General Education Requirements

The general education courses taken by all students are designed to be the foundation for a liberal arts education. A liberal arts education aims to expose students to a wide variety of values, ideas and assumptions that will help them better appreciate the responsibilities and benefits of a free society. It is also designed to give them a common core of knowledge which will aid in understanding their society and culture.

The college has developed a general education program designed to form the minimum core of each student’s liberal arts education. Each candidate for a bachelor’s degree must complete a minimum of 68-71 semester units of general education requirements.

Some courses could satisfy a general education requirement in several possible areas. In these cases, the student must declare which general education requirement a course is intended to satisfy. One course can be used to satisfy ONLY ONE requirement.

These requirements may be completed through courses accepted by the Office of the Registrar upon transfer or through specifically designated courses distributed in the following areas:

Biblical Studies (25)
- B211 Biblical Fundamentals (1)
- B101,102 Old Testament Survey I, II (3,3)
- B201, 202 New Testament Survey I, II (3,3)
- BTH321, 322 Christian Theology I, II (3,3)
- Upper Division Bible Electives (6)

All new students are required to take B211 during the first fall semester that they attend the college.

A student entering the college as a freshman is required to take all of the Biblical Studies courses listed above. Any student entering TMC having attended an accredited college or university for at least two semesters after high school graduation and earning at least 24 units of accepted transfer work is required to take one of the above courses (beyond B211) for each semester of full-time attendance. Transfer students must begin with courses from the Old Testament, New Testament, and Christian Theology sequences prior to taking the upper-division Bible electives. No other courses will satisfy these requirements.

Business Administration (3)
- ECN200 Economics & Society (3)

Communication (3)
- C100 Spoken Communication (3)
  Note: All students majoring in Bible may substitute BMN370 (for men) or BMN310 (for women).

Computer Use (0 or 3)
- Pass computer proficiency examination
  OR take CS100.

Cross Cultural Studies (3 or 6)
- Option A: Complete any one of the following courses and its accompanying foreign mission or IBEX semester program:
  - BMS311 Introduction to Urban Ministry (3)
  - BMS312 Preparation for Global Outreach (3)
  - IBEX320 Jewish Thought & Culture (3)
- Option B: Any 6 units of coursework from the following:
  - Any Bible Missions (BMS) course (3)
  - C391 Intercultural Communication (3)
  - ESL344 Cultural Anthropology (3)
  - H327 Latin American History (3)
  - H332 California: Past & Present (3)
  - H346 East Asian History to 1945 (3)
  - H376 Ethnic America (3)
  - HE483B Culture & Lifestyle of Women in Israel (1-3)
  - INB311 Global Business Strategies (3)
  - INB361 International Economics and Trade (3)
  - INB372 International Business Marketing(3)
  - INB488 International Business Experience(3)
  - ITA123, 124 Beginning Italian I & II (3,3)
  - MU396 World Music (3)
  - MU448 Overseas Music Missions Trip (3)
  - SP221,222 Introductory Spanish I & II (4,4)
  - SS381 Cultural Geography (3)
  Note: Additional courses may be approved in the future that will also satisfy this requirement.

Exemptions. Requests for exemption of the cross-cultural studies requirements will be accepted according to the following guidelines:
1. All internationally-born students who have lived outside of the United States for five of the last
ten years may be exempted.

2. All children of U.S. citizens who have lived outside of the United States in a foreign culture for at least five years during school grades 7 - 12 may be exempted.

3. No semester units will be awarded. Any student who received an exemption is still held accountable for the minimum number of required units to meet graduation requirements.

4. Appeals for special cases should be made to the Office of the Registrar. The Registrar reserves the right to make the final decision.

English (9)
- E110 English Composition (3)
OR
Pass one of the following writing proficiency examinations:
- Minimum score of 700 on the Verbal section of the SAT I.
- Minimum score of 710 on the SAT II: Writing Subject Test.
- Minimum score of 31 on the English section of the ACT.
- Minimum score of 10 on the WritePlacer examination administered by The College Board.
- Minimum score of 5 on the Criterion Examination administered by ETS Technologies.
- Minimum score of 6 on the Compass e-Write examination administered by ACT.
- One of the following: E211, E212, E221, E222, E231 or E232 (3)
- Any other English except: E322, E332, E353, E364, E489, and E491

Fine Arts (3)
- MU190 Introduction to Music & Art (3)
- MU295 Music & Art for Musicians (3) for music majors and students with a music background only.
- MU333 Worship and Songs of the church (3) for Biblical Studies majors only.

