students are welcome to enter school either semester. However, entering fall semester provides the best opportunity for taking courses in the preferred order. Adult & Online Education (A & O) online degree-seeking students may enter at any time.

COURSE LOAD
The minimum load for a full-time student is 12 semester credits and the normal course load is 15-16 credits. In order to receive a full Minnesota State Grant, a student must be registered for at least 15 semester credits. Any load exceeding 18 credits requires special permission. An overload fee will be charged.

ACADEMIC FILES
Students may view their academic files at any time during normal Registrar office hours. The files must not be removed from the Registrar’s Office.

PRIVACY OF STUDENT RECORDS (FERPA)
The Family Education Rights and Privacy Act of 1974 (FERPA) was written specifically for students and guarantees them three primary rights: the right to inspect and review their education records, the right to seek to amend their education records, and the right to have some control over the disclosure of information from those education records.

Oak Hills Christian College may disclose information regarding a student without violating FERPA regulations through what is known as “directory information.” This includes a student’s name, address (local, permanent residence, and electronic mail), telephone number, major field of study, class level (first year, sophomore, junior, or senior), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time, part-time, or not enrolled), date of graduation, degree(s) and awards received, and the most recent educational institution attended. This information may be disclosed without the consent or knowledge of the student unless the student has notified OHCC in writing of his/her desire for their records to remain confidential. Further information will be given to students at registration.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by OHCC to comply with the requirements of FERPA. These may be sent to: Family & Policy Compliance Office, US Dept. of Education, 600 Independence Ave. SW, Washington, DC 20202.

FREEDOM OF INQUIRY AND EXPRESSION
OHCC does not limit the freedom of staff or students for inquiry or expression, provided they are in pursuit of the objectives of the school and do not infringe on the rights of others.

STUDENT CLASSIFICATIONS
Full-time: a student who is registered for 12 or more semester credits.

Part-time: a student who is registered for at least one course for credit and less than 12 total semester credits.

Non-degree: a student who is enrolled for 1-5 credits in continuing education (for credit, non-degree) or auditing.

Freshman: a student who has completed 0-30 credits and is working toward a degree.
Sophomore: a student who has completed 31-60 credits and is working toward a degree.

Junior: a student who has completed 61-89 credits and is working toward a degree.

Senior: a student who has completed 90 or more credits and is working toward a degree.

PROGRAM REQUIREMENTS
Students are required to fulfill the program requirements listed in the catalog at the time of enrollment. If a student selects a catalog later than the one in effect at enrollment, he/she cannot return to the previous catalog.

If a student drops out for more than four consecutive semesters (excluding summer), the requirements of the catalog in effect at the time of re-enrollment must be met.

If a student with fewer than 30 credits remaining to complete their bachelor’s degree drops out for more than six consecutive semesters (excluding summer), the requirements of the current catalog in effect at the time of re-enrollment must be met.

PROGRAM PLANNING/ADVISORS
Each student is assigned a faculty advisor to assist with academic program planning and to give guidance and encouragement. Even though the student is ultimately responsible for planning his/her program, the faculty advisor provides assistance in class selection and is available when the student needs advice.

ON-CAMPUS STUDENTS TAKING ONLINE COURSES
Students under academic warning, probation, or conditional entry must have prior approval from their faculty advisor and a designated member of the Student Success Team in order to register for online courses.

CHANGE OF MAJOR BETWEEN ON-CAMPUS AND ONLINE MAJORS
In order to change a major between online and on-campus, students not in good academic standing (CGPA and Satisfactory Academic Progress) will be reviewed by the Sr. VP of Academics & Administration and the Director of Distance Education prior to transfer. Students may appeal if there are extenuating circumstances.

CHANGE OF MAJOR
Students who wish to change majors must submit a Program Intent form to the Registrar.

ACADEMIC INTEGRITY
Oak Hills Christian College stands on the principles of truth and honesty as essential biblical principles for life. It is expected that these principles will be followed in all academic activity.

Violations of academic integrity include plagiarism, cheating, unauthorized collaboration or copying, excessive revision done by someone other than the student, violating copyright laws, sabotaging another student’s work, or submission of the same assignment for more than one course without prior consent of all instructors concerned. Intellectual dishonesty infractions will be confronted and may result in suspension or dismissal from OHCC. Further information is available through the registrar or Dean of the College.

ATTENDANCE POLICY
Oak Hills Christian College considers class attendance to be a vital part of education and expects students to regularly attend class. We recognize that students have responsibilities and mitigating circumstances that sometimes interfere with class attendance. Our basic attendance policy states: a student who misses more than 25% of the class sessions (excused or unexcused) will fail the course. In some cases the “Extended Campus Absence” policy will apply.

Each instructor has the prerogative to adopt a more stringent attendance policy. This information will be included in the syllabus for each class.

EXTENDED CAMPUS ABSENCE
A student who must be physically absent from campus for an extended period may complete his/her current courses if the following apply:

1. The reason for the absence is serious physical or mental health illness, hospitalization, death in the family, or similar situation. Documentation must be provided.
2. The student has a GPA of 2.0 or higher and is not on academic probation.
3. The absence is for 50% or less of the semester.
4. The student is current with course assignments and responsibilities.
5. The instructor agrees to continue working with the student throughout the absence.

GRADING SYSTEM
A = Excellent 4 grade points
B = Above average 3 grade points
C = Average 2 grade points
D = Below average 1 grade point
F = Failure 0 grade points
I = Incomplete
W = Withdrawn (not included in GPA)
P = Passing (not included in GPA)
NP = Not passing (not included in GPA)
COMMUNITY LIFE HOUR (CLH) REQUIREMENT
In order to graduate, students must earn the number of CLH units required for the degree they are pursuing. Basic requirements for continuous enrollment are as follows:

- 4-year degree = 8 CLH units
- 2-year degree = 4 CLH units
- 1-year certificate = 2 CLH units

*Missing more than 11 CLH sessions will result in not earning a CLH unit for that semester.*

The CLH requirement will be modified as necessary for Camp Ministry majors, and students with internships out of the local area. There is no CLH requirement for Adult & Online Education (A & O)/online students. See the College Chaplain for more information.

RESIDENCE REQUIREMENT
In order to receive the following degrees, the student must complete the indicated hours in residence. “In residence” refers to courses completed at OHCC.

- Bachelor of Arts: 30 hours (15 in biblical studies, 15 in second major). The second major requirement is waived for Camp Ministry.
- Bachelor of Science: 27 hours (15 in major; 12 in upper level biblical studies including Senior Seminar)
- Associate in Arts: 22 hours (8 in biblical studies)
- Certificate in Biblical Studies: 15 hours (8 in biblical studies)

CLASSROOM USE OF ELECTRONIC DEVICES
OHCC recognizes the potential benefit and the possible misuse of electronic devices in the classroom. Laptop computers and other electronic devices (smart phones, iPads, iPods, etc.) are to be used only for class-related activities when used in the classroom. Using them for email, text messaging, Facebook, games, unrelated homework, etc. during class is unacceptable. Failure to comply may result in the loss of the privilege to use electronic devices during class time for the rest of the semester. Instructors have the authority to ban all electronic devices (including laptops) from class.

COURSE CANCELLATION
Any course may be cancelled due to insufficient enrollment.

COURSE SUBSTITUTION/WAIVER
The college reserves the right to substitute or waive a course requirement. Students must complete a Substitution Waiver Form and get approval from their advisor, Department Chair, Sr. VP of Academics & Administration and Registrar.

CREDIT FOR PRIOR LEARNING
The faculty may substitute previous learning for academic credit. Students must demonstrate they have met the objectives of the course/s to be substituted. Additional policies are available in the Registrar’s Office. The maximum credits for prior learning is 12.

ADDING AND DROPPING CLASSES
A student may add or drop a class through the 10th day of the semester by seeing his or her advisor. A student may withdraw from a class through the end of the 10th week of the semester by seeing his or her advisor. Withdrawing from a class after the 10th day of the semester will affect the student’s Satisfactory Academic Progress.

Withdrawals after week 10 are not permitted and will result in a failing grade and assessment of full tuition charges.

An online course may not be added after the first start day of the course. Students may drop an online course through the first six days of the course. Any subsequent withdraw will affect the student’s Satisfactory Academic Progress.

WITHDRAWAL FROM THE COLLEGE
Students needing to withdraw from the college must do so no later than the 10th day of the semester in order for Satisfactory Academic Progress to remain unaffected. If a student withdraws after the 10th day of the semester, the student’s Satisfactory Academic Progress will be negatively affected.

Students intending to withdraw from the college must complete the withdraw process prior to the end of the 10th week of the semester. The student is required to contact their academic advisor before beginning this process. The student will need to see the Registrar to fill out the necessary paperwork for withdrawing from the college.

Students who wish to withdraw from the college after the deadline, for non-academic reasons only (e.g., a medical emergency, family crisis, etc.), must see the Registrar to fill out an Administrative Withdraw Appeal. This appeal will require documentation. Once approved, a “W” withdraw will be applied to all courses.

INCOMPLETES
If a student has legitimate reasons for needing an extension, he or she must complete and submit an “Incomplete Form,” available from the Registrar’s office, before the last day of class for the semester. Reasons recognized include medical emergencies, physical and/or mental illness, family crisis, and in some instances internships /practicums.

All incompletes must be completed by the end of the following semester, with spring semester incompletes to be finished prior to fall semester. Any incompletes remaining
at the end of this period will be graded an “F.” (An appeal for an extension may be made in extreme extenuating circumstances).

**DISMISSAL GRADES**

Any student dismissed from the college prior to the 10th week of the semester will have the grade “W” applied to the courses in which they are currently enrolled. These grades do not affect a student’s grade point average.

**TRANSFER OF CREDIT**

General policies for the transfer of credit are as follows:

1. Credits earned through CLEP (College Level Examination Program), DSST (DANTES subject standardized tests), CIC (College in the Classroom), and AP (Advanced Placement) will be evaluated by the Registrar on a course by course basis. CLEP courses will be used to waive the course requirement and the credit requirement.

2. Credits earned at other schools with a grade of “C” or better may be transferred to OHCC and applied toward graduation, provided those credits meet the program requirements. Pass/no pass courses will transfer if the pass reflects a 70%.

3. The institution needs to be recognized by an accrediting agency or acknowledged by OHCC.

4. Students may be asked to validate equivalent subjects taken at non-accredited schools. After equivalency has been approved, the credits will be pending official approval until the student achieves a minimum GPA of 2.0. This must be done during the student’s first year at OHCC, or the transfer credits will be lost, except where an articulation agreement exists.

5. Up to half of the credits in a major may be accepted as transfer credits from non-accredited schools.

**DEAN’S LIST**

In order to qualify for the Dean’s List (determined each semester), students must be full-time, have a semester GPA of 3.50 or above, and must not have a grade below a “C” or a “No Pass” on their transcript for the semester.

**GRADUATION HONORS**

Graduating B/BA/BS students who have completed the equivalent of four full-time semesters in residence will be awarded graduation honors based on the following grade point averages:

- 3.90-4.0  Summa Cum Laude
- 3.75-3.89  Magna Cum Laude
- 3.50-3.74  Cum Laude

*These honors will be printed in the graduation program.*

**GRADUATION REQUIREMENTS**

General requirements for graduation are as follows:

1. All program requirements must be completed as listed in the catalog at the time of enrollment or in the chosen subsequent catalog.

2. Students must attain a minimum cumulative grade point average of 2.0 in courses taken at OHCC.

3. No grade below a “C” will count toward any B/BA/BS Biblical Studies major, any BA/BS second major, the Christian Ministry core, Senior Seminar, and program specific General Education courses.

4. Documentation of cooperative credits (Camp Ministry) and transfer credits.

5. Residence requirement must be fulfilled.

6. Community Life Hour requirement must be fulfilled.

7. Christian character and conduct as described in the OHCC Student Handbook must be demonstrated.

*Please note: Transcripts and diplomas will not be released until the student’s account is paid in full.*

**TRANSCRIPT REQUESTS**

Oak Hills Christian College transcripts must be requested in person or in writing, (Data Privacy Act 1974) from the Registrar’s Office at OHCC, as well as online through Oak Hills’ website. The transcript fee is $5.

**SATISFACTORY ACADEMIC PROGRESS & ACADEMIC DISMISSAL**

Students need to complete their degree in a timely manner. In order to accomplish this, Oak Hills Christian College has set forth Satisfactory Academic Progress standards consisting of minimum grade point average, minimum pace-of-progression, and maximum time frame.

**Minimum Grade Point Average (GPA):** The following minimum cumulative GPA must be reached according to the number of credits indicated.

- 1-30 credits:  1.7 cumulative GPA
- 31-60 credits:  1.8 cumulative GPA
- 61 & above:  2.0 cumulative GPA

In order for any student to graduate with a certificate, a two year degree, or a four year degree, the student must have a cumulative GPA of 2.0 or higher. Any student enrolled in a program that is longer than two academic years must have at least a 2.0 GPA or better at the end of their second year.

**Minimum Pace-of-Progression:** Students must complete coursework at a cumulative rate of 67%. Students must successfully complete 67% of the hours attempted to meet the minimum requirements for pace-of-progression.
Completed coursework is defined as any course for which the student receives a passing grade. All credit hours with a passing grade on a student's academic record according to the Office of the Registrar (A,B,C,D,P), all transfer, early credit hours taken in high school (PSEO, AP, and College in the Classroom), and preparatory courses (under 1000 level) are included in calculating pace-of-progression.

Attempted Credits Include:
- All credits for courses in which a student is formally enrolled after the add/drop period.
- All credits for courses in which the student enrolled, but subsequently withdrew, failed, or repeated.
- Transfer credits from another school that are accepted by OHCC.

Maximum Time Frame: Students must complete their degree within 150% of their program length (e.g. 180 attempted credits in a 120 credit degree or 90 credits in a 60 credit degree). A student becomes ineligible for financial aid when it becomes mathematically impossible for him/her to complete their program within 150% of their program length. Students will be notified when they reach this point and will have the opportunity to file an appeal. If the appeal is approved, a student may be eligible to receive financial aid until they have attempted a maximum of 150% of the minimum number of credits required for the degree or certificate. Once the maximum attempted credit hours have been reached, financial aid eligibility is denied for the subsequent credit hours of enrollment. Prior degree credits (including credits earned prior to any change in major) and all transfer credits that are listed on the OHCC transcript are counted in the calculation of cumulative attempted credits.

Financial Aid: In compliance with federal and state requirements, OHCC will disperse federal and state financial aid monies to those students who either meet or have the potential to meet Satisfactory Academic Progress.

Transfer Students: Transfer students do not transfer in a GPA. Their cumulative GPA consists of classes taken only at OHCC. Credits transferred to OHCC from other institutions will be counted toward the minimum pace-of-progression requirement.

Determination of Academic Progress Standing: At the end of each semester, the Registrar will review the cumulative GPA and the number of credits earned for each student. The first time a student fails to meet the minimum cumulative grade point average requirement or the minimum pace-of-progression requirement during the semester, the student will be placed on ACADEMIC WARNING. Students placed on academic warning are eligible for continued enrollment and are expected to make progress toward meeting the minimum cumulative grade point average (GPA) and the minimum pace-of-progression requirement. Credits for incomplete courses will be included in the Registrar’s review at the end of the extension semester for those students who apply for and are granted an extension according to the OHCC Incompletes policy.

Requirements for Academic Warning: Upon conclusion of the warning term, if the student has met the minimum cumulative GPA and minimum pace-of-progression requirement, the student’s warning status will be removed.

Dismissal: Upon conclusion of the warning term, those students not meeting the minimum cumulative GPA or minimum pace-of-progression requirements will be dismissed. The student will be notified by the Sr. VP of Academics & Administration of their dismissal.

Reinstatement/Appeal Process: Students suspended from OHCC who wish to return following a dismissal period of one semester (spring, summer, or fall), must submit an appeal to the Registrar’s Office. The appeal should include information on the circumstances that affected past performance and a plan to be successful in achieving future academic progress.

All appeals submitted to the Registrar’s Office will be reviewed by the Academic Appeals Committee. The Academic Appeals Committee will determine whether the student should be able to meet the Satisfactory Academic Progress standards (both CGPA and pace-of-progression) by the end of the following term. If so, the student will be reinstated and placed on probation for one term, at which time the Registrar will review his/her progress. If it is determined that the student will require more than one term to meet progress standards, the student will be placed on probation with academic terms set forth by the Committee which include specific Student Success academic plan requirements to be met by the end of each term. Students are allowed to receive financial aid while on academic probation. Students must meet all terms set forth by the academic appeals committee and will be reviewed at the end of each term. Students failing to meet all requirements will be dismissed.

If the student does not agree with the decision of the Committee, the student may appeal to the Sr. VP of Academics & Administration. The Sr. VP of Academics & Administration’s decision is final.

If a student subsequently fails to maintain Satisfactory Academic Progress, he or she will be dismissed again from OHCC. A student is allowed a maximum of two appeals of readmission.
ADDITIONAL INFO REGARDING SATISFACTORY PROGRESS

Repeating a Course: A grade of D, in any four year program, must be replaced or re-taken if they are part of the student’s major. When a course is re-taken the final grade will be the grade of record whether the grade is higher or not. The previous grade will remain on the student’s transcript but will not be calculated in the GPA.

Participation in Extra and Co-Curricular Activities: Students on Academic Warning or Probation are not eligible to participate in any extra-curricular activity (OHCC sponsored with no academic credit earned) or co-curricular activity (OHCC sponsored with academic credit earned).

Credit For Military Training & U.S. Armed Forces Institutes (USAFI): Courses for which credits earned while in the military must be listed on official military documents (i.e., DD214, DD295, and Army/American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Registrar, given that they contain the elements necessary for evaluation. Those courses that are eligible for evaluation will be awarded college transfer credits consistent with the Registrar and directives issued by Academic Departments.

STUDENT SUCCESS

Student Success at OHCC exists to provide services to help students succeed and achieve their goals in regards to classes, finishing their degree and moving towards a career. More specifically, we in Student Success offer service to help make the student’s goals a reality. We believe that every student deserves and can benefit from our supportive environment.

We are:

Dr. Sherry Shindelar: Extension 1219, Office in the library in the Fellowship Center
Phil Bjorklund: Extension 1285, Office across from the Chapel in the Fellowship Center
Jenny Hodgson: Extension 1269, Office across from the Chapel in the Fellowship Center

Student Success services include:

ADA Services: (Students under ADA) Services are provided to students with special learning needs according to the provisions and guidelines provided in the Americans with Disabilities Act (ADA). When seeking accommodations the student must provide documentation of disabilities.

Services Include:

- Accommodations determined on an individual basis by means of student interviews and professional recommendations included in submitted documentation
- All other Student Services

Special Admission or Academic Conditions: In addition, Student Success staff meet with all those having a special academic status to advise, encourage and advocate on their behalf.

Services Include:

- Proactive monitoring of student progress
- Weekly advising
- Peer and faculty tutoring

Academic Services (for all students):

- Peer tutors for writing or general studies assistance: library tutors, personal tutors
- Proactive monitoring of student progress
- Training and materials on study skills, time management, test-taking, and orientation workshops
- Study hall sessions and group study sessions
- Guidance on where to go/whom to see when a problem arises on campus
- Intervention strategies
- Class study groups
- Liaison with faculty members and students as needed
- Career guidance (dialogue with staff; aptitude testing; resource information)

Conditional Admission: Students on Conditional Admission will be enrolled in Student Success with the goal of achieving Satisfactory Academic Progress (SAP) at the end of the first semester. The full-time student who has not achieved SAP at the end of one semester, but has successfully completed a minimum of six (6) credits and has achieved a minimum GPA of at least 1.0 will be placed on Academic Warning. If these requirements are not met, the student will not be allowed to return the following semester.

Students on Conditional Admission will meet weekly with a faculty member for academic advising. This includes the monitoring of class attendance, assignments, study habits, and time management. Additional requirements may be added if deemed helpful to the student. If these requirements are not met, the student will not be allowed to return the following semester.
ADMISSION POLICIES

Oak Hills Christian College is an interdenominational Christian college that welcomes all applicants who are committed to faith in Jesus Christ regardless of race, gender, age, physical ability, and national or ethnic origin.

ADMISSION STANDARDS

Faith in Jesus Christ: Oak Hills Christian College students are required to have faith in Jesus Christ and a desire to live a lifestyle that is honoring to God.

Academic Ability and Motivation: Oak Hills Christian College selects candidates on the basis of educational preparation, intellectual abilities, and motivation. Candidates should show evidence that they are academically prepared to study in programs they select, and that they possess the interest and motivation to pursue studies at OHCC. Admission is based on the probability for successful study in the chosen OHCC program. The potential for success is determined by grade point average (GPA), degrees, diplomas, ACT or SAT scores, and stated reasons for seeking admissions to Oak Hills.

GENERAL ADMISSION POLICIES FOR ONLINE AND CAMPUS STUDENTS

To protect OHCC’s academic standards, the college reserves the right to deny admission to any student who does not meet the minimum admissions requirements.