History (9 + competency exam) or (12)
- One of the following: H241, H242 or H228 (3)
- POL220 U.S. Government (3)
- H211 World History I & H212 World History II (3,3)
OR
Pass the World History competency exam and take one upper division history course (3). See History section for details.

Mathematics (3)
- MA240 Critical Thinking & Problem Solving (3)
  Notes:
  - MA240 is waived for Business Administration and CIS Majors.
  - LSte majors may substitute MA201 AND MA202 for MA240.
  - Students may use MA121 or MA262 (or above) to meet the MA240 requirement.
  - KPE majors may substitute KPE 405.

Philosophic Studies (3)
- One of the following:
  - BCW363 Apologetics (3)
  - P311 Introduction to Philosophy (3)
  - P321 Philosophies of Education (3)
  - P364 Ethics (3)

Science (7)
- LS200 Foundations of Science (3)
- One science lecture course (3)
- One science laboratory course (1)

Graduation Requirements
The Bachelor of Arts, Bachelor of Music and the Bachelor of Science degrees are granted subject to the following:

1. Minimum of 122 semester units of credit. Cannot exceed 150% of the minimum credits for the enrolled program (i.e. Min 122 credits x 150% = 183 credits)
2. Minimum of 40 semester units in upper division courses.
3. Minimum grade point average of 2.00 in all work attempted at TMC and in the major.
4. Minimum of 32 semester units of fall/spring semester traditional program (non-DS) coursework, or 32 semester units of TMC CPS major program courses.
5. Complete at least 12 of the final 24 semester units at The Master’s College.
6. Maximum of 60 semester units of Online Learning coursework.
7. Maximum of 60 semester units of TMC intensive format courses (e.g., post-session, Winterim, Saturday school, etc.)
8. Completion of the curriculum as given for the chosen major field of study.
9. Four-year students must complete at least 25 semester units of general education requirements in Bible. Transfer students must take a minimum of one general education Bible survey course (B101, B102, B201, B202, BTH321, BTH322) each semester of full-time attendance. Part-time students (taking fewer than 12 semester units) are not required to take a Bible course. However, a student taking several semesters of part-time coursework must complete one general education Bible course for every 15 semester units taken at The Master’s College.
10. A student will be allowed to participate in commencement exercises only if he/she has completed, or is in progress to complete, all academic requirements by the time of commencement ceremonies. A student may have no more than one directed studies course still in process during the third week of March to be eligible to participate in the May commencement ceremonies.

General Policies and Procedures

Student Academic Classification

**Freshman.** An accepted high school graduate who has enrolled in the college.

**Sophomore.** A student with at least 30 semester units and a 2.00 GPA. All conditions of entrance removed.

**Junior.** A student with at least 60 semester units and a 2.00 GPA.

**Senior.** A student with at least 90 semester units and a 2.00 GPA. There must be reasonable assurance of the fulfillment of all requirements for graduation within the academic year. A student must file an application for graduation in the Office of the Registrar prior to the beginning of the second semester of the senior year.

**Full-Time Student.** One who is carrying a minimum load of 12 semester units. Only full-time students not on academic probation may be elected to student association offices, serve on student publications, or compete on intercollegiate athletic teams.

**Non-Matriculating Student.** One who has not formally declared a degree objective and is carrying six or fewer semester units.

**Transfer Student.** A student who enters TMC with at least 24 semester units of accepted college level coursework from another college or university. Credit by examination does NOT count toward determining whether a student has reached transfer status.

Business Department Course Transfer Policy
The Master’s College Department of Business Administration seeks to insure the quality of its curriculum as reflected in its graduates. One way this quality is safeguarded is through limiting the coursework which may be transferred into the program. With this in mind, the following protocol has been adopted by the Business faculty:

1. Only the equivalents of MA090, ECN200, and ECN210 will be accepted in transfer for TMC Business courses from a two-year college. No other courses will be accepted by TMC’s Business
Department from a two-year college.

2. Lower-division courses are not accepted in transfer for upper-division Business Department requirements.

3. The Business Department reserves the right to assess the student’s prior coursework in the relevant subject area before accepting a course in transfer.