INCOMING ADMISSION STANDARDS

To qualify for undergraduate admission online, or on-campus, candidates must meet the following requirements:

First Time Freshman: First Time Freshman status is defined as having no transferable college credits, and have:

1. Graduated from a recognized secondary school, or
2. Passed the test of general education development (GED), or
3. Graduated from a recognized home school

   1. ACT composite score of 18 or SAT composite score of 940,
   2. A minimum secondary school GPA of 2.0 (on a 4.0 scale).

   Applicants 2 calendar years removed from their high school graduation date do not need to supply ACT/SAT scores.

Transfer Students: Transfer students are defined as having 1 or more transferable college credits (not to include PSEO credits).

1. Secondary school GPA will be assessed until 12 or more college credits are attained
2. College GPA of 2.0 or higher from a recognized post-secondary school.

ADMISSION DOCUMENTS REQUIRED

The following documents are required before being considered for admission into Oak Hills Christian College. Documents required applies to First Time Freshman and Transfer Students.

1. Completed Online or Paper Application.
2. Official high school, GED equivalent transcripts and/or Official College transcript.
   a) Official Transcripts will be considered official if received by the Admissions Staff at OHCC in a sealed envelope, institution to institution. Unopened E-script transcripts may also be accepted as official.
   b) Applicants can submit unofficial transcripts from high school and all previous colleges attended for Contingent Admission (in lieu of Official Transcripts if there is no outstanding balance at any previous institution) – Please see Contingent Admission Requirements, pg. 16.

3. Official ACT/SAT Verification via ACT/SAT mailing or documented on high school transcripts.
   a) Unofficial verification may be used for Contingent Admission – Please see Contingent Admission requirements.

   Transfer students who have an Associate Degree or Bachelors Degree from a post-secondary institution do not need to provide high school transcripts.

ADDITIONAL ADMISSION STATUSES & REQUIRED DOCUMENTS

INTERNATIONAL STUDENTS

An International Student is one who wishes to attend college in the U.S. without residency or citizenship, on an F-1 visa.

Approval has been granted by the United States Department of Justice for training students from other countries who can demonstrate proficiency in English.

1. Official Foreign transcript evaluation from a NACES approved organization & copy of passport.
2. Provide Proof of English proficiency.
3. Christian Character Assessment.

Please contact the OHCC Admissions Department for detailed requirements.
READMISSION
Students applying for readmission are those who have completed 1 or more Oak Hills Christian College credits and are returning to OHCC after being out of class for more than a semester.

1. Students applying for readmission that have been out of OHCC classes for two academic years or less are eligible for admission through the Sr. VP of Academics & Administration and the Registrar.
2. Students applying for readmission that have been out of OHCC classes for over two academic years must complete the full application process as defined by their incoming status.

NON-DEGREE STUDENTS
Non-degree seeking students are defined as those wishing to enroll in continuing education for credit or audit.

Non-degree students may take up to six credits per semester for credit. Financial Aid and Student Success Services are not available for non-degree students. No more than 12 credits taken for credit through this program may be applied to a degree at Oak Hills Christian College. If a person who has accumulated more than 12 credits through this program later applies as a degree-seeking student, he or she may pay for the credits over 12 at the tuition rate in effect at the time class was taken (less any tuition paid at the non-degree rate).

Non-degree seeking students must complete the Continuing Education Application.

HOMESCHOOL STUDENTS
Homeschool students are welcomed at Oak Hills Christian College. In order to facilitate an admission decision and academic placement should the applicant be admitted, all Homeschool transcripts should indicate the school name, address, email, and phone number; the students name, address, and phone number; credits/units earned for each course listed by semester and by year; final grades for each course, final GPA for each semester; grading scale, academic summary containing cumulative GPA, total credits earned, and graduation date; and the school administrator’s signature with date.

VETERANS
Programs at Oak Hills Christian College have been approved by the Minnesota State Approving Agency for Veterans’ Education and Training to train veterans and eligible beneficiaries.

PSEO
For the PSEO program at Oak Hills Christian College, you must be a junior or senior in high school and meet the following requirements:

• Be a Minnesota resident.
• Be in the top 30% of your class OR have a minimum ACT composite score of 21 or SAT score of 1060. Please contact Admissions for other acceptable entrance tests.

Admissions Documents Required:
1. Oak Hills Christian College PSEO application
2. Official high school transcript with class ranking OR ACT or SAT score.
3. Notice of Student Registration – parts 1 and 2 (This form is available at OHCC).

ADMISSION TYPES
Regular Admission: Defined as a student meeting all standards for their particular incoming status.

Committee Review Admission/Conditional Admission: Incoming students not meeting all standards for their particular incoming status can be considered for Conditional Admission. These candidates can go through the Admissions Committee process. The members of the Admissions Committee will meet to decide on the educational preparation, intellectual ability and motivation of the student.

In addition to standard admission application documents, students being Conditionally Admitted will need to provide two additional reference documents to the Office of Admissions prior to the Admissions Committee meeting.

First Time Freshman being Conditionally Admitted for academic reasons must meet the following criteria:

1. Cumulative GPA of 1.75-1.99 based on high school transcripts (and)
2. Minimum ACT Composite score of 14-17

Transfer Students being Conditionally Admitted for academic reasons must meet the following criteria:

1. Cumulative College GPA of 1.75-1.99

All campus based Conditionally Admitted students will automatically be assigned a Student Success advisor.

Contingent Admission:
There are two types of Contingently Admitted students at Oak Hills Christian College:

1. High School seniors can be contingently admitted. This admission is subject to all applicable standards and statuses. This type of contingent admission will be transferred into Regular or Conditional status once final official high school transcripts are received from graduating high school. Official transcripts must be received by the first day of the first semester the student attends a class at Oak Hills Christian College.
2. Incoming Transfer and Non-Traditional students for whom Oak Hills Christian College does not have official transcripts on record will be a Contingent Admit assuming unofficial transcripts have been received. Contingently admitted students have 60 days from the date of the first class in their first semester to turn in official transcripts. Financial Aid will not be dispersed without all official transcripts on file at OHCC.

## FINANCIAL AID

### FINANCING THE COST OF EDUCATION AT OHCC

The process of financial aid at Oak Hills Christian College should begin with the student seeking assistance from all possible sources as early as possible. Accepting the challenge to finance a college education is primarily the student’s responsibility. Financial Aid comes in a variety of forms - scholarships, grants, loans and work-study. Recipients of such assistance are selected based on need, academic performance, or special qualifications.

The first step to financial aid is completing the Free Application for Federal Student Aid (FASFA). This can be completed in October, prior to the academic year for which they need financial aid. To start the application, go to www.fafsa.ed.gov.

Our FAFSA school code is: 016116.

This is also a good time to look and apply for outside scholarships. Students receiving financial aid must maintain satisfactory progress toward degree or certificate completion as defined in the catalog. One hundred percent of the students at Oak Hills receive some form of scholarship, grant, work, or loan to help with their college costs. For more information, please contact the Financial Aid Office.

### Financial Aid Deadlines:

Students must complete their financial aid application process as deemed “completed” by the Director of Financial Aid by the 20th school day of the semester. This date will be exactly 10 school days after the “add/drop” date for the semester.

Students who have not “completed” their financial aid application process will not be allowed to attend classes or extra curricular activities until they have completed their financial aid application process as deemed by the Director of Financial Aid. The Director of Financial Aid reserves the right to make exceptions for special circumstances. The student may appeal their financial aid status with the Dean of the College.

The 30th school day, students who still have an outstanding balance on their account must have an external education loan to cover their outstanding balance with the college. The Financial Aid office will be available by appointment to students seeking help with applying for education loans.

By the last day of Mid-terms, students must have their account balance down to zero. Students with unusual circumstances will be permitted to file an appeal with the Business office. Students failing to meet this requirement, or otherwise who have been denied an appeal, will not be allowed to return next semester.

### OHCC FINANCIAL AID FORMS

Please contact the Financial Aid Office for the OHCC Financial Aid Application, the OHCC Scholarship Application, and the OHCC Student Employment Application.

### SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require all institutions of higher education to establish standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. The intent of the regulation is to encourage student receiving financial aid to make satisfactory progress toward their certificate or degree.

- All federal and state aid is governed by this policy.
- All programs are governed by this policy. (Traditional and Online programs)
- Satisfactory Academic Progress is reviewed at the end of each semester/term.

### Financial Aid Progression Timeline Per Semester

<table>
<thead>
<tr>
<th>30th Day</th>
<th>20th Day</th>
<th>Mid-Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangements must be made for outstanding balances</td>
<td>Financial Aid must be completed</td>
<td>Account balance must be $0.00</td>
</tr>
</tbody>
</table>
To be making Satisfactory Academic Progress (SAP), all students must declare a program of study, so their progress can be measured.

Students must meet the standard consisting of minimum grade point average, minimum pace-of-progress, and maximum time frame.

The complete Satisfactory Academic Progress policy is found on pages 13 and 14 of the Academic Catalog.

FINANCIAL AID PROGRAMS AVAILABLE

Federal Pell Grants: These are need-based grants. Eligibility is determined by the Free Application for Federal Student Aid (FAFSA). All FAFSA applicants will receive a Student Aid Report that clarifies eligibility and award requirements.

Federal Supplemental Educational Opportunity Grants (FSEOG): These are need-based grants. Eligibility is determined by the FAFSA.

Minnesota State Grants: These are need-based grants for eligible Minnesota residents. Eligibility is determined by the FAFSA and a supplemental OHCC Financial Aid Application. In order to receive a full Minnesota State Grant, a student must be registered for 15 semester credits. Awards will decrease accordingly for 14 credits down to 3 credits.

William D. Ford Direct Loans (Subsidized): Eligibility is determined by the FAFSA. These Loans are interest-free while the student is enrolled and until six months after graduation or withdrawal. Loan amounts are dependent upon financial need and grade level.

William D. Ford Direct Loans (Unsubsidized): These are non need based loans for students who need additional funding.

Direct PLUS Loans: These loans are available for parents to borrow for the education of their dependent children. The yearly limit is based on the cost of education minus any financial aid for which the student is eligible.

Private Loans: These programs are designed to supplement existing loan programs. They provide long-term, low interest loans for students who cannot obtain financing from traditional financial aid programs. The yearly limit is based on the cost of education minus any financial aid for which the student is eligible.

Oak Hills Scholarship and Grants: These are many memorial and special scholarships and grants available at OHCC. Eligibility is determined by the FAFSA and the OHCC Scholarship Application (available from the Financial Aid Office).

On Campus Employment: Part-time jobs and work study options are available on campus. The basis for hiring is financial need (determined by the FAFSA) and the skill to perform the job. OHCC Student Employment Applications are available for the Financial Aid Office.

FINANCIAL POLICIES

ENROLLMENT DEPOSIT
After a student has been accepted for admission, and enrollment deposit of $100 is due. This will be applied in full to the student’s fees upon enrollment. The enrollment deposit is nonrefundable.

PAYMENT SCHEDULE
Full semester expenses are payable following the schedule outlined in financial aid deadlines.

• 10th day of semester - expenses are calculated after the add/drop deadline.

• 20th day of the semester - financial aid application process must be completed.

• 30th day of the semester - arrangements must be made for any outstanding balance.

• Last day of Midterms - account balance must be zero.

Students with unusual circumstances will be permitted to file an appeal with the Business Office. Students failing to meet this requirement, or otherwise who have been denied an appeal, will not be allowed to return the next semester. Grades, transcripts and diplomas will not be released until the students account is paid in full.

PAYMENT METHODS
Students may pay their accounts by grants, scholarships, student loans, private loans, cash, check, credit or debit card.

COURSE FEES
Some classes require additional course fees due to conference costs, meals, mileage, special speakers, etc. Notification will be the course description and on student course registrations.

DEPARTURE PROCESS
Every student ceasing enrollment during the school year or leaving at the close of the school year must complete the official departure form. The purpose of the form is to indicate that obligations to the Business Office and other school departments have been properly discharged. Transcripts and other records will not be issued until all obligations have been satisfactorily met.
REFUND POLICY
For students fully withdrawing from Oak Hills Christian College before the end of the semester, tuition, room, and board are refunded pro-rata according to federal and state financial aid refund policies. There are no refunds after 60% of the semester has been completed.

If a student withdraws from a course (or courses) after the tenth day of the semester, but does not totally withdraw from OHCC then their financial aid package is NOT re-calculated. The only exception is when a student drops a course prior to the start of said course. An example would be an online course that begins mid-way through the semester.

<table>
<thead>
<tr>
<th>By End</th>
<th>% Refund</th>
<th>By End</th>
<th>% Refund</th>
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<tbody>
<tr>
<td>Week 1-2</td>
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<td>Week 7</td>
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<td>Week 4</td>
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<tr>
<td>Week 6</td>
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VETERANS FINANCIAL RIGHTS AND RESPONSIBILITIES
Oak Hills Christian College permits any “covered individual” (i.e. a person using Chapter 31 or Chapter 33 benefits) to attend a course of education if they present the school a copy of their Certificate of Eligibility, Statement of Benefits, or VA form 28-1901, and ending on the earlier of the following dates:
1. The date on which payment for VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Oak Hills Christian College will not impose any penalty whatsoever on the VA beneficiary student, or require that such a student borrow additional funds because of their inability to meet financial obligations to the institution due to the delayed disbursement of Chapter 31 or 33.

In addition, statute 38 USC 3679(e) allows OHCC to require the covered individual to take the following additional actions:
1. Submit a Certificate of Eligibility or Statement of Benefits for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Pay an additional payment or fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

Oak Hills Christian College complies with MN Statute 197.775 and Title 38 United States Code Section 3679(e)

MILITARY DEPLOYMENT RETURN POLICY
Refunds are available to those who are called to active duty. Reservists have 3 options:
1. Receive a pro-rata return. A copy of the military deployment order must be given to the Registrar.
2. Make arrangements with the faculty to complete course work if at least 75% has already been completed.
3. Receive a full tuition credit for a future semester. Admission requirements must be met at the time of readmittance.

MILITARY WITHDRAWAL RETURN POLICY
Military Tuition Assistance (TA) is awarded to a student under the assumption that if the student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with Department of Defense policy, Oak Hills Christian College will return any unearned TA funds on a prorated basis through 60% of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending our school.

EVALUATION OF APPLICATION TO RECEIVE CREDIT FOR PREVIOUS LEARNING
The cost to evaluate a request for Credit for Prior Learning is $50 per credit for which the student applies. Therefore, if you apply for three credit hours, your cost for those credits will be $50. Please note that receiving all three credits is not automatic. It is much like enrolling in a course. You pay the tuition for it regardless of whether you earn a passing grade. The grade is based upon evaluation by a faculty member in the field for which credit for prior learning is requested.

TUITION WAIVER FOR PASTORS
Licensed or ordained pastors may take one course each semester and have the tuition fee waived (parking fees, course fees, and textbook costs still apply). A non-degree application and verification of pastoral service are required.*

TUITION WAIVER FOR STUDENT SPOUSES
The spouse of a full-time, certificate or degree-seeking student may take one course each semester and have the tuition fee waived (parking fees, course fees, and textbook costs still apply). A non-degree application is required. *

*Due to the nature of the Adult & Online Education (A & O) program, there will be no tuition waivers for pastors, spouses of full-time students, or family members of college faculty and staff.
## COST & PAYMENT SCHEDULE 2020-2021

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</tr>
<tr>
<td>Camp Forest Springs Administration Fee (Camp Ministry)</td>
<td>$550/year</td>
</tr>
<tr>
<td>BSU Student Health Service Fee [h]</td>
<td>$58/semester</td>
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<tr>
<td>Graduation Fee</td>
<td>$90</td>
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<tr>
<td>Transcript Fee [i]</td>
<td>$5</td>
</tr>
<tr>
<td>Laundry Fee [j]</td>
<td>$40</td>
</tr>
<tr>
<td>Traditional Student Online Course Fee [k]</td>
<td>$460</td>
</tr>
</tbody>
</table>

**ANNUAL SUMMARY** (for 2 semesters)

| Tuition                                               | $17,034 |
| Thompson & Acorn Hall Single                          | $4,000  |
| Student Activity Fee                                  | $280    |
| Full Meal Plan                                        | $3,910  |

**APPROXIMATE ANNUAL TOTAL** (does not include special fees, books, or personal expenses)  
$25,224

---

**SUBJECT TO CHANGE**

The cost information listed above applies to the 2020-2021 school year and is subject to change.

**TUITION GUARANTEE**

Students with continuous full-time (12 credits or more) enrollment who maintain their regular minimum required GPA or higher will lock in their tuition rate - the tuition rate when you start will be the tuition when you graduate.

[Students who drop to part-time, stop out a semester or more, or require more than two years (Associate) or four years (Bachelor) to complete their degree due to changes in major will revert to the tuition rate in effect the semester when the change occurs.]
Each academic program of the college provides the context for whole life transformation through biblical life preparation. Students come to learn, learn to serve, and serve to change lives. Through the courses offered in each program, students will develop a Christ-centered worldview and be prepared to make a difference in the world through their lives, work and service to others.

The courses of study in each degree proceed from foundational to exploratory to immersion courses. Areas of study for each degree will include general education, biblical studies, Christian ministry and service, and core courses in the major.

Students will be challenged to grow in their knowledge of self, others, the world and the Bible. They will be challenged to grow in their critical thinking, development of a biblical worldview and the integration of their faith and learning.

**BIBLICAL STUDIES**

We believe the Bible is God’s written word and is His clearest revelation of spiritual truth. The Bible functions as our final authority for matters of faith and practice. Consequently, we make the study of the Bible the focal point of our curriculum.

We teach careful and thoughtful interpretation of the Bible based on the historical, cultural, and literary contexts. Surveys of the entire Bible, as well as in-depth studies of particular parts of it, provide knowledge of its content and give opportunity for assessing its meaning and application for today’s world.

The biblical studies curriculum includes both biblical studies courses and interdisciplinary studies where biblical or theological study is embedded within core courses in a major, Christian ministry or general studies. Biblical studies courses can be identified in the course listing as:

- BOT – Old Testament
- BNT – New Testament
- BSA – Biblical Studies Approaches
- TH – Theology

**INTERDISCIPLINARY BIBLE COURSES**

The following courses are interdisciplinary Bible courses. General Education (30) and Biblical Studies (30) minimum credit requirements and overall credit requirements for a degree (Bachelor – 120, Associate – 60) must be met.

- Biblical Concepts of Leadership (online)
- Family Life and Ministry
- Foundations for International Work
- Foundations of Addiction
- Foundations of Teaching & Preaching (online)
- History & Theology of Worship
- Human Sexuality
- Integration of Business and Ministry
- Integration of Psychology and Theology
- Introduction to Counseling
- Introduction to Preaching
- Introduction to Psychology
- Mentoring & Leadership in Ministry
- Pastoral Theology
- Personal Finance
- Philosophy and Worldview (online)
- Practice of Preaching (prerequisite: Intro. to Preaching)
- Senior Seminar
- Sharing & Defending the Faith (online)
- Social Psychology
- Spiritual Formation I
- Spiritual Formation II
- Sports as a Ministry
- Teaching in Ministry
- The Mission of God and His People

**CHRISTIAN SERVICE AND MINISTRY**

We are committed to the biblical truth that we should love God with our whole being and love others as ourselves. Through our Christian Ministry courses, students will learn to serve God through meeting human needs. The Christian Ministry courses seek to develop students who are followers of Christ and able to reach out to others. These courses seek to provide the necessary knowledge and skills to serve effectively.

Student Outreach and Intercultural Student Outreach programs are an important part of each major. Students will be involved throughout their time at Oak Hills in supervised ministry, outreach and service projects in Bemidji, surrounding communities or further abroad for some intercultural outreach. Outreach programs bridge into practicums and internships in junior or senior years at the college.

Christian Ministry courses can be identified in the course listing as:

- CA – Camp Ministry
- CM – Christian Ministry (general)
- CO – Counseling
- IS – Intercultural Studies
- LM – Leadership & Ministry
- PM – Pastoral Ministry
- WA – Worship Arts
- YM – Youth Ministry

**PROFESSIONAL SERVICE MAJORS**

Bachelor of Science degrees prepare students for careers in business, sports management, addiction counseling and applied psychology courses. Course not identified within Biblical Studies, Christian Ministry or General Education fall here.

**GENERAL EDUCATION**

In addition to the Bible, God has also revealed knowledge through His created order. In our general education courses we study the nature of being human,
human society across time and space, communication, music, art, social and physical sciences and math. General education builds knowledge of the world and our place in it, leading to more meaningful worship of our Creator God and more effective service.

There are a wide variety of courses in the general education curriculum in the domains of communication, humanities, social science, and science/math. All our general education courses are taught by Christian instructors who are committed to a biblical worldview, who hold appropriate credentials and are experienced in their academic fields.