4. Once a student has declared a TMC Business major, all remaining Business courses must be completed at TMC.

**Letter Designations of Courses**

| ACC  | Accounting |
| ART  | Art |
| B    | Bible: General |
| BC   | Bible: Biblical Counseling |
| BCE  | Bible: Educational Ministries |
| BCH  | Bible: Church History |
| BCW  | Bible: Christian World View |
| BE   | Behavioral Studies |
| BL   | Bible: Biblical Languages |
| BMN  | Bible: Ministries |
| BMS  | Bible: Intercultural Studies |
| BTH  | Bible: Theology |
| BYM  | Bible: Youth Ministry |
| BUS  | Business |
| CH   | Chemistry |
| CHIN | Chinese |
| C    | Communication |
| CS   | Computer Science |
| E    | English |
| ESL  | English as a Second Language |
| ECN  | Economics |
| ED   | Education |
| FIN  | Finance |
| H    | History |
| HE-FCS | Home Economics--Family and Consumer Sciences |
| IA   | Intercollegiate Athletics |
| IBEX | Israel Bible Extension |
| INB  | International Business |
| ITA  | Italian |
| KPE  | Kinesiology and Physical Education |
| LS   | Life Science |
| MA   | Math |
| MGT  | Management |
| MIS  | Management Information Systems |
| MKT  | Marketing |
| MU   | Music |
| P    | Philosophy |
| PS   | Physical Science |
| POL  | Political Studies |
| SP   | Spanish |
| SS   | Social Science |
| TH   | Theatre Arts |

**Course Numbering System**

The first digit in the course number indicates the year during which a student will typically take that course. Thus:

- 100-199 are freshman level courses
- 200-299 are sophomore level courses
- 300-399 are junior level courses
- 400-499 are senior level courses
- 500-599 are graduate level courses
- 600-699 are graduate level courses

The third digit in the course number usually indicates the frequency at which the course is offered. Thus:

<table>
<thead>
<tr>
<th>if the third digit is:</th>
<th>the course is usually offered:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Every Semester</td>
</tr>
<tr>
<td>1</td>
<td>Every Year, Fall</td>
</tr>
<tr>
<td>2</td>
<td>Every Year, Spring</td>
</tr>
<tr>
<td>3</td>
<td>Odd Years, Fall</td>
</tr>
<tr>
<td>4</td>
<td>Even Years, Spring</td>
</tr>
<tr>
<td>5</td>
<td>Even Years, Fall</td>
</tr>
<tr>
<td>6</td>
<td>Odd Years, Spring</td>
</tr>
<tr>
<td>7</td>
<td>Offered Every 3-4 years</td>
</tr>
<tr>
<td>8</td>
<td>Offered on Demand</td>
</tr>
<tr>
<td>9</td>
<td>Special Courses</td>
</tr>
</tbody>
</table>

Consistent with general academic practice, not all courses listed in this catalog are offered every semester. Students should consult the schedule of classes prepared prior to registration in planning their programs. The college reserves the right to withdraw any course for which there is not sufficient demand. Usually five students are required as a minimum.
Academic Terms and Definitions

The following definitions apply to symbols utilized in lieu of grades:

**Audit (AUD).** Audit students are those who receive no credit, but wish to attend lectures in a course, or participate in musical ensembles or private lessons, without any responsibility to take examinations, complete homework or papers, practice hours or to be evaluated. Audit registration will appear on the student’s record, but will not be included in computing a full-time academic load.

**Credit (CR).** Credit is measured in semester units. A semester unit represents one recitation period (55 minutes) per week for one semester of 15 weeks and assumes about two hours of outside preparation for each recitation period. Credit units of particular classes are given with each course description.

**Failure (F).** No credit or grade points given. This policy means that all units attempted which are shown on the permanent record card as F will be charged against the student with a value of 0.00 grade points. The effect of this will be to lower the overall GPA.

### Incomplete (I)

1. An Incomplete will be granted only upon submission of a completed Incomplete Contract to the Office of the Registrar.
2. Any Incomplete not finished within the terms of the Incomplete Contract will lapse into the grade designated on the Incomplete Contract.

**No-Credit (NC).** No credit.

**Pass (P).** Indicates that the student passed a course, but credits do not count toward GPA or credits do not count toward graduation, such as MA072, 082, 090.

**Quality Points (QP).** Quality points are assigned in order to determine the student’s scholastic average. Quality points of a given grade are multiplied by the number of semester units of credit given in each course.

**Withdraw (W).** Withdrawal from course from third week of classes through twelfth week. After the twelfth week a student may not withdraw and is awarded the grade earned.

**Transfer Credit Policies**

TMC grants credit for college level course work from other colleges and universities based on the following criteria:

1. The student must have good standing at the institutions previously attended. Students who have been dismissed or suspended from another college for disciplinary reasons must request that a letter be sent by the dean of the college involved, detailing the reasons for such dismissal.
2. No courses will be transferred in which the grade earned was less than C (2.0). Credit will be given for accepted courses which will apply toward the student’s course of study at The Master’s College.
3. No more than 70 units of credit will be accepted from a community college. Courses for which credit is allowed toward the bachelor’s degree must be university transfer level.
4. No more than 94 units from other accredited institutions may apply toward fulfillment of degree requirements at The Master’s College. Transfer students must take at least 12 semester units of upper division work in their major at TMC.

### Grading System

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Grade Points</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Thorough mastery of subject material &amp; demonstrates effective use of creative resourcefulness.</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>Good mastery of subject material, and evidences ability to effectively use acquired knowledge.</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>Average grasp of subject material.</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>Minimal grasp of subject material.</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>Failure to attain minimal grasp of subject material.</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

**Symbol | Grade | Explanation**

- **A** | 4.0 | Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.
- **A-** | 3.7 | Good mastery of subject material, and evidences ability to effectively use acquired knowledge.
- **B+** | 3.3 | Average grasp of subject material.
- **B** | 3.0 | |
- **B-** | 2.7 | Minimal grasp of subject material.
- **C+** | 2.3 | Failure to attain minimal grasp of subject material.
- **C** | 2.0 | |
- **C-** | 1.7 | |
- **D+** | 1.3 | |
- **D** | 1.0 | |
- **D-** | 0.7 | |
- **F** | 0.0 | |

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*

*Thorough mastery of subject material & demonstrates effective use of creative resourcefulness.*

*Good mastery of subject material, and evidences ability to effectively use acquired knowledge.*

*Average grasp of subject material.*

*Minimal grasp of subject material.*

*Failure to attain minimal grasp of subject material.*
5. Students who are transferring from an accredited institution and who have completed a lower division course which had content comparable to an upper division course at The Master’s College may: (a) choose to retake the course at TMC to earn upper division credit for the course; or (b) choose to pass a competency exam to verify that the lower division course was comparable in rigor to the upper division course at TMC. Passing the competency exam entitles the student to enroll in another upper division course to earn sufficient upper division credits.

6. Transfer credit may be granted to students from unaccredited schools of collegiate rank upon approval of the Vice President for Academic Affairs or the Registrar.

7. The Master’s College will grant credit for transferable college coursework taken before high school graduation if taken from an accredited college. Official transcripts must be submitted and all other transfer requirements met.

8. The maximum number of transfer credits which will be awarded for various types of “non traditional” college course work from accredited institutions are as follows:
   - 32 units of Advanced Placement (maximum of 32 units), College Level Examination Program (maximum of 18 units), and credit by TMC assessment (maximum of 12 units).
   - 45 units of transfer credit from military transcript with maximum of 30 units applicable toward meeting TMC general education requirements.
   - 36 units of non-traditional course work including: directed studies courses, correspondence courses, computer and WWW-based distributed education courses or Video/ITV based courses

Credit Limits for Non-Traditional TMC Coursework
The maximum number of semester units from non-traditional format TMC courses that a student may count toward a degree program is as follows:
   - 13 units of TMC directed studies courses.
   - 24 units of intensive format TMC courses (post- session, winterim, or Saturday school).
   - 60 units of TMC Online Program courses.
   - 24 units of credit for live experience assessment.

Credit by Examination
The Master’s College, as a member of the College Entrance Examination Board, recognizes the merits of the Advanced Placement (AP), College Level Examination Program (CLEP) and the International Baccalaureate (IB), and will grant credit for passing scores in certain tests offered through these programs. A student may earn a maximum of 32 semester units of transfer credit across the combination of AP exams (32 units max.), IB exams (32 units max.), and CLEP exams (18 units max.). If a student takes a college course for which he/she has already received AP credit, then he/she forfeits that transfer credit.

The Master’s College reserves the right to determine the amount of credit that will be awarded for all AP/CLEP transfer credit examinations. Credit for all AP courses other than science, is awarded based on a score of “3”, “4” or “5”. Credit for science AP courses is awarded based on a score of “4” or “5”. CLEP examination credit may be granted for all courses based on a score of 55 or higher. The College will grant credit for IB examinations with scores of “5”, “6” or “7”.

For students entering TMC as freshmen or sophomores, CLEP credit will only be awarded up to the end of the student’s first semester of his/her senior year. For transfer juniors or seniors, CLEP credit will be awarded up to the fourth week of the final semester of the senior year.