The following courses are accepted as general education credits:
- Abnormal Psychology
- Adolescent Psychology
- Adult Children of Dysfunctional Families
- Business Computer Applications
- Classical Hebrew I
- Classical Hebrew II
- CPR/First Aid
- Cultural Anthropology
- Economics
- Fitness for Life
- Historical Geography
- Human Anatomy & Physiology
- Human Sexuality
- Interpretation of Biblical Literature
- Introduction to Addictions Counseling
- Introduction to Counseling
- Introduction to Psychology
- Lifespan Development Psychology
- Marketing and Business Communications
- Music Theory for Worship Arts
- Music Theory II
- Personal Finance
- Principles of Management
- Private Music Lessons
- Regional Cultural Studies Seminar I
- Regional Cultural Studies Seminar II
- Research and Statistical Methods
- Social Psychology
- Survey of Mathematics
- Teaching in Ministry
- Theories of Chemical Dependency
- World Literature I
- World Literature II
- World Religions

ACADEMIC PROGRAMS

BACHELOR OF ARTS
Biblical Studies........................................................................................ 26

BACHELOR OF ARTS—DOUBLE MAJORS
Camp Ministry and Biblical Studies.........................................................27
Christian Ministry and Biblical Studies..................................................28
Intercultural Studies ..............................................................................29
Pastoral Ministry and Biblical Studies..................................................30
Youth Ministry and Biblical Studies......................................................31

BACHELOR OF SCIENCE—DOUBLE MAJORS
Addictions Counseling........................................................................... 32
Applied Psychology................................................................................ 33
Business.................................................................................................. 34
Sports Management............................................................................... 35

BACHELOR DEGREE
Business Administration (online).......................................................... 57
Leadership and Ministry (online)...........................................................58
Worship Arts and Biblical Studies.........................................................36

ASSOCIATE OF ARTS
Associate of Arts.................................................................................... 38
Associate of Arts in Biblical Studies.......................................................37

ASSOCIATE DEGREE
Biblical Studies and Ministry (online).................................................... 59
Worship Arts and Biblical Studies.........................................................39

ASSOCIATE OF SCIENCE
Business Administration (online).........................................................60

CERTIFICATE IN BIBLICAL STUDIES
Certificate in Biblical Studies (on campus & online)......................... 40
EMPLOYMENT
In a survey of OHCC students who graduated between 2011 and 2018, 73.39% of those desiring employment indicated that they are employed full-time. 28.69% of graduates indicate that their jobs are closely related to their major field of study. 7.29% indicated part-time employment and 8.9% were pursuing graduate studies.

RETENTION
Data from the 2018-2019 academic year indicate that the fall-to-fall retention rate for all residential students was 70%; the fall-to-fall retention rate for online students was 75%.

GRADUATION
The four year average completion rate for students entering between 2011-2017 and completing within six years is 64%. Many students opt to extend the length of study due to employment needs, family issues or academic achievement goals. The college has no statute of limitations on completing undergraduate programs.

Outcomes and Institutional Assessment results may be found on the college website at www.oakhills.edu/about-ohcc/data

ACADEMIC CALENDAR

Please check www.oakhills.edu for updates to the calendar.

<table>
<thead>
<tr>
<th>FALL SEMESTER 2020</th>
<th>SPRING SEMESTER 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19-22</td>
<td>January 6-8</td>
</tr>
<tr>
<td>August 20-21</td>
<td>Spring Orientation: New Students</td>
</tr>
<tr>
<td>August 24</td>
<td>January 7</td>
</tr>
<tr>
<td>Fall Orientation</td>
<td>Registration</td>
</tr>
<tr>
<td>September 7</td>
<td>January 11</td>
</tr>
<tr>
<td>Labor Day (no classes)</td>
<td>Spring Semester Classes Begin</td>
</tr>
<tr>
<td>October 22-25</td>
<td>January 18</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>November 25-29</td>
<td>(Mon. evening classes meet)</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>March 6-14</td>
</tr>
<tr>
<td>December 14-17</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Fall Semester Finals</td>
<td>April 2-5</td>
</tr>
<tr>
<td>December 18-January 10</td>
<td>Easter Break</td>
</tr>
<tr>
<td>Semester Break</td>
<td>(Monday evening classes will meet)</td>
</tr>
<tr>
<td></td>
<td>May 3-6</td>
</tr>
<tr>
<td></td>
<td>Spring Semester Finals</td>
</tr>
<tr>
<td></td>
<td>May 8</td>
</tr>
<tr>
<td></td>
<td>Commencement</td>
</tr>
</tbody>
</table>
In each major at the bachelor level (Bachelor, Bachelor of Arts, Bachelor of Science) there are a number of elective courses. Students may choose their own preferred use of electives within their degree to explore a variety of other areas or to select a group of courses as an emphasis. The purpose of an emphasis is to provide students with a block of foundational courses in another area of ministry in addition to their major. The emphasis will consist of four or more courses totaling between 9 and 15 credits. Students are encouraged to discuss their career interests and goals with their faculty advisor or member of the Student Success team as they choose an emphasis path. In order to insure the availability of courses not offered on a yearly basis, students will need to select their emphasis in their sophomore year and no later than the beginning of their junior year. [Courses which must be included for an emphasis are followed by an asterisk [*], other courses are selected based on interest.]

**ADDICTIONS COUNSELING**
- Introduction to Counseling (3 credits)*
- Psychopharmacology (3 credits)*
- Foundations of Addiction (2 credits)*
- Introduction to Psychology (3 credits)*
- Chemical Dependency Counseling (2 credits)*

**APPLIED PSYCHOLOGY**
- Introduction to Counseling (3 credits)*
- Introduction to Psychology (3 credits)*
- Abnormal Psychology (3 credits)*
- Research and Statistical Methods (4 credits)*

**BUSINESS**
- Introduction to Business (3 credits)*
- Personal Finance (2 credits)*
- Principles of Management (3 credits)*
- Principles of Marketing (3 credits)*
- Integration of Business and Ministry (3 credits)*

**BUSINESS ADMINISTRATION (ONLINE)**
- Introduction to Business (3 credits)*
- Biblical Concepts of Leadership (3 credits)*
- Essentials of Management (3 credits)*
- Management of Human Resources (3 credits)
- Management of Marketing (3 credits)
- Organizational Leadership (3 credits)

**CHRISTIAN MINISTRY**
- Foundations of Youth Ministry (3 credits)*
- Foundations of Pastoral Ministry (3 credits)*

Choose other Christian ministry courses to complete emphasis

**INTERCULTURAL STUDIES**
- Foundations for International Work (3 credits)*
- Regional Cultural Studies Seminar I (2 credits)*
- Regional Cultural Studies Seminar II (2 credits)
- Patterns for International Work (3 credits)
- Cultural Anthropology (3 credits)
- World Religions (3 credits)
- The Mission of God and His People (3 credits)

**LEADERSHIP & MINISTRY (ONLINE)**
- Biblical Concepts of Leadership (3 credits)*
- Essentials of Management (3 credits)
- Management of Human Resources (3 credits)
- Organizational Leadership (3 credits)*

**PASTORAL MINISTRY (PASTORAL EMPHASIS)**
- Teaching in Ministry (3 credits)*
- Foundations of Pastoral Ministry (3 credits)*
- Introduction to Counseling (3 credits)*
- Introduction to Preaching (3 credits)*

**SPORTS MANAGEMENT**
- Introduction to Sports Management (3 credits)*
- Principles of Management (3 credits)*
- Principles of Marketing (3 credits)*
- Sports as Ministry (3 credits)*

**WORSHIP ARTS**
- Music Theory for Worship Arts (3 credits)
- Worship Arts Practicum (2 credits)*
- Planning and Leading Worship (3 credits)*
- Use of Technology in Worship (2 credits)*
- Music Theory II (3 credits)
- History and Theology of Worship (3 credits)
- Creative Arts in Worship (2 credits)

**YOUTH MINISTRY**
- Foundations of Youth Ministry (3 credits)*
- Programming Skills in Youth Ministry (3 credits)*
- Mentoring & Leadership in Ministry (3 credits)*
- Organizational Issues in Youth Ministry (3 credits)*
**PROGRAM DIRECTOR:** Dr. Gale Struthers

**PURPOSE:** To provide the student with extensive knowledge and understanding of the Bible and its application to the world in which we live. This degree may be used to prepare students for positions in church and/or para-church agencies, as preparation for seminary or graduate education in biblical studies, theology and related disciplines, or for entrance into the workplace where a B.A. degree is appropriate.

**OBJECTIVES:** The student will demonstrate fulfillment of the five OHCC objectives (page 5).

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I</td>
<td>3 Old Testament Survey</td>
<td>3 Spiritual Formation I</td>
<td>3 See Biblical Studies</td>
</tr>
<tr>
<td>College Writing II</td>
<td>3 New Testament Survey</td>
<td>3 Spiritual Formation II</td>
<td>3</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>3 Interpretation of Biblical Literature</td>
<td>3 Teaching in Ministry</td>
<td>3</td>
</tr>
<tr>
<td>Math/Science Elective</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>General Education Electives</td>
<td>9</td>
<td>Outreach</td>
<td>2</td>
</tr>
<tr>
<td>Worldviews</td>
<td>3 Old Testament Elective</td>
<td>6 Outreach (1 UL)</td>
<td>2</td>
</tr>
<tr>
<td>World History</td>
<td>3 New Testament Elective</td>
<td>3 Intercultural Outreach (UL)</td>
<td>1</td>
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<tr>
<td>Intercultural Communications</td>
<td>3 Advanced Interpretation</td>
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</tr>
<tr>
<td>Sr. Seminar</td>
<td>3 Torah</td>
<td>3 Internship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Romans or Hebrews</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biblical Theology</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Bible/Theo. Elective (UL)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Free Electives (10 UL)</td>
<td>36</td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY**

<table>
<thead>
<tr>
<th></th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>30</td>
</tr>
<tr>
<td>Biblical Studies</td>
<td>36</td>
</tr>
<tr>
<td>Christian Ministry</td>
<td>18</td>
</tr>
<tr>
<td>Free Electives</td>
<td>36</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

36 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
**Program Director:** Scott Buchan, Director of Camp Oak Hills

**Purpose:** To prepare the student for effective ministry in a Christian camp or related field. Emphasis is placed on the development of Christian leadership qualities in addition to an overall exposure to the operation of a year-round Christian camp.

**Objectives:** In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will demonstrate the skills necessary for a career in the field of camp administration and operation.

This is a cooperative program with Camp Forest Springs in Westboro, Wisconsin. Students complete three years of biblical studies, Christian ministry, and general education at Oak Hills, then spend a year at Camp Forest Springs. Applications to Camp Forest Springs must be submitted by November 1 of the year prior to expected attendance at the camp. Course completion at Camp Forest Springs normally requires 11 months.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
<th>Courses in Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I</td>
<td>Old Testament Survey</td>
<td>Spiritual Formation I</td>
<td>Camp Counseling</td>
</tr>
<tr>
<td>College Writing II</td>
<td>New Testament Survey</td>
<td>Spiritual Formation II</td>
<td>Camp Safety</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>Interpretation of Biblical Literature</td>
<td>Teaching in Ministry</td>
<td>Families in Ministry</td>
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<tr>
<td>Math/Science Elective</td>
<td>Christian Faith</td>
<td>Outreach</td>
<td>Camp Maintenance</td>
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<td>General Education Electives</td>
<td></td>
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</tr>
<tr>
<td>Worldviews</td>
<td>Old Testament Elective (UL)</td>
<td>Outreach (1 UL)</td>
<td>Food Service Management</td>
</tr>
<tr>
<td>World History</td>
<td>New Testament Elective (UL)</td>
<td>Intercultural Outreach (UL)</td>
<td>Promotion/Public Relations</td>
</tr>
<tr>
<td>Church History</td>
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<td>Camp Teaching</td>
</tr>
<tr>
<td>Humanities Elective</td>
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<td>Camp Assessment</td>
<td>Romans</td>
<td></td>
<td>Camp Programming</td>
</tr>
<tr>
<td></td>
<td>Bible/Theo. Elective (UL)</td>
<td></td>
<td>Camp Organization</td>
</tr>
<tr>
<td></td>
<td>Bible Electives</td>
<td></td>
<td>Camp Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Camp Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Free Electives</td>
</tr>
</tbody>
</table>

**Summary Credits**

<table>
<thead>
<tr>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>30</td>
</tr>
<tr>
<td>Biblical Studies</td>
<td>30</td>
</tr>
<tr>
<td>Christian Ministry</td>
<td>15</td>
</tr>
<tr>
<td>Courses in Major</td>
<td>33</td>
</tr>
<tr>
<td>Free Electives</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

30 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

Community Life Hour - 6 Semesters Required (Adjusted for transfer students)
**B.A. IN CHRISTIAN MINISTRY & BIBLICAL STUDIES**

**PROGRAM DIRECTOR:** Dr. Jeff Wisdom

**PURPOSE:** To prepare the student with the biblical and theological foundations for service and to promote increased proficiency in an area of service in response to God's calling. The student will have the flexibility to customize coursework to reach a variety of goals in vocational service.

**OBJECTIVES:** Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application. (OHCC College Objective #2)

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**SUMMARY CREDITS**

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I</td>
<td>Old Testament Survey</td>
<td>3 Spiritual Formation I</td>
</tr>
<tr>
<td>College Writing II</td>
<td>New Testament Survey</td>
<td>3 Spiritual Formation II</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>Interpretation of Biblical Literature</td>
<td>3 Foundations of Youth Ministry</td>
</tr>
<tr>
<td></td>
<td>Christian Faith</td>
<td>3 OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Foundations of Pastoral Ministry</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
<td>Outreach</td>
</tr>
<tr>
<td>Math/Science Elective</td>
<td>3</td>
<td>Intercultural Outreach</td>
</tr>
<tr>
<td>Worldviews</td>
<td>3 Old Testament Elective (UL)</td>
<td>3 Outreach (1 UL)</td>
</tr>
<tr>
<td>Church History</td>
<td>3 New Testament Elective (UL)</td>
<td>3 Intercultural Outreach (UL)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mentoring &amp; Leadership in Ministry</td>
</tr>
<tr>
<td>General Education Electives</td>
<td>6 Bible Electives</td>
<td>9 Christian Ministry Electives (6 UL)</td>
</tr>
<tr>
<td>Sr. Seminar</td>
<td>3</td>
<td>Christian Ministry Internship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Free and/or Emphasis Electives (7 UL)</td>
</tr>
</tbody>
</table>

30 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

*Courses in Major that may form the Emphasis Electives for other majors are italicized.*

Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
PROGRAM DIRECTOR: Phil Bjorklund

PURPOSE: To prepare the student to live and work as a disciple of Christ in a multi-cultural world. The student will be prepared to pursue a chosen career in any domestic or international cultural or multi-cultural setting.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the Intercultural Studies student will:

1. Formulate a biblical and theological understanding of God’s redemptive plan and the mission of God’s people for the whole world.
2. Demonstrate knowledge, skills and attitudes needed to confidently live out a commitment to Christ in any domestic or international setting.
3. Demonstrate knowledge of current international settings and intercultural work and ministry strategies.
4. Have the skills and abilities needed to remain current in the field of intercultural studies.

The Intercultural Studies program is designed to offer students the flexibility to tailor their courses and internships to advance their personal career goals. Contact the program director for further information about these opportunities.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
<th>Courses in Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I</td>
<td>Old Testament Survey</td>
<td>Spiritual Formation I</td>
<td>Foundations for Int’l Work</td>
</tr>
<tr>
<td>College Writing II</td>
<td>New Testament Survey</td>
<td>Spiritual Formation II</td>
<td>Regional Cultural Studies I</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>Interpretation of Biblical Literature</td>
<td>Teaching in Ministry</td>
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</tr>
<tr>
<td>Math/Science Elective</td>
<td>Christian Faith</td>
<td>Outreach</td>
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</tr>
<tr>
<td>General Education Electives</td>
<td>Outreach</td>
<td>Inter-cultural Outreach</td>
<td></td>
</tr>
<tr>
<td>Worldviews</td>
<td>Old Testament Elective (UL)</td>
<td>Outreach (1 UL)</td>
<td>Patterns for Int’l Work</td>
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<tr>
<td>World History</td>
<td>New Testament Elective (UL)</td>
<td>Intercultural Outreach (UL)</td>
<td>Regional Cultural Studies II</td>
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<tr>
<td>Cultural Anthropology</td>
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<td>World Religions</td>
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Courses in Major that may form the Emphasis Electives for other majors are italicized.

Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
PROGRAM DIRECTOR: Dr. Jeff Wisdom

PURPOSE: To provide the student with biblical, theological, and practical foundations for pastoral ministry. The student will be prepared to pastor small churches or to continue education at graduate school or seminary.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:
1. Demonstrate a familiarity with and a broad understanding of the various aspects of pastoral ministry.
2. Demonstrate skills and gifting appropriate to the pastoral role.

### General Education
- College Writing I: 3 Credits
- College Writing II: 3 Credits
- Intercultural Communications: 3 Credits
- Math/Science Elective: 3 Credits
- Humanities Elective: 2 Credits
- General Education Electives: 4 Credits

### Biblical Studies
- Old Testament Survey: 3 Credits
- New Testament Survey: 3 Credits
- Interpretation of Biblical Literature: 3 Credits
- Christian Faith: 3 Credits
- Spiritual Formation I: 3 Credits
- Spiritual Formation II: 3 Credits
- Teaching in Ministry: 3 Credits
- Foundations of Pastoral Ministry: 3 Credits
- Introduction to Counseling: 3 Credits

### Christian Ministry
- Outreach: 2 Credits
- Outreach (1 UL): 2 Credits
- Professional Ethics: 2 Credits
- Introduction to Preaching: 3 Credits
- The Practice of Preaching: 3 Credits

### Courses in Major
- Mentoring & Leadership in Ministry: 3 Credits
- Intercultural Outreach: 1 Credit
- Intercultural Outreach (UL): 1 Credit
- Bible Elective: 6 Credits
- Bible Electives (UL): 3 Credits
- Pastoral Theology (Capstone): 3 Credits
- Pastoral Internship: 6 Credits
- Free and/or Emphasis Electives: 22 Credits

### SUMMARY

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Courses in Major that may form the Emphasis Electives for other majors are italicized.

Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
B.A. IN YOUTH MINISTRY & BIBLICAL STUDIES

PROGRAM DIRECTOR: Randy McKain

PURPOSE: To prepare the student for effective ministry to youth and their family with an emphasis on youth, youth and family or worship arts in youth ministry. The student will be prepared to work effectively with youth and/or family in a church or para-church organization. This degree may also be applicable for employment in other youth service organizations.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:
1. Formulate a biblically based philosophy of youth and family ministry.
2. Demonstrate the ability to relate to youth and family in a theologically informed and culturally relevant manner.
3. Demonstrate the skills necessary for serving in a vocational youth, youth and family ministry or worship leadership position.

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<th>Christian Ministry</th>
<th>Courses in Major</th>
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<td>Foundations of Youth Ministry</td>
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<td>College Writing II</td>
<td>New Testament Survey</td>
<td>Spiritual Formation II</td>
<td>Introduction to Counseling</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>Interpretation of Biblical Literature</td>
<td>Teaching in Ministry</td>
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<td>Worldviews</td>
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Courses in Major that may form the Emphasis Electives for other majors are italicized.

Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
B.S. IN ADDICTIONS COUNSELING

PROGRAM DIRECTOR: Randy McKain

PURPOSE: To prepare the student for human services employment or graduate work in counseling. The program consists of a major in biblical studies in addition to meeting all of the educational and fieldwork requirements to become a Licensed Drug and Alcohol Counselor (LADC) in the state of Minnesota. Graduates must also pass a state-administered exam to earn licensure.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:

1. Understand the body of knowledge pertinent to the field of addictions counseling.
2. Demonstrate the skills necessary to serve as a professional Licensed Alcohol and Drug Counselor.

<table>
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Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
**B.S. IN APPLIED PSYCHOLOGY**

**PROGRAM DIRECTOR:** Derrick Houle

**PURPOSE:** To prepare the student for immediate human services employment or graduate work in counseling. The program consists of a major in Biblical Studies, core courses in psychology, and the opportunity to pursue an area of interest within the field of psychology through the choice of a senior project.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:

1. Understand the body of knowledge pertinent to the field of psychology.
2. Demonstrate the skills necessary to work in the helping profession field.

<table>
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Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
**PROGRAM DIRECTOR:** Dana Schnortz

**PURPOSE:** To prepare students with the tools necessary to thrive and serve in the business world. Curriculum has been divided into four different areas of emphasis: General Business Administration, Entrepreneurship/Small Business Administration, Management, and Marketing.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:
1. Understand and explore the principles within their chosen business track.
2. Demonstrate skill in their chosen business track.
3. Be prepared for successful employment in business (profit or non-profit business).

### SUMMARY CREDITS

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Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
PROGRAM DIRECTOR: Jeremy Anderson

PURPOSE: To prepare students for service in the sports industry. This program is designed to develop students’ business, management and coaching skills, enabling them to serve as leaders of sports management/ministry locally and internationally.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:

1. Understand the essential knowledge in the area of sports management, and making explicit connections with its use as a ministry tool.
2. Demonstrate skills in coaching, marketing, management and ministry.

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Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
PROGRAM DIRECTOR: Matt Graf

PURPOSE: To prepare the student to serve as a worship leader in the church. This program will provide hands on, experiential training in several areas important to the planning and implementing of contemporary worship.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will:

1. Understand the role music, the arts, drama, and technology have played in the worship of God throughout the history of the church up to and including today’s contemporary worship.
2. Demonstrate the ability to plan and lead worship with sensitivity to changing styles and valued traditions.
3. Demonstrate proficiency in voice, keyboard, or guitar for effective use in worship.

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<td>College Writing I</td>
<td>Old Testament Survey</td>
<td>Spiritual Formation I</td>
<td>Private Music Lessons</td>
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<td>College Writing II</td>
<td>New Testament Survey</td>
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<td>Music Theory for Worship Arts</td>
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Community Life Hour - 8 Semesters Required (Adjusted for transfer students)
A.A. IN BIBLICAL STUDIES

PROGRAM DIRECTOR: Dr. Gale Struthers

PURPOSE: To provide the student with a broad knowledge and understanding of the Bible and its application to the world in which we live. This program is for the student who desires a two-year concentration in Biblical Studies. The student will be prepared for further education or to serve in churches, para-church agencies, and/or personal ministries.

OBJECTIVES: The student will demonstrate fulfillment of the five OHCC objectives (page 5).

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<td>Old Testament Survey</td>
<td>3 Spiritual Formation I</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>New Testament Survey</td>
<td>3 Spiritual Formation II</td>
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<tr>
<td>Math/Science Elective</td>
<td>Interpretation of Biblical Literature</td>
<td>3 Outreach</td>
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<td></td>
<td>Christian Faith</td>
<td>3 Intercultural Outreach</td>
</tr>
<tr>
<td>Worldviews</td>
<td>Old Testament Elective</td>
<td>3</td>
</tr>
<tr>
<td>World History</td>
<td>New Testament Elective</td>
<td>3 Christian Ministry elective</td>
</tr>
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<td>Sophomore Assessment</td>
<td>Bible/Theology Electives</td>
<td>6</td>
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<tr>
<td></td>
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<td>Free Electives</td>
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SUMMARY

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<td>TOTAL</td>
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36 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

Community Life Hour - 4 Semesters Required (Adjusted for transfer students)
ASSOCIATE OF ARTS
GENERAL, PRE-COMMUNICATION AND PRE-ELEMENTARY EDUCATION

PROGRAM DIRECTOR: Dana Schnortz

PURPOSE: The Associate in Arts is designed as a transfer degree so that students can pursue God’s call in areas for which OHCC does not have a program. Transferability is determined by the receiving institution.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will be prepared to complete a bachelor’s degree at OHCC or another college.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
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<tbody>
<tr>
<td>College Writing I</td>
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<tr>
<td>College Writing II</td>
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<tr>
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<td>Social Science Electives</td>
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Foundational

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<tr>
<th>Exploration</th>
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<tr>
<td>Worldviews</td>
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<tr>
<td>World History</td>
<td>3</td>
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<tr>
<td>Interpretation of Biblical Literature</td>
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<tr>
<td>Sophomore Assessment</td>
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Exploration

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<td>Social Science Electives</td>
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<td>General Education Electives</td>
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Summary Credits

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<tr>
<th>SUMMARY</th>
<th>CREDITS</th>
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<tr>
<td>General Education</td>
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<tr>
<td>Biblical Studies</td>
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<tr>
<td>Christian Ministry</td>
<td>8</td>
</tr>
<tr>
<td>TOTAL</td>
<td>60</td>
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</table>

12 Total Credits of Biblical Studies are required. Courses that are bolded are interdisciplinary Bible courses and serve to meet this requirement.

A.A. in Pre-Communication and A.A. in Pre-Education are designed to meet all Minnesota State Liberal Education requirements; however, transferability is determined by the receiving institution. Students in these degrees will take Lifespan Development Psychology (Pre-Elementary Education), Environmental Stewardship, Personal Finance, and a performance elective as general education courses.

Community Life Hour - 4 Semesters Required (Adjusted for transfer students)
ASSOCIATE OF WORSHIP ARTS & BIBLICAL STUDIES

PROGRAM DIRECTOR: Matt Graf

PURPOSE: This program is designed for the student who desires a position of leadership in worship ministry. The student will gain both a foundational knowledge of the Bible as well as a strong set of music skills. Students in this program will be prepared for entry into a church music/worship ministry. Students will also be positioned to continue their education for a Bachelor degree.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 5), the student will be prepared to serve the local church through worship ministry or continue their education in a music/worship arts related field.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
<th>Courses in Major</th>
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<tbody>
<tr>
<td>College Writing I</td>
<td>Old Testament Survey</td>
<td>Spiritual Formation I</td>
<td>Planning &amp; Leading Worship</td>
</tr>
<tr>
<td>Intercultural Communications</td>
<td>New Testament Survey</td>
<td>Spiritual Formation II</td>
<td>Use of Technology in Worship</td>
</tr>
<tr>
<td>Math/Science Elective</td>
<td>Christian Faith</td>
<td>Outreach</td>
<td>History &amp; Theology of Worship</td>
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<tr>
<td>Worldviews</td>
<td>Old Testament Elective</td>
<td>Intercultural Outreach</td>
<td>Private Music Lessons</td>
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<tr>
<td>Interpretation of Biblical Literature</td>
<td>New Testament Elective</td>
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<td>Worship Arts Practicum</td>
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<tr>
<td>World History</td>
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<td>Free Electives</td>
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</tbody>
</table>

15 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

Private music lessons or Music Ensemble are Performance & Participation liberal education electives for Minnesota State colleges.

Community Life Hour - 4 Semesters Required (Adjusted for transfer students)
**CERTIFICATE IN BIBLICAL STUDIES**

**PROGRAM DIRECTOR:** Dr. Gale Struthers

**PURPOSE:** To provide the student with an introductory knowledge and understanding of the Bible and its application to the world in which we live. The student will lay a foundation for further study of the Bible. The student will be prepared for further education or to serve in churches, para-church agencies, and/or personal ministries.

**OBJECTIVES:** The student will demonstrate fulfillment of the five OHCC objectives (page 5).

The certificate program is available as a stand-alone program or as an element embedded in any of our Bachelor of Arts or Bachelor of Science programs. Students who select the certificate as their official program may participate in the annual commencement exercises. Students who have met the certificate requirements as part of the requirements for their BA or BS programs may initiate the application process through their academic advisor and will participate in graduation only after they have completed their declared program.

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<tr>
<th></th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
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<tbody>
<tr>
<td>Old Testament Survey</td>
<td>3</td>
<td>Spiritual Formation I (on-campus) or Biblical Concepts of Leadership (online)</td>
</tr>
<tr>
<td>New Testament Survey</td>
<td>3</td>
<td>Spiritual Formation II (on-campus) or Sharing &amp; Defending the Faith (online)</td>
</tr>
<tr>
<td>Interpretation of Biblical Literature</td>
<td>3</td>
<td>Outreach (2 cr. on-campus) or Teaching &amp; Preaching (3 cr. online)</td>
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<td>Christian Faith</td>
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<td>Old Testament Elective</td>
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**SUMMARY**

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Community Life Hour - 2 Semesters Required (Adjusted for transfer students. No requirement for online degree seeking students.)

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A detailed study of the historical and literary context for the books of the New Testament, giving special attention to the major themes, persons, and events of Old Testament literature. This course is an overview of the New Testament, including substance abuse and addictions to gambling, sex, overeating, and other behaviors. Major approaches to counseling people with addictions will be considered. Attention will be paid to issues of coexisting conditions and disorders and how they complicate the healing process.

AD-2000-3 Theories of Chemical Dependency
Course examines the causes, social implications, and prevention of chemical dependency. Different theories which focus on particular populations and demographic groups will be considered.

AD-2001-2 Chemical Dependency Counseling
Course examines the effects of chemical use and presents effective strategies for chemical dependency counseling.

AD-2003-3 Psychopharmacology
Course examines the physiological and neurological bases of drug-induced changes in mood, thinking and behavior, as well as their effects on physical and mental health.

AD-3000-2 Professional Issues in Chemical Dependency
Course examines assessment, treatment planning, case management, crisis intervention, and education with different populations. [course fee]

AD-3001-3 Adult Children of Dysfunctional Families (Also PS-3001)
Course examines the differences between healthy and unhealthy family patterns, with particular attention paid to assessment and treatment of adults from families affected by chemical dependency.

AD-4000-3 Diagnosis, Intervention & Treatment of Chem. Dep.
Course examines in depth the process of chemical dependency counseling, from initial and ongoing assessment, to strategies for intervention, to the development and implementation of effective treatment plans. [course fee]

AD-4010-4, 8 or 12 Chemical Dependency Practicum
The practicum is a senior capstone course focused on the integrating of practice and experience with theory. Students are expected to demonstrate their knowledge, values, and skills through a hands-on experience in a context of supervised fieldwork with a recognized provider of chemical dependency treatment. A minimum of 880 contact hours is required for completion.

BIBLE: NEW TESTAMENT
BNT-1000-3 New Testament Survey
This course is an overview of the New Testament, giving special attention to the historical and literary contexts for the books of the New Testament and for the New Testament as a whole. Special attention is devoted to the structure, basic message, unique contributions, message and purpose of the individual New Testament books.

BNT-2001/3001-3 Apocalyptic Literature (Also BOT-2012/3012)
Course examines the causes, social implications, and prevention of chemical dependency. Different theories which focus on particular populations and demographic groups will be considered.

BNT-2002/3002-3/3702-3-K Acts
Study focusing on the development of the early church. Attention given to the major themes in Acts.

BNT-2003/3003-3 Corinthians
Detailed study of 1 and 2 Corinthians focusing attention on the major theological themes and their application to the individual believer and local congregation.

BNT-2007/3007-2 General Epistles
Detailed study of Hebrews with special attention given to its argument and major theological themes. Includes application for the present day.

BIBLE: OLD TESTAMENT
BNT-1000-3 Old Testament Survey
This class presents an overview of Old Testament history and literature. Emphasis will be given to the major themes, persons, and events of Old Testament books along with maps of Bible lands.
BOT-1220-2 Psalms
Study of the historical background, content, and historical flow of Psalms. Includes application for believers today.

BOT-2001/3001-3 Genesis
Study of the background, structure, content, and significance of Genesis, focusing on who God is, the significance of the creation narrative, how God works with people, and the giving and carrying out of His promise in redemption.

BOT-2002/3002-3 Exodus, Leviticus, Numbers, Deuteronomy
A study of the content, background and theological significance of these books. Attention will be given to themes such as the Exodus event, purpose of the law and wilderness wanderings. Attention will also be given to their application in the current culture.

BOT-2004/3004-3 United Monarchy
Study of Israel’s history beginning with the prophet Samuel. Samuel, Saul, David and Solomon will be examined in detail. Emphasis will also be placed on the historical and cultural background of this period.

BOT-2005/3005-3 Divided Monarchy
A study of Israel’s history beginning with the division of the kingdom under Rehoboam and Jeroboam through the Babylonian exile. Structure and emphasis will be given to the historical and cultural background of this era. Attention will also be given to application for today.

BOT-2006/3006-2 Post-Exilic Writings
Detailed study of the books of Ezra, Nehemiah, Esther, Haggai, Zechariah, and Malachi, analyzing the historical and cultural settings of these books and their unique contribution to biblical theology.

BOT-2007/3007-2 Wisdom Books
Study of Job, Proverbs, Ecclesiastes, and Song of Songs. Includes background, structure, message, and contemporary application for the believer.

BOT-2008/3008-3 Minor Prophets
Detailed study of the books of Hosea through Zephaniah concentrating on the history, culture, authorship, and message of each book. Attention given to the application of the prophets’ message for today.

BOT-2009/3009-2 Jeremiah, Lamentations
This course will examine the books of Jeremiah and Lamentations with regard to their background, historical setting, structure and content. Emphasis will be placed on understanding the prophetic message and the portrayal of God’s character in Lamentations.

BOT-2011/3011-3 Historical Geography (Also BNT-2011/3011 & HI-2011/3011)
This course will study the historical geography of the biblical world with an emphasis on the land of Israel. The student will examine biblical history in conjunction with geography and archaeological finds associated with the biblical events. Attention will also be given to the significance of Israel’s location within the biblical world.

BOT-2012/3012-3 Apocalyptic Literature (Also BNT-2012/3012)
Study of apocalyptic literature of both the Old and New Testaments, including Ezekiel, Daniel, Zechariah, Matthew, and Revelation. Includes examination of the apocalyptic literature of the intertestamental period. Emphasis placed on the student developing a framework for interpreting biblical apocalyptic literature.

BOT-2015/3015-3 Isaiah
Study of Isaiah within the background of its historical setting. Examined for its contemporary message to the people of Isaiah’s day, its notable prophetic passages—particularly as they relate to the Messiah, its authorship, exposition, and theology.

BOT-2050/3050-3 Use of the Old Testament in the New Testament (Also BNT-2050/3050)
Examination of the use of the Old Testament in the New Testament. This course will focus on Old Testament themes/concepts found in the New Testament. An examination of Old Testament quotes found in the New Testament will also be undertaken.

BOT-2061/3061-3 Women in Biblical Times (Also BNT-2061/3061)
This course will examine the various roles women had in both the Old and New Testament, female imagery used in various biblical texts, and the broader cultural understanding of women during both the Old and New Testament eras. We will also discuss the issues of women’s roles in ministry.

BOT 2115/3115-3 Poetic and Wisdom Books
This course will examine the books of Job, Psalms, Proverbs, Ecclesiastes and Song of Songs with regard to their poetic features, content and historical/cultural setting. Emphasis will be placed on understanding Hebrew poetry, developing a biblical view of suffering and applying the message of these books to the current culture.

BOT-2800/3800-3 Joshua, Judges, Ruth
A study of Israel’s history during the time of Joshua and the period of the Judges. Themes relevant to today will also be examined.

BOT-2999/3999-2 Israel Study Tour (Also BNT-2999/3999)
An opportunity to experience the land of Israel. Emphasis on understanding the geographical, cultural and theological importance of various biblical sites. Takes place every other year between Fall and Spring semesters.

BOT-3003-4 Classical Hebrew II (Also LA-3003)
Prerequisite: LA-3002

BOT-3203-3 Torah (Concurrent or Subsequent with BSA-3019 Advanced Interpretation)
This course will examine the first five books of the Old Testament looking at the major themes: Creation, Fall, Covenant, Exodus event, Law, main characters, geography and cultural background. This course will also explore how these five books lay the foundation for the rest of the Bible. Attention will also be given to applying the message of these books to the current culture.

BOT-3400-3 Hebrew Exegesis I
Students will further their study of Classical Hebrew by translating various passages in the Hebrew text with a focus on semantics, syntax and structure. Narrative literature will be the primary concentration with a brief introduction into poetic literature. The course will also explore how exegetical insights inform the interpretation of the texts.

BIBLICAL STUDIES APPROACH

BSA-2001-3/1002-3-K Interpretation of Biblical Literature (Also ENG-2001)
Introduction to the principles of biblical interpretation in order to better understand the Bible. Emphasis placed on the application of these principles.

BSA-2002-1 Introduction to Biblical Hebrew
Introduction to Hebrew and the many tools and resources available to the student possessing a limited knowledge of the language.

BSA-3019-3/3719-3-K Advanced Interpretation
Study of various interpretive issues including the canon, translation issues, text criticism, and contemporary methods of interpretation.

BSA-4010-3 Biblical Studies Internship
Internship designed to give the student practical experience in ministry opportunities such as being a teaching assistant, teaching Bible studies or Sunday School, or another area of interest to the student.

BUSINESS

BUS-1001-2 Personal Finance
Study of business and consumer financial matters. Topics include financial planning, preparing budgets, managing liquid and plant assets, use of debt, charitable giving, developing investment portfolios, insurance planning, retirement and estate planning, and consumer credit.

BUS-1002-3/1002-3-K Introduction to Business
Introduction to the fundamentals of business including business organization, business environment, management, marketing, finance, mission, business ethics, and social responsibility.
BUS-2003-3 Accounting Essentials
Basic accounting course emphasizes double entry bookkeeping. By building practical accounting skills and developing an understanding of concepts, students will be prepared for success in a small office or business.

BUS-2005-3 Computer Applications in Business
Study of creating and manipulating Excel spreadsheets. Introduction to the basic concepts and terminology of database software, and using data for relevant small business reports.

BUS-2009-3 Principles of Management
Introductory course covering the basic theory and practice of management, including planning, organizing, controlling, staffing, motivating, and leading.

BUS-2011-3 Integration of Business and Ministry
Consideration of the positive impacts business has on and in ministry. Students will examine biblical perspectives on wealth creation, business practices, and strategies for using business as ministry in cross-cultural and local contexts. Case studies of successful business ministries will be examined. A significant portion of the course will be devoted to studying the fundamental principles of non-profit management.

BUS-2012-3 Introduction to Economics
Covers the basics of both micro and macroeconomics: circular flow model, demand and supply, various market structures, money, Federal Reserve, income expenditure model, classical economics, economic policies, international trade, and political factors in economic policy.

BUS-3002-3 Principles of Marketing
Fundamental principles concerning marketing management. Topics include business communication applications, promotional strategies, role and limitations of advertising and promotion, preparing and delivering messages in a variety of situations.

BUS-3004-3 Principles of Finance
Introduction to financial concepts and issues within the context of the small business. Topics include analysis of financial statements, budgeting leverage, working capital management, time value of money, capital budgeting, and other topics relating to overall financial policy.

BUS-3005-3/3733-3-K Entrepreneurship
Prerequisites: BUS-1002
Examination of required skills, resources, and techniques which transform an idea into a viable business. Idea generation and conception, opportunity analysis, marshaling of resources, implementation of plans, management of ongoing operations, and providing for growth will be stressed. Students will develop a small business plan.

BUS-3006-2 Personal Selling
This course looks at the foundation of personal selling/communication insights, sales theories and negotiation techniques. This course will emphasize building personal relationships with another party that results in both parties obtaining value.

BUS-3010-2 Retail Management
Prerequisite: BUS-2009
Examination of the retail function. Topics include retailing strategy, consumer shopping behavior, human resource planning, communications, merchandising, and location.

BUS-3011-3 Business Law and Ethics
Introduction to the legal and regulatory process in which business decisions are made. Application of legal constraints to management and associated management activities examined, as well as broad applications of regulatory law. Students will also gain an understanding of personal and corporate integrity from a biblical perspective and its impact on resolving ethical dilemmas.

BUS-4002-3 Business Seminar
Designed to be taken the final year of the bachelor’s degree at OHCC. Students will examine case studies of both small and non-profit business with regard to finance, management, marketing, and leadership. Includes involvement with a local small or non-profit business.

CAMP MINISTRY
Courses taught at Camp Forest Springs in Westboro, Wisconsin.

CA-3000-5 Camp Administration
Study of the administrative structure and principles for camping leadership from a biblical perspective. Covers issues such as finance/business procedures, legislation/legal matters, insurance/personnel management, long-range planning, site selection/development, facilities/equipment.

CA-3001-3 Camp Maintenance
Course provides theoretical and practical approaches to maintenance of grounds, equipment, and facilities. Topics include maintenance schedules, priority of the program, service and public image, record systems, inventory, special projects, and standards of excellence.

CA-3002-3 Promotion and Public Relations
Study of methods and techniques of publicity used to gather a constituency and/or keep it informed. Topics include publications, types of printing, layout and design, media presentations, public image, personal contact, and mailings.

CA-3003-3 Food Service Management
Course provides experiential and classroom exposure to menu planning, nutrition, food purchasing, preparation of food, systems of serving, sanitation, budgeting, cost controls, standards, and supervision of personnel.

CA-3004-3 Camp Counseling
Includes preparing counselors, counseling skills and techniques, scriptural support, areas of counseling need, spiritual perspectives, camper characteristics, role playing, and individual conferences. (Two hours for married students.)

CA-3005-6 Camp Organization
Course focuses on development of operating philosophy and organizational system. Includes camper/staff organization and program supervisory techniques. Students present a model of camp organization. Also includes a review of camping and its accrediting agencies.

CA-3006-4 Camp Programming
Course provides programming experience and theory for youth camps, family camps, retreats, trip/travel camps, outdoor education, and special events. Involvement in training and instructing campers in a variety of program areas: Bible lessons, archery, air rifles, waterfront crafts, camping skills, and winter sports. (Five hours for married students.)

CA-3007-1 Camp Teaching
Course presents principles for becoming an organized and effective life-style teacher: making use of teachable moments, incorporating the relevancy of Scripture to day-to-day living, as well as more formal teaching situations.

CA-3008-1 Camp Safety
Course stresses importance of a continual attitude of safety consciousness in all areas of work or program planning and implementation. Includes a multimedia first aid course.

CA-3009-1 Families in Ministry
This course provides discussion about the relationship and balance of family life and the work of the ministry. Topics include healthy communication, family relationships, consistent discipline of children, and handling the demands of being an example to others.

CA-3010-3 Camp Management
This course overviews the managerial responsibilities of a camp administrator, contrasting God’s plan for leadership with that offered in secular society. Site selection and development, facilities and equipment are also discussed.
CHRISTIAN MINISTRY

CM-1000-0 Community Life Hour (CLH)
CLH meets three times each week as a part of the required curriculum.
Students will experience worship, discipleship, evangelism, and ministry.
Some sessions may be utilized for special emphases.

CM-1001-3 Spiritual Formation I
Course focuses on developing a Christ-centered life and awareness of
ministry avenues. Special emphases on spiritual gifts, missions, and
submitting each area of life to God.

CM-1002-3/1002-3-K Spiritual Formation II
Course introduces the basic concepts and skills needed for evangelism
and discipleship. Emphases include understanding the world around us
while communicating one’s faith, exploring one’s role as a disciple, and
effective ways to disciple other followers of Christ.

CM-1200/2200/3200-1 Student Outreach
Includes weekly volunteer experiences under the direction of the Student
Outreach Director. Ministry areas include evangelism, discipleship,
and social concern. Students’ experiences are facilitated by qualified
supervisors who provide accountability and feedback. Outreach must
complement the student’s major during the junior year.

CM-2202/3202-1 Student Intercultural Outreach
This course provides an intercultural learning and service opportunity.
Students will participate in structured and guided learning and service/
ministry projects that address multicultural issues relevant to American
and global societies. [course fee]

CM-2009-3 Teaching in Ministry
This course is a down-to-earth investigation of the concepts, influences
implications, methods and management of the skills and resources
necessary for teaching in children, youth or adult ministry settings.
Students will survey these skills, assess their mastery of these skills and
practice these skills in real-world situations.

CM-3008-2 Special Topics
Provides opportunities for students to participate in events, conferences,
classes, or teaching assistantships. [course fee]

CM-3901-2 Family Life and Ministry
This course is designed to help the student understand the history and
sociological impact of family in biblical and cultural settings and to help
the student discover how to support the family unit in being a resource
in the passing of our faith to future generations.

COMMUNICATIONS

COM-2007-3 Intercultural Communications (Also CUL-2007)
[course fee]

COM-3003-3 Marketing/Business Communication
(Also BUS-3003)
The purpose of this class is the study of both marketing and business
communication functions. Topics include business communication
applications, promotional strategies, role and limitations of advertising
and promotion, preparing and delivering messages in a variety of
situations.

COUNSELING

CO-1010-2 Introduction to Addictions Counseling
(Also AD-1010)

CO-2001-3 Introduction to Counseling
Course introduces basic counseling skills. Primarily focuses on skill
development with some class time devoted to counseling theory. Includes
learning and practicing counseling skills in the classroom setting. Christian
perspectives of counseling presented in order for students to integrate
newly acquired skills into a variety of contexts.

CO-2007-2 Adolescent Psychology (Also PS-2007)
Prerequisite: CO-2001

CO-3000-3 Group Process (Also PS-3000)

CO-3003-2 Marriage and Family Counseling
Prerequisite: CO-2001
Presents a view of the contemporary family and strategies in counseling
them. Gives an understanding of how families work as systems and how
therapy is effective. Information based upon clinical reports, social science
research, and biblical perspectives.

CULTURAL STUDIES

CUL-2003-3/2003-3-K Cultural Anthropology
This course is an introduction to the field of cultural anthropology, and
will include the study of such concepts as culture, language, social and
institutional structures, marriage, family, and kinship. Attention will be
given to anthropological study in light of modern migration patterns and
multiculturalism.

CUL-2004/3004-2 Regional Cultural Studies Seminar I and II
Students will develop a regional survey of a chosen region based on a
model framework covering cultural, historical, social, political, economic
and religious developments of the region from ancient civilizations to
modern nations.

CUL-2007-3 Intercultural Communications (Also COM-2007)
The Intercultural Communications course introduces students to the
theory of communication and the personal, interpersonal and cultural
factors that affect the communication process. Particular emphasis will
be placed on developing the knowledge, skills and attitudes needed
to communicate effectively across cultures. Interpersonal and group
communication processes will be addressed. [course fee]

ENGLISH

ENG-0990-2/0790-3-K Basic Writing
Designed to help students improve their writing skills. Covers basic
principles of grammar and composition to meet college-level writing
standards. Includes focus on reading strategies and the mechanics of
writing. Special emphasis on sentence, paragraph, and essay construction.
(Credits do not apply toward graduation.)

ENG-1000-3/1000-3-K College Writing I
Prerequisite: acceptable placement score or ENG-0990
Emphasis on improving skills and effectiveness in written communication
through critical reading of diverse literary genres and extensive writing.
Course deals with developing authorial voice and adapting that voice to
academic audiences.

ENG-1001-3/1001-3-K College Writing II
Prerequisite: ENG-1000
Continued emphasis on composition with concentration on critical
and creative thinking. Includes use of sources, research methods, and
preparation of college-level research papers.

ENG-2001-3 Interpretation of Biblical Literature
(Also BSA-2001)

HEALTH

HLTH-2008-1 CPR/First Aid
This CPR and First Aid course is designed for a person who has a duty
to act, while providing CPR and first aid until more advanced emergency
medical services arrive. The purpose is to explain the emergency medical
services (EMS) system, emphasize the need for rapid medical assistance in
an emergency and provides instruction on appropriate care for a variety of
injuries and sudden illnesses that lay responders may encounter in their
workplaces, schools, communities and homes. [course fee]

HISTORY

HI-2003-3/3003-3-K World History
A study of the ancient Middle Eastern, Mediterranean, and European roots
of modern Western civilization through the Renaissance/Reformation era.

HI-2011-3 Historical Geography
(Also BNT-2011/3011 & BOT-2011/3011)
HI-3150-3/2733-3-K Church History I  
Prerequisite: HI 2003  
Study of the history of the Christian church from its founding to the present. Special emphasis on the people, events, and doctrinal controversies significant in the growth of Christianity. Includes exploration of the interplay of Christianity with politics, the great church councils, the crises that emerge, divisions and alliances, and confluence of forces that determine the complexity of the Christian church today.

HUMANITIES

Examination of the interrelatedness of human society and the natural environment, focusing on theological, historical, social and political perspectives.

HUM-2004-3 World Religions  
Survey of the origins, development, beliefs, and practices of various world faiths including Judaism, Christianity, Islam, Hinduism, Sikhism, Buddhism, Confucianism, Taoism, and Shi’ism.

HUM-2006-0 Sophomore Assessment  
Designed to be taken in the final year of a two-year program at OHCC. Provides a variety of feedback activities regarding academic progress while an OHCC student.

HUM-2007-3 Worldviews  
This Worldviews course examines various major worldviews that have influenced modern society – considering questions about the nature of reality, the nature and significance of human kind, the basis for knowledge and ethics, and life commitments. Students will explore current worldviews in American or global society and will seek to articulate their own current worldview understanding.

HUM-2070-2 World Literature I  
Examination of literary works from around the world through the mid-seventeenth century. Primary focus on literature (fiction, poetry, and drama) as opposed to sacred texts or philosophical or theological treatises.

HUM-2071-2 World Literature II  
Examination of literary works from around the world from the mid-seventeenth century to the present. Primary focus on literature (fiction, poetry, and drama) as opposed to sacred texts or philosophical or theological treatises.

HUM-4001-3 Senior Seminar  
Designed to be taken in the final year of a Bachelor’s degree at OHCC. Course features reflection on one’s college experience, practical preparation for the next steps beyond college, and integration of faith and theology with contemporary issues.

HUM-4002-0 Assessment–Camp Ministry  
Designed to be taken in the final year of the Camp Ministry program. Provides a variety of feedback activities regarding academic progress while an OHCC student.

INTERCULTURAL STUDIES

IS-2002-3 Foundations for International Work  
This Foundations course lays the groundwork for students to explore the history, theology, and sociological patterns of global engagement of Christianity and Christians. Emphasis is also given to contemporary patterns for international work.

IS-3001-3 Patterns for International Work  
In the Patterns course students explore avenues of international engagement including humanitarian relief, development, ‘Business as Mission’, TESL, education, student outreach, short term missions, or career missions. Practical areas such as international travel, security, personal and family well-being, and cultural adjustments are covered.

IS-3008-2 Special Topics in Intercultural Studies  
Provides opportunities for students to participate in events, conferences, classes, or teaching assistantship related to intercultural studies.  
[course fee]

IS-3733-3-K Foundations of Christian Missions  
This course is intended to provide an introductory overview of the basis for Christian missions and establish a biblical and theological foundation to adequately sustain a long-term mission enterprise. In addition, relevant cultural and historical perspectives are thoroughly examined toward the intent of motivating positive desires for involvement in mission endeavors.

IS-4001-2 Current Issues in Intercultural Studies  
This course examines select topics in theory and practice in intercultural studies. Students will develop personal stances on topics covered.

IS-4010-6 Intercultural Studies Internship  
Internship involves a significant cross-cultural work or ministry experience and must be arranged through an established business, mission, church or development organization. Specific plans must be made with approval of the Intercultural Studies Program Director.

IS-4731-3-K Theology of Missions  
A study of the Word of God as set forth through God’s promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

IS-4735-3 The Mission of God and His People (Also TH-4735)  
Students will examine the biblical, theological and historical basis for understanding God’s actions in the world as the basis for the engagement of God’s people in the world. This course applies the Word of God to the purposes, nature and scope of Christian global involvement.

LANGUAGE

LA-3002-4 Classical Hebrew I  
Study of the basic grammar of the Hebrew noun system and introduction to the strong verb system. Includes introduction to basic lexical and grammatical tools.

LA-3003-4 Classical Hebrew II (Also BOT-3003)  
Prerequisite: LA-3002  
This course will complete the study of the strong verb system, examine the weak verb system, and equip the student to use the basic lexical and grammatical tools of Classical Hebrew. The student will also translate selected passages of the Hebrew Old Testament.

LA-3009-4 Koine Greek I  
Study of the basic grammar of the Koine Greek noun system, the present tense verbal system. Includes introduction to basic lexical and grammatical tools.

LA-3010-4 Koine Greek II (Also BNT-3010)  
Prerequisite: LA-3009  
Completes the study of the Koine Greek verbal system. Includes translating of various New Testament passages.

MATH

MTH-1001-3/4 Survey of Mathematics  
Course designed to increase quantitative literacy and mathematical competency. Covers the basics of algebra, geometry, probability, statistics, and consumer math.

MUSIC

MU-1005/2000-1 Private Music Lessons  
One-half hour of instruction per week. Open to all qualified students with consent of the instructor. Daily practice required. Refer to financial information for fee.  
Instructor’s signature required.

MU-2000-3 Music Theory for Worship Arts  
Study of music theory within the contemporary worship context. This will include tonal, harmonic, notation and rhythmic structures.

MU-2001-3 Music Theory II  
Prerequisite: MU-2000  
This course builds upon the music theory learned in MU-2000. There will be a focus on four part harmonies and arranging for contemporary settings.

MU-2011-1 Music Ensemble  
Performance group will prepare and present programs for campus and local churches. Includes instruction in singing techniques and note reading.
MU-3005-1 Private Music Lessons
This is a capstone music project. Student will demonstrate their gained skills and talents in a recital setting.

PASTORAL MINISTRY

PM-2001-3 Foundations of Pastoral Ministry
Introduction to the pastorate exploring qualifications, call to ministry and the work of pastoral ministry. Special attention is given to the pastor's job description and general pastoral responsibilities, including special services such as weddings and funerals. Includes a serious consideration of the call to ministry so that the student may come to a clearer understanding of this call.

PM-3002-3 Introduction to Preaching
Prerequisite: BSA-2001
Appreciation for preaching developed with exposure to various historical and modern-day models. Introduces methods of gathering, arranging, and delivering sermonic materials. Includes experience in preaching sermons.

PM-3003-3 The Practice of Preaching
Prerequisite: PM-3002

PM 4001–3 Pastoral Theology
Emphasis is placed on developing a biblical model of a pastor/shepherd and a theology of ministry through an inductive study of the Pastoral Epistles. Devotes attention to the continuing development of ministry skills. Hands on projects and case studies are required. Special sessions on worship, pastoral counseling, and the importance of personal development and self-care.

PM-6010-6 Pastoral Ministry Internship
Intern gains practical experience in church-related work under supervision. Exposure given to a variety of aspects of ministry.

PHYSICAL EDUCATION

PE-2000-1 Fitness for Life
This course is designed to allow each student an opportunity to increase their physical fitness and exercise thus enabling them to develop patterns of lifelong fitness.

PE-2005-1 Athletic Student Manager
The Athletic Student Manager is a dedicated member of the intercollegiate athletic team and assists with tasks such as equipment maintenance, scoreboard and statistics, game media, details pertaining to travel, assisting the coaches as needed, and participating in practice with rebounding, team drills, and other activities as necessary. Registration for this class must be pre-approved by the Athletic Director.

PE-2006-1 Cross Country Running
A varsity level course that provides instruction, total fitness, and an opportunity to develop running skills and knowledge in the competitive atmosphere of intercollegiate sports.

PE-2007-1 Women’s Volleyball
A varsity level course that provides instruction, total fitness, and an opportunity to develop volleyball skills and knowledge in the competitive atmosphere of intercollegiate sports.

PE-2222-1 Men's Basketball
A varsity level course that provides instruction, total fitness, and an opportunity to develop basketball skills and knowledge in the competitive atmosphere of intercollegiate sports.

PSYCHOLOGY

PS-1001-3/1701-3-K Introduction to Psychology
Introduction to the methods and major theoretical approaches of modern psychology. Students develop the ability to critically evaluate and apply the findings of psychology to their lives and Christian ministry.

PS-2003-3 Adult Children of Dysfunctional Families
Provides a study of family and adolescent development. Surveys approaches to counseling adolescents, including family therapy. Topics include: substance abuse, eating disorders, running away, suicide, adjustment problems, self-esteem, peer pressure, pregnancy, and spiritual issues.

PS-2004-3 Lifespan Development Psychology
Survey of human development and change throughout the lifespan. Covers developmental theories and research. Concept application emphasized.

PS-2006-3 Human Sexuality
Course offers information in the areas of anatomy, cultural and historical factors that affect present views of sexuality, sexual dysfunction, sexual behavior, and current issues and research in human sexuality. Students explore and develop their own theology of human sexuality.

PS-2007-2 Adolescent Psychology (Also CO-2007)
Prerequisite: TH-2005
Provides a study of family and adolescent development. Surveys basic approaches to counseling adolescents, including family therapy. Topics include: substance abuse, eating disorders, running away, suicide, adjustment problems, self-esteem, peer pressure, pregnancy, and spiritual issues.

PS-3001-3 Adult Children of Dysfunctional Families
(Also AD-3001)

PS-3002-3 Abnormal Psychology
Study of the present psychological definitions, classifications, and indicated treatment procedures for mental or emotional illness. Brief history of mental illness included.

PS-3003-2 Professional Ethics
Provides an introduction to legal responsibilities and liabilities, state mental health laws, family law, confidentiality, codes of ethics among various professional organizations, licensure and certification, mandatory reporting, and professional identity. Application of ethical behavior in one's vocation emphasized.

PS-3004-4 Research and Statistical Methods
Introduces student to the principles and scientific methods of social science research. Includes study of descriptive and inferential statistics. Acquaints the student with knowledge and skills in hypothesis testing, sampling methods, statistical analysis and the interpretation of results. Provides opportunity to acquire skills and knowledge in research by doing research.

PS-3005-3 Psychological Measurement and Testing
Introduction to psychological and educational tests and assessment procedures. Students gain an understanding of the philosophical and ethical principles that relate to the field of testing, and recognize when and why tests should be used. Interpretation and reporting of tests and assessment results included. [course fee]

PS-3006-3 Social Psychology
Will study human behavior in a social context. It is interested in how the individual is affected by others.

SCIENCE

SCI-2010-3/4 Integrated Science
Overview of the physical, geological, and biological sciences, the current understandings in the sciences, and how they interface with a Christian worldview.
SCI-2003-4 Human Anatomy & Physiology
This course is designed to study the 12 systems of the body and how God formed these systems to allow for human thought and movement. This lab course enables students to take an inside look at how many of these systems and body parts function.

SPORTS MANAGEMENT

SM-2000-3 Intro to Sports Management
This course will lay the foundation for all of the Sports Management program. It will be a basic overview of the proper use of management skills within amateur and corporate sports.

SM-2001-3 Sports as a Ministry
Sports is used in a wide variety of avenues. This course will spotlight how sports can be used as a tool for ministry throughout the world.

SM-2002-3 Sports Psychology
This course is designed to show that psychological factors play a huge role in amateur and professional sports. It will give us a clear understanding of the ways people use psychology to compete at the highest level possible.

SM-3000-3 Principles of Coaching
This course will help develop a coaching philosophy and teach the fundamentals needed to be an effective coach at the amateur, collegiate, or professional level.

SM-3001-2 Facilities & Event Management
The purpose of this course is to give a detailed overview of the planning, implementing, and follow up stages to an event and how to best utilize the facilities we have available.

SM-3002-3 Administration of Sports & Athletics
This course will prepare students on the administrative side of the sports industry. It will teach skills needed to become an effective member of an amateur or collegiate administrative team.

SM-4010-3 Sports Management/Coaching Internship

THEOLOGY


TH-2005-4 Christian Faith
An introduction to the main people, events, and theological positions of the Christian Tradition. Contents will focus on the doctrine of the Bible, God, humankind, the person and work of Christ, the Holy Spirit, salvation, the Church, and the last days.

TH-4005-3/4005-3-K Biblical Theology
Study of the major biblical themes in the Old and New Testaments including the kingdom of God, covenants, temple, law, and people of God. Designed to be taken in the final year of a Bachelor's degree program.

TH-4735-3 The Mission of God and His People (Also IS-4735)

WORSHIP ARTS

WA-2013-3 Planning and Leading Worship
Covers a wide variety of topics such as the role of the worship leader, keys to effective worship planning, team building, teaching new songs, the leader as a servant, and the visual presentation of the worship leader and team.

WA-2025/3025-1 Worship Arts Practicum
Team preparation to lead worship in the CLH program. Includes the development of vocal and instrumental proficiencies and the development of understanding of the forms and role of worship in the church. May be taken as a stand-alone course.

WA-3050-2 Creative Arts in Worship
Prerequisite: WA-2013
Examination of the importance and connection between art and faith. Examine how the use of music, art, drama, and dance aid in the context of weekly gathered worship.

WA-3051-2 Use of Technology in Worship
Exposure to many forms of technology necessary for contemporary worship planning and leading. Includes sound systems, PowerPoint, and media resources available to enhance worship.

WA-3200-3 History and Theology of Worship
Establishes biblical foundation for worship and examines the theological implications of worship. Historical survey of the development of worship from early traditions to contemporary forms.

WA-4010-6 Worship Arts Internship
Students will gain practical ministry experience in a local ministry setting. Student will work with advisor and supervisor to integrate skills learned during the course study.

YOUTH MINISTRY

YM-2001-3 Foundations of Youth Ministry
This course will take a look at the history of youth ministry to see what we can learn from the past. The course will also investigate current needs and hurts of teenagers and discuss how to best meet these needs and address these wounds. Finally, the course will explore how to embrace students into the youth community and the larger church community.

YM-3002-3 Programming Skills in Youth Ministry
Prerequisite: YM-2001 or instructor's permission
This course will explore the practical tools, structures and philosophy to create a youth ministry that integrates the emerging generation into the local and global faith family. Focus will be placed on establishing a firm ministry foundation, building upon this foundation, programming to meet goals and developing an intergenerational and/or adoptive approach to youth ministry. [course fee]

YM-3003-3 Mentoring & Leadership in Ministry
This course is designed to help the student learn the skills of discipleship, mentoring and leadership. Student will learn discipleship and mentoring skills in the classroom and practice these in their ministry, their outreach and/or in the community. Students will also study and discuss leadership skills in the classroom and practice the use of these skills in their ministry or outreach during class time. Outcomes are to be recorded in a journal which is the final project for this class.

YM-3920-3 Organizational Issues in Youth Ministry
Prerequisite: YM-3002 or instructor's permission
This course is designed to help the student learn and demonstrate the skills needed to establish a youth ministry. Time will be spent learning organizational methods, investigating risk management, planning various ministry events, completing routine youth ministry tasks, and searching for appropriate employment in ministry. [course fee]

YM-4010-6 Youth Ministry Internship
Prerequisites: YM-2001, YM-3002, YM-3920
In this internship, the student will see firsthand how academics, biblical study, and the skills learned through the various courses are incorporated into the daily functioning of ministry. The student will also learn a variety of new skills, as well, that will help the student assist in the daily function of a church or para-church organization. Not only will the emphasis will be placed on further understanding the role of the youth pastor, but the internship experience is intended to help the student understand how to come alongside a lead or senior pastor as necessary in ministry to accomplish the overall goals of the ministry organization.
ADULT & ONLINE EDUCATION
2020-2021 ACADEMIC CATALOG

The most up to date version of the Oak Hills Christian College adult & online education academic catalog is available on the college’s website at oakhills.edu. This catalog is intended to be an accurate representation of Oak Hills Christian College. However, the college reserves the right to make changes as circumstances may require. We will attempt to communicate any such changes to faculty, staff, and students involved.

Oak Hills Christian College is an interdenominational Christian college that welcomes all applicants who are personally committed to faith in Jesus Christ. We do not discriminate on the basis of race, gender, age, physical ability, and national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADULT & ONLINE EDUCATION AT OAK HILLS

In keeping with the mission of Oak Hills Christian College to provide higher education that is scriptural, transformational, experiential and missional, the Adult & Online Education Department (A&O) will provide online and non-traditional learning options to ensure that every Christian adult within our region and scope has access to quality biblical higher education.

The Adult & Online Education program at Oak Hills is designed to meet the needs of busy adult students. These students are typically interested in completing a degree while employed full-time and engaged in ministry activities. Online courses are scheduled year round, with new sessions starting every month; this allows students to complete a degree in less time than through traditional and part-time attendance.
ACADEMIC YEAR
Oak Hills Online programs operate on two six month terms per academic year. Courses are available year round. Courses are intensive and modular.

Term 1: July 1 - December 31
Term 2: January 1 - June 30

TIME OF ENTRANCE
Adult & Online Education (A & O) students may enter at any time. Traditional on campus and PSEO students may take online courses with APS degree students.

DEFINITION OF A CREDIT HOUR
The college follows the Federal Definition of the Credit Hour:

An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Regardless of the course modality, classes will be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes. Students enrolled in classes delivered by an alternative means shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

COURSE LOAD
The minimum load for a full-time student is 12 credits within the term. Minnesota residents who are eligible for the Minnesota State Grant must be registered for at least 15 credits in a term in order to eligible for the full grant amount. A student load of twelve online credits per term or more qualifies the individual for full-time status. Modular courses are intensive. If students are working full-time, it usually is recommended that only one course be taken at a time. Exceptions will be considered on a case-by-case basis.

ACADEMIC FILES
Students may view their academic files at any time during normal Registrar office hours. The files must not be removed from the Registrar’s Office. Students may also request an electronic copy of their academic files to be sent to them.

PRIVACY OF STUDENT RECORDS (FERPA)
The Family Education Rights and Privacy Act of 1974 (FERPA) was written specifically for students and guarantees them three primary rights: the right to inspect and review their education records, the right to seek to amend their education records, and the right to have some control over the disclosure of information from those education records.

OHCC may disclose information on a student without violating FERPA regulations through what is known as directory information. This includes a student’s name, address (local, permanent residence, and electronic mail), telephone number, major field of study, class level (first year, sophomore, junior, or senior), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time, part-time, or not enrolled), date of graduation, degree(s) and awards received, and the most recent educational institution attended. This information may be disclosed without the consent or knowledge of the student unless the student has notified OHCC in advance of his/her desire for their records to remain confidential. Further information will be given to students at registration. Students have the right to file a complaint with the US Department of Education concerning alleged failures by OHCC to comply with the requirements of FERPA. These may be sent to: Family & Policy Compliance Office, US Dept. of Education, 600 Independence Ave. SW, Washington, DC 20202.

FREEDOM OF INQUIRY AND EXPRESSION
Oak Hills Christian College does not limit the freedom of staff or students for inquiry or expression, provided they are in pursuit of the objectives of the school and do not infringe on the rights of others.

STUDENT CLASSIFICATIONS
Full-time: a student who is registered for 12 or more term credits.
Part-time: a student who is registered for at least one course for credit and less than 12 total term credits.
Non-degree: a student who is enrolled for 1-6 credits in continuing education (for credit, non-degree) or auditing.
Freshman: a student who has completed 0-32 credits and is working toward a degree.
Sophomore: a student who has completed 33-62 credits and is working toward a degree.

Junior: a student who has completed 63-94 credits and is working toward a degree.

Senior: a student who has completed 95 or more credits and is working toward a degree.

PROGRAM REQUIREMENTS
Students are required to fulfill the program requirements listed in the catalog at the time of enrollment. If a student selects a catalog later than the one in effect at enrollment, they cannot return to the previous catalog.

If a student drops out for more than four consecutive terms, the requirements of the catalog in effect at the time of re-enrollment must be met.

If a student with fewer than 30 credits remaining to complete their bachelor’s degree drops out for more than six consecutive terms, the requirements of the catalog in effect at the time of re-enrollment must be met.

PROGRAM PLANNING/ADVISORS
Each student is assigned a faculty advisor to assist with academic program planning and to give guidance and encouragement. Even though the student is ultimately responsible for planning his/her program, the faculty advisor provides assistance in class selection and is available when the student needs advice.

STUDENT ATTENDANCE & PARTICIPATION
For online programs, learner attendance is counted by posting minimally once per week in response to discussion questions or assignments. Posting to chat forums or e-mailing other course participants (including the faculty) do not count towards attendance.

Participation differs from attendance. While a learner may be in attendance online, the participation may not be exemplary. Participation in a class involves being interactive with fellow learners and the faculty member whether in discussion, activities, or projects. Participation in each course will vary depending on the circumstances.

ACADEMIC INTEGRITY
Oak Hills Christian College stands on the principles of truth and honesty as essential biblical principles for life. It is expected that these principles will be followed in all academic activity. Academic Honesty is an important asset for both an institution of higher learning and an individual learner. A student must always submit work that represents his or her original words or ideas. If any words or ideas are used that do not represent the student’s original words or ideas, the student must cite all relevant sources. The student should also make clear the extent to which such sources were used.

Words or ideas that require citations include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Academic dishonesty could involve:
- Having a tutor or friend complete a portion of your assignments.
- Having a reviewer make extensive revisions to an assignment.
- Copying work submitted by another student to a public class meeting.
- Using information from online information services without proper citation.
- Unauthorized collaborating or copying another’s work.
- Violating copyright laws.
- Sabotaging another student’s work.
- Submitting the same assignment for more than one course without prior consent of all instructors concerned.

Academic dishonesty has grave repercussions for the learner. The learner will receive a failed grade on the assignment depending on the severity, accompanied by a report to the academic administration of the college.

A second instance of academic dishonesty will result in a failure of the assignment and the course (if within the same course) and a report to the administration. A third instance of academic dishonesty will result in failure of the course, reporting of the incident to the administration, and removal of the learner from the program. These consequences are cumulative throughout the student’s entire Oak Hills experience, not just in an individual course.

GRADING SYSTEM

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<thead>
<tr>
<th>Percentile</th>
<th>Points</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>900-1000</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>59% and below</td>
<td>0-599</td>
<td>F</td>
</tr>
</tbody>
</table>

A = Excellent 4 grade points
B = Above average 3 grade points
C = Average 2 grade points
D = Below average 1 grade point
F = Failure 0 grade points
I = Incomplete
W = Withdrawn (not included in GPA)
P = Passing (not included in GPA)
NP = Not passing (not included in GPA)
RESIDENCE REQUIREMENT
In order to receive the following degrees, the student must complete the indicated hours in courses through OHCC. Online students should note that there is no requirement to reside physically or take courses on the OHCC campus.

Online Bachelor: 27 hours (15 in major; 12 in required upper level biblical studies 3-Old Testament, 3-New Testament, 3-Advanced Interpretation of Biblical Literature, 3-Biblical Theology)

Online Associate: 21 hours (6 in biblical studies)

COURSE SUBSTITUTION/WAIVER
The college reserves the right to substitute or waive a course requirement. If initiated by student, the student must complete a Substitution Waiver Form and get approval from the Director of Adult & Online Education and the Registrar.

CREDIT FOR PRIOR LEARNING (CPL)
The faculty may substitute prior learning for academic credit. A & O students may earn Credit for Prior Learning (CPL) by submitting a petition for evaluation by faculty in the respective disciplines. Students must demonstrate they have met the objectives of the course/s to be substituted. The policy and procedures to apply for CPL are available upon request to the Director of Adult & Online Education or Registrar. There is no maximum limit on credit for prior learning for Adult & Online Education (A & O) online students provided that students meet the residence requirement of the college. The Director of Adult & Online Education will advise students in evaluating and applying for CPL.

ADDITION AND DROPPING CLASSES
Adult & Online Education (A & O) students may not add an online class after the start date of the course. A & O degree students may drop an online course through the first week of the course, beginning with the published start date of the course. The student’s account will be credited 100% of the tuition.

A & O degree students may withdraw from a course in week two or three of the course. A “W” (withdraw) will appear on the student transcript and the course will be included in the annual calculation of satisfactory academic progress (SAP). There will be no refund on tuition.

All withdrawals must be documented in writing with the Director of Adult & Online Education. Undocumented withdrawals will result in failing grades and assessment of full tuition charges.

In all cases, the student’s financial aid will be adjusted according to federal and state regulations. The student should contact the Financial Aid Director for further explanation.

WITHDRAWAL FROM THE PROGRAM
Adult & Online Education (A & O) students who need to fully withdraw from their program must do so no later than the first week of their current course in order to maintain satisfactory academic progress and avoid tuition charges for the course. Students will be responsible for full tuition for courses completed prior to withdrawal. Any remaining courses in the term will be removed. The student’s financial aid award will be adjusted according to federal and state regulations.

INCOMPLETES
If an Adult & Online Education (A & O) student has legitimate reasons for needing an extension, he or she must request an extension with the instructor and the Director of Adult & Online Education before the end of a course. Reasons recognized include medical emergencies, physical and/or mental illness, or a family crisis.

Any incomplete must be completed within the time agreed upon when an extension is granted, unless a further written extension is allowed by the instructor and the Director of Adult & Online Education. Any incompletes remaining beyond the end of the agreed extension period will be graded an “F.”

DISMISSAL GRADES
Any A & O student dismissed from the college will have a withdraw (W) applied to the course in which they are currently enrolled. This grade does not affect a student’s grade point average.

TRANSFER OF CREDIT
General policies for the transfer of credit are as follows:

1. Credits earned through CLEP (College Level Examination Program) and AP (Advanced Placement) will be evaluated by the Registrar on a course by course basis. CLEP courses will be used to waive the course requirement and the credit requirement.

2. Credits earned at other schools with a grade of “C” or better may be transferred to OHCC and applied toward graduation, provided those credits meet the program requirements. Pass/no pass courses will transfer if the pass reflects a 70%.

3. The institution at which the credits were earned must be recognized by an accrediting agency approved by the Council on Higher Education Accreditation (CHEA) or acknowledged by OHCC, however, OHCC reserves the right to disapprove credits from any institution at their sole discretion.
4. Students may be asked to validate equivalent subjects taken at non-accredited schools. After equivalency has been approved, the credits will be pending official approval until the student achieves a minimum GPA of 2.0. This must be done during the student’s first year at OHCC, or the transfer credits will be lost, except where an articulation agreement exists.

5. Online degree-seeking students who have completed courses in other recognized colleges or universities might receive up to 66 semester hours of credit, depending upon the major. The amount of credit, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses and the type of institution. An applicant who has attended any college or university after graduation from high school must submit an official transcript from each institution. Although the Director of Adult & Online Education will do preliminary transcript evaluations, all evaluations will become official when reviewed by the Registrar.

DEAN’S LIST
In order to qualify for the Dean’s List (determined each term), students must be full-time, have a term GPA of 3.50 or above, and must not have a grade below a “C” or a “No Pass” on their transcript for the term.

GRADUATION HONORS
Graduating B/BA/BS students who have completed the equivalent of four full-time terms at Oak Hills will be awarded graduation honors based on the following grade point averages:

- 3.90-4.0 Summa Cum Laude
- 3.75-3.89 Magna Cum Laude
- 3.50-3.74 Cum Laude

These honors will be printed in the graduation program.

GRADUATION REQUIREMENTS
General requirements for graduation are as follows:

1. All program requirements must be completed as listed in the catalog at the time of enrollment or in the chosen subsequent catalog.
2. Students must attain a minimum cumulative grade point average of 2.0 in courses taken at OHCC.
3. No grade below a “C” will count toward any biblical studies course, any core course in the Bachelors major, the Christian Ministry core, the senior capstone or portfolio course, and program specific General Education courses.
4. Transfer credits must be documented on official transcripts.
5. Residence requirement must be fulfilled.

6. Christian character and conduct as described in the OHCC Student Handbook must be demonstrated.

Please note: Transcripts and diplomas will not be released until the student’s account is paid in full.

TRANSCRIPT REQUESTS
Oak Hills Christian College transcripts must be requested in person or in writing, (Data Privacy Act 1974) from the Registrar’s Office at OHCC, as well as online through Oak Hills’ website. The transcript fee is $5.

SATISFACTORY ACADEMIC PROGRESS & ACADEMIC DISMISSAL
Students need to complete their degree in a timely manner. In order to accomplish this, Oak Hills has set forth Satisfactory Academic Progress standards consisting of minimum grade point averages and minimum credits earned per year.

MINIMUM GRADE POINT AVERAGE (GPA):

- 1-32 credits: 1.7 cumulative GPA
- 33-62 credits: 1.8 cumulative GPA
- 63 and above: 2.0 cumulative GPA

In order for any student to graduate with a certificate, a two-year degree, or a four-year degree, the student must have a cumulative GPA of 2.0 or higher. Any student enrolled in a program that is longer than two academic years must have at least a 2.00 GPA or better at the end of their second year.

Minimum Pace-of-Progression: Students must complete coursework at a cumulative rate 67%. Students must successfully complete 67% of the hours attempted to meet the minimum requirements for pace-of-completion. Completed coursework is defined as any course for which the student receives a passing grade. All credit hours with a passing grade on a student’s academic record according to the Office of the Registrar (A, B, C, D, P), and all transfer, remedial, and early credit hours taken in high school (PSEO, AP, and CIC).

Attempted Credits Include:

- All credits for courses in which a student is formally enrolled after the add/drop period.
- All credits for courses in which the student enrolled, but subsequently withdrew or failed.
- Transfer credits from another school that are accepted by OHCC

Financial Aid: In compliance with federal and state requirements, OHCC will disperse federal and state financial aid monies to those students who either meet or have the potential to meet Satisfactory Academic Progress.
Transfer Students: Transfer students do not transfer in a GPA. Their cumulative GPA consists of classes taken only at OHCC. Credits transferred to OHCC from other institutions will be counted toward the Minimum Credits Earned Per Year requirement.

Determination of Academic Progress Standing: At the end of each term, the Registrar will review the cumulative GPA and the number of credits earned for each student. The first time a student fails the minimum cumulative grade point average requirement or the number of credits earned requirement during the term, the student will be placed on ACADEMIC WARNING. Students placed on academic warning are eligible for continued enrollment and are expected to make progress toward meeting the minimum cumulative grade point average (GPA) and minimum number of credits earned requirement.

Requirements for Academic Warning: Upon conclusion of the warning term, if the student has met the minimum cumulative GPA and number of credits earned requirement, the student’s warning status will be removed.

Academic Dismissal: Upon conclusion of the warning term, those students not meeting the minimum cumulative GPA or number of credits earned requirement will be suspended from Oak Hills Christian College. The student will be notified by the Dean of the College of their dismissal.

Reinstatement/Appeal Process: Students dismissed from OHCC who wish to return following a dismissal period of one term must submit a petition to the Registrar’s Office. The petition should include information on the circumstances that affected past performance and a plan to be successful in achieving future academic progress. All petitions submitted to the Registrar’s Office will be reviewed by the Academic Appeals Committee. Students with an approved petition for academic reinstatement will be placed on academic warning for one term. While on warning, the student will be required to meet the terms set forth by the Committee.

Students are allowed to receive financial aid while on academic warning. If the student does not believe the committee followed the appropriate procedures or considered all relevant information, the student may appeal to the Dean of the College. The Dean’s decision is final. If a student fails to attain Satisfactory Academic Progress, he or she will be dismissed again from OHCC. A student is allowed a maximum of two petitions of readmission.

ADDITIONAL INFO REGARDING SATISFACTORY PROGRESS

Repeating a Course: A grade of D, in any four year program, must be replaced or re-taken if they are part of the student’s major. When a course is re-taken the final grade will be the grade of record whether the grade is higher or not. The previous grade will remain on the student’s transcript but will not be calculated in the GPA.

CREDIT FOR MILITARY TRAINING & U.S. ARMED FORCES INSTITUTES (USAFI)

Courses for which credits earned while in the military must be listed on official military documents (i.e., DD214, DD295, and Army/American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Office of Admissions, given that they contain the elements necessary for evaluation. Those courses that are eligible for evaluation will be awarded college transfer credits consistent with the Registrar and directives issued by Academic Departments.

Students should refer to the general Admission Policies of the college (pg. 16-17) for more information.

Students may contact the Minnesota Office of Higher Education to file a grievance at 1450 Energy Park Drive #350, St. Paul, MN 55108, (651) 642-0567, or http://www.ohe.state.mn.us/mPg.cfm?pageID=1078.
ONLINE FINANCIAL POLICIES

PAYMENT SCHEDULE
Adult & Online Education (A & O) students will register and arrange payment for courses taken within a full 6-month term. Payment in full will be due at the time financial aid is given or an approved payment plan must be in place to attain a zero balance on account before the end of the term. Students will not be allowed to continue into a new term with an outstanding balance. Accounts not meeting this policy will be subject to late fees.

PAYMENT METHODS
Students may pay their accounts by grants, scholarships, student loans, cash, check, credit or debit card.

OUTSTANDING BALANCES
Students with outstanding account balances at the end of the term will not be allowed to re-enroll. Grades, official transcripts, and diplomas will not be released until the student’s account is paid in full.

DEPARTURE PROCESS
Transcripts and other records will not be issued until all obligations have been satisfactorily met.

VETERANS FINANCIAL RIGHTS AND RESPONSIBILITIES
Oak Hills Christian College permits any “covered individual” (i.e. a person using Chapter 31 or Chapter 33 benefits) to attend a course of education if they present the school a copy of their Certificate of Eligibility, Statement of Benefits, or VA form 28-1901, and ending on the earlier of the following dates:

1. The date on which payment for VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Oak Hills Christian College will not impose any penalty whatsoever on the VA beneficiary student, or require that such a student borrow additional funds because of their inability to meet financial obligations to the institution due to the delayed disbursement of funding from VA under Chapter 31 or 33.

In addition, statue 38 USC 3679(e) allows OHCC to require the covered individual to take the following additional actions:

1. Submit a Certificate of Eligibility or Statement of Benefits for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.

3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Pay an additional payment or fee for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement.

Oak Hills Christian College complies with MN Statute 197.775 and Title 38 United States Code Section 3679(e)

MILITARY DEPLOYMENT REFUND POLICY
Refunds are available to those who are called to active duty. Reservists have 3 options:

1. Receive a pro-rata refund. A copy of the military deployment order must be given to the Registrar.
2. Make arrangements with the faculty to complete course work if at least 75% has already been completed.
3. Receive a full tuition credit for a future semester. Admission requirements must be met at the time of readmittance.

EVALUATION OF APPLICATION TO RECEIVE CREDIT FOR PRIOR LEARNING
The fee to evaluate a petition for Credit for Prior Learning is $50 per credit for which the student applies. This fee applies regardless of the final outcome of the faculty evaluation.
ONLINE FINANCIAL AID

FINANCING THE COST OF EDUCATION AT OHCC
The process of financial aid at Oak Hills Christian College should begin with the student seeking assistance from all possible sources as early as possible. Accepting the challenge of finance a college education is primarily the student’s responsibility. Financial Aid comes in a variety of forms - scholarships, grants, loans and work-study. Recipients of such assistance are selected based on need, academic performance, or special qualifications.

The first step to financial aid is completing the Free Application for Federal Student Aid (FASFA). This can be completed in October, prior to the academic year for which they need financial aid. To start the application, go to www.fafsa.ed.gov. Our FAFSA school code is: 016116.

This is also a good time to look and apply for outside scholarships. Students receiving financial aid must maintain satisfactory progress toward degree or certificate completion as defined in the catalog. One hundred percent of the students at Oak Hills receive some form of scholarship, grant, work, or loan to help with their college costs. For more information, please contact the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS
Federal regulations require that all financial aid recipients achieve satisfactory academic progress. This means students must maintain an adequate GPA and progress at a reasonable rate toward a certificate or degree. Any student who fails to achieve Satisfactory Academic Progress will be placed on Academic Warning for one term, during which time they will continue to receive financial aid. At the end of that term, the student must meet Satisfactory Academic Progress or financial aid will be withdrawn.

FINANCIAL AID PROGRAMS AVAILABLE
Federal Pell Grants: These are need-based grants. Eligibility is determined by the Free Application for Federal Student Aid (FAFSA). All FAFSA applicants will receive a Student Aid Report that clarifies eligibility and award requirements. Federal Supplemental Educational Opportunity Grants (FSEOG): These are need-based grants. Eligibility is determined by the FAFSA.

Minnesota State Grants: These are need-based grants for eligible Minnesota residents. Eligibility is determined by the FAFSA and a supplemental OHCC Financial Aid Application. In order to receive a full Minnesota State Grant, a student must be registered for 15 semester credits. Awards will decrease accordingly for 14 credits down to 3 credits.

William D. Ford Direct Loans (Subsidized): Eligibility is determined by the FAFSA. These loans are interest-free while the student is enrolled and until six months after graduation or withdrawal. Loan amounts are dependent upon financial need and grade level.

William D. Ford Direct Loans (Unsubsidized): These are non-need based loans for students who need additional funding.

Direct PLUS Loans: These loans are available for parents to borrow for the education of their dependent children. The yearly limit is based on the cost of education minus any financial aid for which the student is eligible.

Private Loans: These programs are designed to supplement existing loan programs. They provide long-term, low-interest loans for students who cannot obtain financing from traditional financial aid programs. The yearly limit is based on the cost of education minus any financial aid for which the student is eligible.

ONLINE ACADEMIC PROGRAMS

BACHELOR DEGREE
Business Administration ......................... 57
Leadership and Ministry .......................... 58

ASSOCIATE DEGREE
Biblical Studies and Ministry .................. 59
Business Administration ........................ 60
## ONLINE PROGRAM COST & PAYMENT SCHEDULE

### ADULT/ONLINE DEGREE STUDENT COSTS 2020-2021

The following fees apply to the Adult & Online Education (A & O) degree programs.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition per credit</td>
<td>$225</td>
</tr>
<tr>
<td>Graduation Fee (final term only)</td>
<td>$90</td>
</tr>
<tr>
<td>Credit for Prior Learning Evaluation</td>
<td>$50/credit</td>
</tr>
</tbody>
</table>

### SUMMARY – APPROXIMATE ANNUAL TOTAL

- Tuition at 30 credits per year (10 courses/12 months) $11,700
- Tuition at 24 credits per year (8 courses/12 months; minimum needed for full-time status) $9,360
- Course Fess are an estimated cost for books and materials (varies greatly by course) $400-$800

### OTHER STUDENT CATEGORIES

- PSEO students taking non-PSEO online courses (for college credit toward a degree) $195/credit
- Non-degree seeking (for credit or audit) $180/credit

### SUBJECT TO CHANGE

The cost information listed above applies to the 2019-2020 academic year and is subject to change in future academic years.
PROGRAM DIRECTOR: Dana Schnortz

ONLINE FACULTY ADVISOR: Dr. Sherry Shindelar

PROGRAM PURPOSE: The graduate will be prepared for effective service in society and will have the skills and knowledge necessary to manage an organization.

COLLEGE EDUCATIONAL OBJECTIVES: Upon completion of their program of study, all Oak Hills graduates will:

1. **DEMONSTRATE GROWTH IN FAITH AND WORSHIP:** Students will be committed to continuous growth in their trust in, love for and worship of God, seeking to live lives pleasing to him.

2. **UNDERSTAND THE BIBLE:** Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application.

3. **UNDERSTAND OUR WORLD:** Students will have a knowledge of human thought, history and culture adequate to understand and critique worldviews, to communicate effectively a Christian worldview of others, and to interact meaningfully with their own and other cultures.

4. **INTEGRATE FAITH AND LEARNING:** Students will have a biblical worldview, integrating their understanding of Christianity and the world, providing the foundation for a lifetime of continued learning and growth in all areas of life.

5. **SERVE OTHERS:** Students will have and practice a servant theology of life and will have skills appropriate for effectively serving God through serving others in the home, the workplace, the church and the world.

PROGRAM OBJECTIVES: Upon completion of the Business Administration program of study, graduates will:

1. Understand and apply the principles (management, marketing, finance) by which an organization operates.

2. Understand and function from solid legal and ethical bases.

3. Evaluate the financial condition and statements of a business and propose courses of action.

4. Develop, implement, and evaluate a business plan within an organization.

5. Manage people and processes within an organization.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Biblical Studies</th>
<th>Christian Ministry</th>
<th>Courses in Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Writing I</td>
<td>Old Testament Survey</td>
<td>Biblical Concepts of Leadership</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>College Writing II or Business Writing</td>
<td>New Testament Survey</td>
<td>Sharing &amp; Defending the Faith</td>
<td>Economics for the Manager</td>
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<tr>
<td>Communication Concepts</td>
<td>Interpretation of Biblical Literature</td>
<td>Christian Faith</td>
<td>Computer Applications</td>
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<td>Essentials of Management</td>
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<td>General Education Electives</td>
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<tr>
<td>Math/Science Elective</td>
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<tr>
<td>Philosophy and Worldview</td>
<td>Old Testament Elective (UL)</td>
<td>Foundations of Teaching &amp; Preaching</td>
<td>Management of Human Resources</td>
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<tr>
<td>History Elective</td>
<td>New Testament Elective (UL)</td>
<td>Small Groups in Church</td>
<td>Management of Marketing</td>
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<td>Sociology or Cultural Anthropology</td>
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<td>Business Ethics</td>
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<td>Legal Implications for Business</td>
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<td>Accounting for Managers</td>
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<td>Sr. Seminar</td>
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<td>Organizational Leadership</td>
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<td>Case Studies in Leadership</td>
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<td>Free and/or Emphasis Electives</td>
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<tr>
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<td>Courses in Major</td>
<td>33</td>
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<td>Free Electives</td>
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<td>TOTAL</td>
<td>120</td>
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</table>

Summary: 30 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

Courses in Major that may form the Emphasis Electives for other majors are italicized.
BACHELOR OF LEADERSHIP & MINISTRY

PROGRAM DIRECTOR: Dr. Sue Glidden
ONLINE FACULTY ADVISOR: Dr. Sherry Shindelar

PURPOSE: To provide Christian adults with the skills to lead and minister in a church ministry, church, or non-profit ministry or career.

COLLEGE EDUCATIONAL OBJECTIVES: Upon completion of their program of study, all Oak Hills graduates will:

1. DEMONSTRATE GROWTH IN FAITH AND WORSHIP: Students will be committed to continuous growth in their trust in, love for and worship of God, seeking to live lives pleasing to him.

2. UNDERSTAND THE BIBLE: Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application.

3. UNDERSTAND OUR WORLD: Students will have a knowledge of human thought, history and culture adequate to understand and critique worldviews, to communicate effectively a Christian worldview of others, and to interact meaningfully with their own and other cultures.

4. INTEGRATE FAITH AND LEARNING: Students will have a biblical worldview, integrating their understanding of Christianity and the world, providing the foundation for a lifetime of continued learning and growth in all areas of life.

5. SERVE OTHERS: Students will have and practice a servant theology of life and will have skills appropriate for effectively serving God through serving others in the home, the workplace, the church and the world.

PROGRAM OBJECTIVES: Upon completion of the Leadership and Ministry program of study, graduates will:

1. UNDERSTAND LEADERSHIP ISSUES: Students will understand the critical issues and dynamics involved in contemporary leadership and ministry.

2. APPLY LEADERSHIP AND MINISTRY SKILLS: Students will apply principles and practices appropriate to effective, ethical, and personal leadership and ministry as a Christian in today’s world.

Summary Credits

<table>
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<td>Christian Faith</td>
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<td>Social Science Elective</td>
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30 Credits of Biblical Studies are required. Any Old Testament, New Testament, Theology or interdisciplinary Bible courses may be taken as Bible electives. Courses that are bolded are interdisciplinary Bible courses.

Courses in Major that may form the Emphasis Electives for other majors are italicized.
PROGRAM DIRECTOR: Dr. Sue Glidden

ONLINE FACULTY ADVISOR: Dr. Sherry Shindelar

PURPOSE: To provide to the adult online student a broadly based program of study in general education, biblical studies, and ministry studies. This program will prepare the student to serve in churches or para-church organizations, engage in personal ministry or pursue further education.

OBJECTIVES: Upon completion of the program of study, graduates will:

1. DEMONSTRATE GROWTH IN FAITH AND WORSHIP: Students will be committed to continuous growth in their trust in, love for and worship of God, seeking to live lives pleasing to him.

2. UNDERSTAND THE BIBLE: Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application.

3. UNDERSTAND OUR WORLD: Students will have a knowledge of human thought, history and culture adequate to understand and critique worldviews, to communicate effectively a Christian worldview of others, and to interact meaningfully with their own and other cultures.

4. INTEGRATE FAITH AND LEARNING: Students will have a biblical worldview, integrating their understanding of Christianity and the world, providing the foundation for a lifetime of continued learning and growth in all areas of life.

5. SERVE OTHERS: Students will have and practice a servant theology of life and will have skills appropriate for effectively serving God through serving others in the home, the workplace, the church and the world.

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<td>General Education</td>
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<td>TOTAL</td>
<td>60</td>
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</table>

Any Old Testament, New Testament, theology or interdisciplinary Bible courses may be taken to fulfill required Bible electives. Courses that are bolded are interdisciplinary Bible courses. If interdisciplinary courses are used as Bible electives, students will choose additional general education and Christian Ministry courses to meet total degree requirements (60).
PROGRAM DIRECTOR: Dana Schnortz

ONLINE FACULTY ADVISOR: Dr. Sherry Shindelar

PROGRAM PURPOSE: To prepare graduates with a broad range of general business skills and a demonstrable knowledge of business from a biblical perspective. Graduates will be prepared to serve with integrity in areas of business administration, accounting, marketing, management, retail or non-profit organizations. Students may apply the Associate’s degree toward the Bachelor's in Business Administration or other bachelor's programs.

COLLEGE EDUCATIONAL OBJECTIVES: Upon completion of the program of study, graduates will:

1. DEMONSTRATE GROWTH IN FAITH AND WORSHIP: Students will be committed to continuous growth in their trust in, love for and worship of God, seeking to live lives pleasing to him.

2. UNDERSTAND THE BIBLE: Students will know the Bible and handle it rightly, interpreting it properly for personal and cultural application.

3. UNDERSTAND OUR WORLD: Students will have a knowledge of human thought, history and culture adequate to understand and critique worldviews, to communicate effectively a Christian worldview of others, and to interact meaningfully with their own and other cultures.

4. INTEGRATE FAITH AND LEARNING: Students will have a biblical worldview, integrating their understanding of Christianity and the world, providing the foundation for a lifetime of continued learning and growth in all areas of life.

5. SERVE OTHERS: Students will have and practice a servant theology of life and will have skills appropriate for effectively serving God through serving others in the home, the workplace, the church and the world.

PROGRAM OBJECTIVES: Upon completion of the Associates of Science in Business Administration program of study, graduates will:

1. Understand and apply the principles (management, marketing, finance) by which an organization operates.

2. Understand and function from solid legal and ethical bases.

3. Understand people and processes within an organization.

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Any Old Testament, New Testament, theology or interdisciplinary Bible courses may be taken to fulfill required Bible electives. Courses that are bolded are interdisciplinary Bible courses. If interdisciplinary courses are used as Bible electives, students will choose additional general education and Christian Ministry courses to meet total degree requirements (60).
BIBLE: NEW TESTAMENT

BNT-1700-3-K New Testament Survey
A survey of the New Testament including events in the life of Christ, the development of the early church, the work of the followers of Christ, and the influence on organizations and people in the first century and beyond. This knowledge and understanding is extended into applications in the life and personal devotions of the learner.

BNT-2715-3-K Life of Christ
A study of the life of Christ as recorded in the Synoptic Gospels and in the Gospel according to John.

BNT-3009-3-K Romans
This course is an exegetical and historical study of Paul’s Epistle to the Romans with exposition and application of the book’s leading themes.

BNT-3702-3-K Acts
A study of the Acts of the Apostles that specifically follows the historical expansion of the church through doctrinal development, growth in understanding, evangelism and geographical expansion through the missionary activities of its members. We will become acquainted with the activities of the great church leaders of the first century, e.g., Peter, James and Paul.

BIBLE: OLD TESTAMENT

BOT-1702-3-K Old Testament Survey
A survey of the history, literature and theology of the Old Testament with a specific emphasis on the contemporary application of Old Testament teachings. A critical examination of the concept of covenant in the Old Testament will occur throughout the course. A critical analysis of specific Old Testament passages will contextualize the broader themes and teachings of the Old Testament.

BOT 2713-3-K History of the Israelite Kingdom
This course is a study of the history of the people of God in the Old Testament as that history is recorded from Genesis through Esther. It will consider God’s redemptive plan as it is expressed in His covenants with Israel. Special emphasis will be made to help the student understand the geography of the Near East.

BOT 2115-3-K Poetic and Wisdom Books
A study of Job, Psalms, Proverbs, Ecclesiastes and the Song of Songs that emphasizes the genius of Hebrew poetry and the doctrinal depth, spiritual value and ethical implications of these books.

BOT 3705-3-K Old Testament Pentateuch
Introduction to the content, history and literature of the Pentateuch with a special emphasis on the development of the Abrahamic and Mosaic covenants and their significance for Old Testament theology and the 21st century Christian community. A critical analysis of specific Old Testament passages will expand upon a study of the broader theological context of the Pentateuch. An examination of chronology will introduce the significance of historical context in the Pentateuch.

BIBLICAL STUDIES APPROACH

BSA-1002-3-K Interpretation of Biblical Literature
A study of the process that led to the creation of the English Bible and its authority, a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical historical approach to biblical interpretation. The student will study methods of application leading to the development of theme, proposition and finally the lesson itself.

BSA-3719-3-K Advanced Interpretation of Biblical Literature
A study of basic to advanced principles and methods of biblical interpretation and application.

BUSINESS

BUS-1002-3-K Introduction to Business
Introduction to the fundamentals of business including business organization, business environment, management, marketing, finance, mission, business ethics, and social responsibility.

BUS-1705-3-K Introduction to Computer Applications
Introduction to Computer Applications is designed to familiarize students with computer technology and their applications. It will also emphasize the use of computers and technology throughout their college and future careers. Students will learn fundamental concepts of computer technology and software and become familiar with a variety of computer applications; including word-processing, spreadsheets, and multimedia presentations. Students will also investigate Internet-based applications such as OneDrive and Office Web Apps.

BUS-2731-3-K Macroeconomics
A study of macroeconomic theory with a primary emphasis placed upon an examination of economic aggregates, including topics such as supply and demand, the market process, the economic role of government, measuring the nation’s economic performance, unemployment, economic fluctuations, fiscal policy, money and the banking system, economic growth, international trade, and foreign exchange markets.

BUS-2732-3-K Microeconomics
A study of microeconomic theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

BUS 3731-3-K Accounting for Managers
This course provides an overview of accounting from the perspective of a non-accounting manager. It helps to develop the tools to understand the essentials of how finance functions within an organization. This includes internal controls, the function of accounting, historical accounting data and financial planning. The course also provides an overview of how to manage a business by God’s principles.

BUS 3732-3-K Legal Implications for Business
This course covers the various disciplines, activities and skill sets required to be successful as an entrepreneur. It explains the physiological and analytical aspects of successful entrepreneurship as well as skill sets needed in the disciplines of management, marketing, accounting, operations and law.

BUS 3735-3-K Economics for the Manager
A focus on the use of economics in making managerial decisions; both within an organization, and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included. The interaction between economics and organizations is emphasized.

BUS 4731-3-K Management of Marketing
The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

BUS 4732-3-K Business Ethics
The development, discussion and resolution of ethical issues in organizations and how outcomes are impacted by ethical standards and Christian faith.
BUS 4737-3-K Management of Human Resources
A study of an organization's effort to find, motivate and retain effective people who demonstrate a commitment to being part of a team which accomplishes the organizational mission.

CHRISTIAN MINISTRY
CM-1002-3-K Sharing and Defending the Christian Faith
A study of the nature, purpose and process of biblical evangelism and its application to various ministries; a study of New Testament discipleship principles and their application, with a special emphasis upon building discipling relationships and small group ministry.

CM-2711-3-K Foundations of Teaching and Preaching
Introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. This course allows for the development and application of skills learned.

CM-6732-3-K Small Groups in the Church
This course will benefit anyone who participates in small groups, but it is specifically designed to help leaders understand the components of group process and enable them to fulfill their roles. The primary focus of the course is small groups in a church-based ministry, although many of the concepts and principles also apply to businesses and other organizations that are comprised of groups of people.

COMMUNICATIONS
COM-3731-3-K Communication Concepts
An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

COUNSELING
CO-3721-3 Crisis Counseling (Also PS-3721)

CULTURAL STUDIES
CUL-2003-3-K Cultural Anthropology
This course introduces you to the principles and practice of cultural anthropology. After class exploration of various methods and concepts, you will explore those insights practically in actual cross-cultural experiences.

ENGLISH
ENG-0790-3-K Basic Writing
Designed to help students improve their writing skills. Covers basic principles of grammar and composition to meet college-level writing standards. Includes focus on reading strategies and the mechanics of writing. Special emphasis on sentence, paragraph, and essay construction. (Credits do not apply toward graduation.)

ENG-1000-3-K College Writing I
This course is an exercise in critical reading and thinking and effective strategies of persuasion. It is also a study of paragraph and composition structure, focusing on expository and persuasive writing as well as the “rhetorical modes” with their use individually and cooperatively, and on research and proper documentation requirements at the college level.

ENG-1001-3-K College Writing II
An exercise in the ability to read and think critically and to write persuasively. A study of the collection and synthesis of information from a variety of sources, focusing on the ability to use such information to logically construct an argument.

ENG-2703-3-K Business Writing
Advanced professional writing course that provides practice in communicating and writing for business, research, government, and industry. Emphasizes clear, concise, effective, and error-free communication. Develops skill in writing professional emails, memos, resumes, reports, project plans, and business abstracts for specific audiences through contextual analysis and encourages ethical responses to professional audiences. Collaborative production of business documents. Research and analysis of scholarly and news articles and documents in business.

ENG-2732-3-K American Literature I
Survey of American Literature I—Beginnings to 1700 provides an overview of the literature and historical time-frame for this period. Stories, biographical sketches, poems, speeches, letters, and essays comprise this course in order to provide a rich array of readings for this literary study. Students will engage in a process of critical reading, responding, analyzing, interpreting, and writing in the course. There is no course prerequisite.

ENG-2733-3-K English Literature I
This is a course surveying English literature from the Middle Ages through the Eighteenth Century. The course acquaints students with this literature through a process of reading, analyzing, interpreting, writing, and thinking critically about essays, stories, poetry, and plays from a broad spectrum of English literature. From knights to queens to Christian pilgrims to discoverers and reformers, this study provides a glimpse into the changing dynamics of the latter 1400s to the early 1800s. In so doing, the course considers English literature in a historical, social, and ideological context as those influences greatly impacted and shaped the writers and perceptions of the time period.

ENG-3732-3-K Literature of C. S. Lewis
The course will explore the life of and literature produced by C. S. Lewis in order to gain perception into his theology, the various genre in which he wrote, and the principles that make his writings meaningful nearly forty years after his death.

HISTORY
HI-2003-3-K World History
A study of the foundations of the modern world from the first civilizations through the 18th century. Topics include Western and non-Western classical civilizations, the Middle Ages and the age of absolutism.

HI-2732-3-K World History II
This course studies the development of the Western world and its institutions and ideas from the nineteenth century to the present. The student will be challenged to consider the positive and negative impact of Western thinking and to formulate a sense of personal responsibility within society.

HI-2733-3-K Church History I
A study of the history of the Christian Church from its founding on the day of Pentecost to the beginning of the Reformation with special emphasis upon the people, events and doctrinal controversies that were significant in the growth of Christianity.

HI-2734-3-K Church History II
A study of the history of the Christian Church from the dawning of the Reformation to the present time with special emphasis upon the people, events and doctrinal controversies that were significant in the growth of Christianity.

HUMANITIES
HUM-1701-3-K Skills for College Success
This course will focus on competency in the implementation of strategies for managing time, increasing reading comprehension, employing rules of grammar and usage, completing assignments, taking tests, writing essays, and using technology within the educational setting. Upon completion of the course, the student should be able to apply the new competencies to building a successful college career.

HUM-1731-3-K Goals, Priorities and Academic Excellence
Foundations for Academic Excellence is an intensive study toward building and enhancing college-level academic achievement by strengthening learning strategies and study skills. The course provides concentrated emphasis on general and specific content-area academic learning techniques, motivation, learning styles, meta-cognition and self-assessment processes, time management, goal setting, support systems, online learning, and best practices for achieving academic excellence in post-secondary learning environments. The course provides a foundation for self-reliance and independent learning and performance in college through development of contextual skills and awareness, academic behaviors, and key cognitive strategies. No course prerequisites.
HUM-2001-3-K Introduction to Philosophy
A survey of the history and terminology of philosophy with a brief introduction to epistemology and ontology. Philosophical systems from ancient to modern times are considered and evaluated in light of the Christian worldview.

HUM-2799-3-K Philosophy & Worldview
This course is designed to help students understand the meaning of worldview, and its importance in the life of a Christian. The worldviews of modern culture will be examined and evaluated in light of biblical truth. Students will understand the foundations of a biblical world view by studying appropriate passages of Scripture, especially those that relate to the life and teachings of Jesus.

INTERNATIONAL STUDIES
IS-3733-3-K Foundations of Christian Missions
This course is intended to provide an introductory overview of the basis for Christian missions and establish a biblical and theological foundation to adequately sustain a longtem11 mission enterprise. In addition, relevant cultural and historical perspectives are thoroughly examined toward the intent of motivating positive desires for involvement in mission endeavors.

IS-4731-3-K Theology of Missions
A study of the Word of God as set forth through God’s promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

LANGUAGE
LA-2732-3-K Linguistics
This course is an introduction to linguistics and linguistic theory. It is specifically designed to provide a basic understanding of linguistics and practice with some of its applications to students who are not linguists, but who realize the need for familiarity with the fundamentals of linguistic theory in order to help them practice their profession.

LEADERSHIP & MINISTRY
LM-3701-3-K Biblical Concepts of Leadership
A study of the concepts of leadership in the context of Scripture and application of these concepts to personal, professional, and career goals. The course will include the use of a survey to assess each individual’s leadership capabilities to help him/her to understand his/her personal profile.

LM-3726-3-K Essentials of Management
A study of the five parts of managing organizations, planning, organizing, staffing, leading, and controlling/evaluating with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations with references to Scripture.

LM-3721/SOC-3721-3-K Personal and Social Ethics
A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

LM-3732-3-K Organizational Leadership
Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention is given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

LM-4701-3-K Integrated Senior Seminar
Serving as a capstone experience in the online Leadership and Ministry degree, this course provides students the opportunity to demonstrate the ability to integrate knowledge and skills gained from across the Oak Hills program curriculum in a research project, to assess their college experience, and to assess their readiness for a transition to their vocations or graduate education.

LM-4731-3-K Case Studies in Leadership
Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

LM-4732-3-K Cutting Issues in Management
A modular course for managers allowing them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.

LM-4734-3-K Working with Teams
The organization of work in the implementation of the strategic plan with work analyzed for how human efforts in teams and other small groups of various compositions and other structures can effectively bring that work to a quality level of completion as defined by the end-user.

MATH
MTH-1734-3-K Basic College Mathematics
The development of mathematical concepts for application to the student’s work and daily life. A review of mathematical concepts including the basics of algebra and geometry.

MTH-1733-3-K Applied College Algebra
In this course you will explore the mathematical features and functions of college-level algebra and their applications. This study will focus on identifying, solving, and graphing linear, quadratic, rational, polynomial, exponential, and logarithmic functions. Your work in this course will give you a greater understanding of the relationship between numbers and enhance your problem-solving skills. While there are no prerequisite course requirements, it is assumed that students have, at a minimum, a high school mathematics equivalency.

MUSIC
MU-1731-3-K Music Appreciation
Students learn to understand, appreciate, and enjoy listening to music via an investigation of its building blocks, history, key personalities and representative works.

MU-2702-3-K History and Literature of Church Music
This course will visit key moments in the history of Western Christian church music. The story of music in Christian worship services in the West begins with the evolution of Gregorian chant from Hebrew and other models, progresses through the development of music for more than one voice part in settings for the early Catholic Mass, and divides into the Reformation stream including Lutheran chorales, other Protestant metrical Psalm settings, and the emergence of liturgical settings in the cantatas of J. S. Bach and the oratorios of G. F. Handel. The narrative then continues onto the development of hymns, first without and then with specific tunes, then onto a lighter variety of gospel, revival and Sunday School songs. All the while, religious thinkers and musicians within the church (often the same people) continually examined their practice of music in worship and sought musical reforms and developments which they thought would bring more truth, spiritual edification, beauty and/or appropriate praise to God.

PSYCHOLOGY
PS-1001-3-K Introduction to Psychology
A study of the fundamental concepts of psychology including biological processes, development, behavior, learning and memory, personality, psychological disorders and social psychology.

PS-3721/CO 3721-3-K Crisis Counseling
This course will explore historical and contemporary theory and methodology of crisis intervention. Specific emphasis will be given to understand situational and maturational crises, and the Christian implications of crisis counseling. The student will be introduced to the basic process and application of Biblical crisis intervention. The course will include such topics as: death, suicide, abuse, and helping children through crisis or trauma.

PS-4703-3-K Human Sexuality
Course provides an overview of human sexuality issues, including the nature of sexuality, sexuality practices and experiences, and appropriate and healthy boundaries for the Godly expression of sexuality. Includes views of sexual issues from a Christian and Biblical perspective, and various understandings and applications of Scripture toward challenging areas of human sexuality. Prerequisites: None (Credit for Introduction to Psychology and Counseling Skills I and II preferred)
SCIENCE

SCI-1731-3-K Introduction to Health Science
Contemporary health knowledge intended to develop proper attitudes and behavior in the areas of nutrition, drug and alcohol use and abuse, stress, chronic and communicable diseases, environmental factors, death and dying, and mental health. The course also examines barriers which hinder lifestyle changes.

SCI-1733-3-K Introduction to Life Science
This course introduces life science from a Christian worldview. Course topics include biological organization and hierarchy, energy and nutrient flow cycles, population biology, genetics and reproduction, and cellular biology.

SCI-1734-3-K Earth Science Introduction
Earth science including physical and historical geology, meteorology and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

SCI-1735-1-K Earth Science Lab
This laboratory is comprised of learning activities and application exercises related Earth Sciences.

SOCIOLOGY

SOC-2705-3-K Urban Social Issues: People, Problems and Policy
The purpose of this course is to provide an overall framework for understanding and examining pertinent social issues in the urban setting. The course will expand the student’s knowledge, skills, and understanding of social issues that impact individuals, families, groups, communities, and organizations. Particular attention will be given to the analysis and evaluation of society can do to further impact these problems. Social issues to be explored include but are not limited to the changing nature of the family, education, health and illness, drug use, sexual behavior, inequality, and the economy.

SOC-2731-3-K Intro to Sociology
This course will introduce the student to the fundamental concepts of interrelationships and group activities. Students will be able to integrate experience from his or her own life and work environments while studying the principles involved in dyadic groups, primary groups, secondary groups, institutions and society.

SOC-3731-3-K Personal and Social Ethics (Also LM-3731)

TEACHING ENGLISH AS A SECOND LANGUAGE

TESL-2711-3-K Theories of Second Language Acquisition
This course is a survey of the theories and practices of second language acquisition and language research. The course will also cover topics relating to second language acquisition, which include comparing and contrasting first and second language acquisition, cognitive styles and strategies, affective factors in language acquisition, sociocultural factors in language acquisition, interlanguage, communicative competence, and language testing.

TESL-2722-3-K Methods of TESOL I
This course prepares students in the use of materials and techniques for teaching English to speakers of other languages through mathematics, science, social studies and language arts. Emphasis is placed on the SIOP and CALLA approaches and the use of listening, speaking, reading and writing skills across the content areas. Methods of teaching English to speakers of other languages through the content areas are to be explored.

TESL-2731-3-K Structure of the English Language
This course is a survey of the important structure, grammar and syntax of the English language that is essential for non-native speakers to know. The course will teach idiosyncrasies of each language group and how that affects learning English. A variety of techniques used in teaching language structure will be explored.

TESL-3722-3-K College Level TESL
This course will prepare people to teach English as a second language at the college level. It is especially designed for students planning to work in restricted access countries, but also prepares students to teach on the college level in the US. Topics covered will include college level vocabulary and reading comprehension, written expression and composition, conversational skills, listening comprehension, note-taking, plagiarism, critical thinking skills, cultural issues, college life, lesson planning, curriculum development and preparation for standardized tests.

TESL-4711-3-K Language Program and Curriculum Design
This course teaches the variety of administrative tasks that accompany TESL, needs assessment and setting priorities based on understanding the culture and community in which one teaches. Constructing TESL curricula and syllabi, lesson planning and determining how the day-to-day learning fits into the larger picture constitute the academic components. Other administrative concerns included in this course are time management, technology, strategies and decision-making. Students will analyze the design and use of commercially available texts and materials. Methods of developing one’s own curriculum will be explored and experienced. Students will work on preparation, and evaluation of their own teaching materials, which can be used in future teaching situations.

THEOLOGY

TH-2200-3-K Apologetics
This class is an introduction to apologetics and the discipline of defending the Christian faith against objections or questions. Major content areas: a brief history of apologetics, a discussion on the trustworthiness of the Bible as a literary and historical book, the existence of God, the problem of evil and suffering and a good God, the person of Jesus Christ as presented in the Gospels, miracles and the resurrection, the problem of Christian hypocrisy.

TH-2705-3-K Introduction to Christian Faith
This course serves as an introduction to the study of Christian Theology. Participants will explore key doctrines such as divine revelation, God, creation, humanity, sin, Jesus Christ, The Holy Spirit, salvation and Christian spirituality, the church, and eschatology.

TH-3731-3-K Contemporary Christianity
A study of major issues facing the contemporary church with emphasis upon the key problems that both Protestant and Roman Catholic churches are wrestling with and trends that are likely to develop. The study will consider the Sermon on the Mount from the teaching of Jesus to determine how Christians ought to deal with these issues.

TH-4005-3-K Biblical Theology
This senior level course is designed as the capstone course for the biblical studies portion of the Bachelor’s degree. This course will examine the method and challenges of Biblical Theology. A major portion of this course will be an analysis of major themes which are evident in both the Old and New Testaments. Attention will be given to the application of various themes in current society. [Limited Session Schedule]
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<td>HUM 2001</td>
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<td>Urban Social Issues: People, Problems and Policy*</td>
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The following sessions are available for scheduling online courses. See the Director of Adult & Online Education if you need other options due to extenuating circumstances.

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</table>
Dr. Martin Giese  
**President**  
B.A. in Biblical Studies and Christian Education  
- Oak Hills Bible College, Bemidji, MN  
M.A. in Ministry Leadership  
- Moody Graduate School, Chicago, IL  
Doctor of Ministry in Executive Leadership  
- Bethel College, St. Paul, MN  
OHCC since 2017

Brad DeJager  
**Campus Manager**  
B.A. in Pastoral Ministry & Biblical Studies  
- Oak Hills Christian College, Bemidji, MN  
M.A. in Organizational Leadership  
- University of Northwestern, St. Paul, MN  
OHCC since 2007

Ron Maixner  
**Dean of Student Life**  
B.A. in Pastoral Ministries  
- Bethany Bible College, Scotts Valley, CA  
M.A. in Missions/Intercultural Studies  
- Wheaton Graduate School, Wheaton, IL  
OHCC since 2018

Dr. Sue Glidden  
**Sr. VP of Academics & Administration**  
B.A. in Bible and Theology  
- Bethel College, St. Paul, MN  
M.A. in Linguistics  
- University of North Dakota, Grand Forks, ND  
Ph.D. in Education  
- Capella University, Minneapolis, MN  
OHCC since 2012

Leesa Drury  
**Vice President of Advancement & Marketing**  
B.S. in Fashion Merchandising/Home Economics  
- Baylor University, Waco, TX  
M.S. in Clothing, Textiles and Related Arts  
- University of Wisconsin-Stout, Menominie, WI  
OHCC since 2019
BOARD OF DIRECTORS

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*Chair*  
Fargo, North Dakota  
Children's Pastor, Bethel Evangelical Free Church

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*Vice Chair*  
Minneapolis, Minnesota  
Process Development Manager, American Importing Co.

Mrs. Lavon Dennistorm  
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Bemidji, Minnesota  
Volunteer – Retired CFO/ Small Business Consultant

Mrs. D’Wana Carroll  
Business Owner, Women’s Ministry

Mike Hetteen  
Roseau, Minnesota  
Retired, Businessman

Mr. Bill Oakes  *(not pictured)*  
Bemidji, Minnesota  
Century 21 Realtor

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Mr. Doyle Fultz

Mr. Glenn Larson

Miss Linda Berntson
FACULTY

ADMINISTRATION / FACULTY

Keith Bush  
Library & Technology Director  
B.A. in Biblical Studies and History  
• Oak Hills Bible College, Bemidji, MN  
Master of Library Science  
• Emporia State University, Emporia, KS  
OHCC since 1996

Dr. Sue Glidden  
Sr. VP of Academics & Administration  
Program Director: Leadership and Ministry and Biblical Studies and Ministry (online)  
B.A. in Bible and Theology  
• Bethel College, St. Paul, MN  
M.A. in Linguistics  
• University of North Dakota, Grand Forks, ND  
Ph.D. in Education  
• Capella University, Minneapolis, MN  
OHCC since 2012

Jenny Hodgson  
Student Success & ADA Service Provider  
B.A. in Biblical Studies  
• Oak Hills Christian College, Bemidji, MN  
OHCC since 2003

Tammy McCray  
Registrar  
B.A. in Biblical Studies and Christian Education  
• Oak Hills Bible College, Bemidji, MN  
B.S. in Elementary Education  
• Bemidji State University, Bemidji, MN  
OHCC since 2005 after an absence

FULL-TIME FACULTY

Matt Graf  
College Chaplain  
Program Director: Worship Arts  
Instructor: Christian Ministry, Worship Arts  
B.A. Music and Worship  
• Ozark Christian College, Joplin, MO  
M.A. Christian Ministries  
• Northern Theological Seminary, Lombard, IL  
OHCC since 2017

Dr. Sherry Shindelar  
Director of Adult & Online Education  
Program Director: English  
B.F.A. in Creative and Professional Writing  
• Bemidji State University, Bemidji, MN  
M.A. in English  
• Bemidji State University, Bemidji, MN  
Ph.D. in Literature and Criticism  
• Indiana University of Pennsylvania, Indiana, PA  
OHCC since 2013

Dr. Gale Struthers  
Program Director: Biblical Studies, Associate of Arts in Biblical Studies, Certificate in Biblical Studies  
Instructor: Biblical Studies, Hebrew  
B.A. in Biblical Studies  
• Oak Hills Bible College, Bemidji, MN  
Graduate Studies  
• Institute of Holy Land Studies, Jerusalem, Israel  
M.A. in Biblical Studies  
• Wheaton College Graduate School, Wheaton, IL  
Ph.D. in Biblical Theology  
• Trinity International University, Deerfield, IL  
OHCC since 1988

Dr. Jeffrey Wisdom  
Department Chair: Biblical Studies  
Program Director: Pastoral Ministry  
Instructor: Biblical Studies, Greek, Pastoral Ministries  
B.B.S. (Bachelor of Biblical Science)  
• Western Bible College, Morrison, CO  
M.Div. in Pastoral Ministry  
• Gordon-Conwell Theological Seminary, S. Hamilton, MA  
Ph.D. in New Testament  
• University of Durham, Durham, England  
Pastor  
• Sell Lake Community Church, Park Rapids, MN  
OHCC since 2004

Philip Bjorklund  
Program Director: Intercultural Studies  
Instructor: Intercultural Studies  
B.A. in Ministries  
• University of Northwestern, St. Paul, MN  
M. Div.  
• Denver Seminary, Littleton, CO

Matt Graf  
College Chaplain  
Program Director: Worship Arts  
Instructor: Christian Ministry, Worship Arts  
B.A. Music and Worship  
• Ozark Christian College, Joplin, MO  
M.A. Christian Ministries  
• Northern Theological Seminary, Lombard, IL  
OHCC since 2017

Derrick Houle  
Program Director: Applied Psychology  
Instructor: Counseling, Psychology  
B.A. in Social Science  
• Providence College, Otterburne, MB, Canada  
M.A. in Counseling and Psychology  
• Providence Seminary, Otterburne, MB, Canada  
Counselor  
• Clear Waters Life Center, Clearbrook, MN  
OHCC since 2000

Randi McKin  
Department Chair: Christian Ministries  
Program Director: Addictions Counseling and Youth Ministry  
Instructor: Addictions Counseling, Christian Ministry and Youth Ministry  
B.A. in Behavioral Science  
• Sterling College, Sterling, KS  
M.Ed. in Counseling and School Psychology  
• Wichita State University, Wichita, KS  
Further coursework at  
• North Park Theological Seminary, Chicago, IL  
Licensed Staff Minister  
• Evangelical Covenant Church of America  
OHCC since 2007

Dana Schnortz  
Department Chair: General Education  
Program Director: Business, Business Administration (Online)  
Instructor: Business  
B.S. in Business Administration, emphasis on Finance  
• Bemidji State University, Bemidji, MN  
M.B.A.  
• University of Phoenix, Phoenix, AZ  
Professional Business Consultant  
• Northwest Small Business Development Center, Bemidji, MN  
OHCC since 2009

Matt Graf  
College Chaplain  
Program Director: Worship Arts  
Instructor: Christian Ministry, Worship Arts  
B.A. Music and Worship  
• Ozark Christian College, Joplin, MO  
M.A. Christian Ministries  
• Northern Theological Seminary, Lombard, IL  
OHCC since 2017

Dr. Sherry Shindelar  
Director of Adult & Online Education  
Program Director: English  
B.F.A. in Creative and Professional Writing  
• Bemidji State University, Bemidji, MN  
M.A. in English  
• Bemidji State University, Bemidji, MN  
Ph.D. in Literature and Criticism  
• Indiana University of Pennsylvania, Indiana, PA  
OHCC since 2013

Dr. Gale Struthers  
Program Director: Biblical Studies, Associate of Arts in Biblical Studies, Certificate in Biblical Studies  
Instructor: Biblical Studies, Hebrew  
B.A. in Biblical Studies  
• Oak Hills Bible College, Bemidji, MN  
Graduate Studies  
• Institute of Holy Land Studies, Jerusalem, Israel  
M.A. in Biblical Studies  
• Wheaton College Graduate School, Wheaton, IL  
Ph.D. in Biblical Theology  
• Trinity International University, Deerfield, IL  
OHCC since 1988

Dr. Jeffrey Wisdom  
Department Chair: Biblical Studies  
Program Director: Pastoral Ministry  
Instructor: Biblical Studies, Greek, Pastoral Ministries  
B.B.S. (Bachelor of Biblical Science)  
• Western Bible College, Morrison, CO  
M.Div. in Pastoral Ministry  
• Gordon-Conwell Theological Seminary, S. Hamilton, MA  
Ph.D. in New Testament  
• University of Durham, Durham, England  
Pastor  
• Sell Lake Community Church, Park Rapids, MN  
OHCC since 2004
PART-TIME FACULTY

Jeremy Anderson  
**Athletic Director**

**Program Director:** Sports Management  
**Instructor:** Sports Management

- B.S. in Psychology and Family Counseling  
  - Barclay College, Haviland, KS
- M.S. in Exercise Science and Health Promotion  
  - California University of Pennsylvania, California, PA

OHCC since 2014

Jim Hodgson  
**Instructor:** Christian Ministry

- B.A. in Biblical Studies  
  - Oak Hills Bible College, Bemidji, MN
- M.A. in Educational Ministries  
  - Wheaton College Graduate School, Wheaton, IL

**Director of Church & Ministry Relations**  
- Oak Hills Christian College

OHCC since 2002

ADJUNCT FACULTY

Richard Angelo  
**Instructor:** Camp Ministry  
(Camp Forest Springs)

- B.S. in Physical Education, Psychology, and Bible  
  - Grace College, Winona Lake, IN
- M.S. in Recreation Administration and Camping  
  - George Williams College, Grove, IL

President at Camp Forest Springs  
(Camp Forest Springs, Westboro, WI)

Jerome Drebelbis  
**Instructor:** Christian Ministry

- B.S. in Business  
  - University of Missouri, Columbia, MO
- M.Div.  
  - Trinity International University, Deerfield, IL

Bill Haas  
**Instructor:** Christian Ministry

- B.A. Ministry  
  - Covington Theological Seminary, Fort Oglethorpe, GA
- M.A. Ministry  
  - Covington Theological Seminary, Fort Oglethorpe, GA

**Associate Director**  
- Center for Indian Ministries

Kerin Hanson  
**Instructor:** Science

- B.S. in Life Science Teacher Education  
  - Minnesota State University Moorhead, Moorhead, MN
- B.A. in Biology  
  - Minnesota State University Moorhead, Moorhead, MN
- M.S. in Education  
  - Bemidji State University, Bemidji, MN

Terry Hewitt  
**Instructor:** Mathematics

- B.S. in Education, Mathematics  
  - St. Cloud State University, St. Cloud, MN
- M.S. in Education, Mathematics  
  - Bemidji State University, Bemidji, MN

Norm Hoyt  
**Instructor:** Camp Ministry  
(Camp Forest Springs)

- B.S. in Biblical Literature  
  - Northeastern Bible College, Essex Falls, NJ
- M.A. in Educational Ministries  
  - Wheaton College Graduate School, Wheaton, IL

**Educ. Ministries Director**  
- Camp Forest Springs, Westboro, WI

Dr. John Hubert  
**Instructor:** History

- B.S. in Pastoral Studies  
  - North Central University, Minneapolis, MN
- M.A. in Theological Studies  
  - Bethel Seminary, St. Paul, MN
- Post-Baccalaureate M.Ed., Social Studies Education  
  - University of Minnesota, Minneapolis, MN
- D. Min., Preaching and Leading  
  - Asbury Seminary, Wilmore, KY

Dr. Randy McGuire  
**Instructor:** History

- B.S. in Teaching  
  - Bemidji State University, Bemidji, MN
- M.A. in History  
  - Bemidji State University, Bemidji, MN
- Ph.D in Historical Theology  
  - St. Louis University, St. Louis MO

Patrick Petkau  
**Instructor:** Camp Ministry  
(Camp Forest Springs)

- B.A. in Biblical Studies and Religious Education  
  - Prairie Bible College, Three Hills, AB, Canada
- M.A. in Educational Ministries  
  - Wheaton Graduate School, Wheaton, IL

**Executive Director**  
- Camp Forest Springs, Westboro, WI

Dr. Dwight Warden  
**Instructor:** Biblical Studies

- B.A in Leadership and Ministry Management  
  - Biola College, La Miranda, CA
- M.Div.  
  - Trinity Evangelical Divinity School, Deerfield, IL
- D.Min.  
  - Trinity Evangelical Divinity School, Deerfield, IL

**Pastor**  
- Blackduck Free Church (EFCA), Blackduck, MN

FACULTY EMERITI

Virginia Anderson  
**Kenneth Wold**
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