Note: The Master’s College has been designated as a national testing facility for the CLEP examination. If CLEP examinations have already been taken, contact the Office of the Registrar for information regarding acceptance of CLEP scores. For testing information, contact the Office of Career Services.

Registration Procedures
The college sets aside a period at the beginning of the fall semester for reception, registration and orientation. During these days the new students become acquainted with programs and facilities provided for their instruction.

1. Several entrance tests and surveys are given to all new students at this time.

2. All students will be notified by mail regarding the fall orientation and check-in information. A schedule of classes is published and is available
3. All continuing students are required to have an interview with their academic advisor at least once per semester prior to registration.

4. An evaluation of credits is made of all transfer college work, and new transfer students, in addition to their advisor, will receive a copy of this evaluation. A student may contact the Office of the Registrar for the name of his/her advisor.

5. Late check-in continues one week following the priority check-in day.

6. Check-in is completed only after financial arrangements have been made with the Director of Student Accounts.

Class Changes

1. **Adding Courses.** Courses may be added electronically only during the first two weeks of a semester.

2. **Dropping Courses.** Courses may be dropped electronically during the first two weeks of a semester and will not appear on the student's permanent transcript. Courses dropped from the third to the twelfth week of a semester will appear on the transcript with a grade of “W.” Courses may not be dropped after the twelfth week of class except in the case of serious illness.

3. **Repeating of Courses.** Students may repeat courses in which grades of ‘D’ or ‘F’ are earned. Repeats of ‘D’ courses earn no units. When a course is repeated where a ‘D’ or ‘F’ grade was earned, only the higher of the two grades will count in the computation of the GPA. The course and grade of ‘D’ or ‘F’ will, however, remain on the student’s academic record. Some departments may demand the repeat of a course within the major that was credited with a ‘C-’.

4. **Changes in Course Schedule.** If a student desires to drop a course following the first two weeks of a semester, he/she must have the permission of his/her instructor, academic advisor, and the Office of the Registrar to make changes. Forms are available in the Office of the Registrar.

5. **Course and Lab Fees.** These fees will be refunded if a student drops a course during the first two weeks of the semester. After that time, course and lab fees are not refundable.

6. **Withdrawing from School.** Withdrawal is processed on a form available from the Office of the Registrar. Any refund due the student is determined according to the refund policy found in the financial information section of this catalog.

Scholastic Honors

It is recognized that the ability to concentrate and persevere in scholastic work is an important part of the preparation for effective Christian ministry. The following scholastic honors are recognized:

**Semester Honors:** Granted to undergraduate students completing 15 or more semester units who attain the following grade point average:

- President's List 3.80
- Dean's List 3.60

**Graduation Honors:** Granted at graduation to students who have completed at least 60 semester units at The Master's College and have attained the following cumulative grade point average:

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

TMC Class Absence Policy

No faculty member is required to take class attendance in his/her course or to use class attendance as a factor in student grading. If a faculty member uses attendance as a factor of his/her class grading policy, he/she must allow at least the following number of excused absences with no negative grade effect:

- 5 absences in a 3-session/week class
- 4 absences in a 2-session/week class
- 2 absences in a 1-session/week class

Excused absences include unavoidable circumstances beyond the control of the student, significant illness, and college-sponsored travel to represent TMC (e.g., intercollegiate athletic events, musical group performances). Faculty members may, but are not required to, make any allowances for unexcused absences. Faculty members are required to allow students to complete grade-related in-class work (e.g., assignments, quizzes, tests) for excused class absences. Faculty members may but are NOT
required to allow students to complete grade-related in-class work for unexcused absences. For scheduled excused absences (e.g., college sponsored travel), the faculty member may require grade-related in-class work to be submitted prior to the absence. For unexpected excused absences, the faculty member must allow the student a reasonable time to complete and submit the missed work. Faculty members may institute a grade effect for excused absences beyond the minimum.

Academic Advising
When students are admitted to the college, an academic advisor is assigned to assist them in planning their program of courses. Student orientation is provided at the beginning of the year for general information and academic advisors assist students prior to each registration. Students are encouraged to maintain close contact with their advisor in order to plan their college program properly. Students on academic probation receive special advising and must enroll in courses designed to help them meet the academic demands of college life.

Although the college seeks to provide students the assistance that they need in their academic career through academic advisement, final responsibility for meeting all program, residence and graduation requirements rests with the students. One of the most important tools is this catalog. Students should become thoroughly familiar with the catalog in order to keep up with their own records and to make certain that they are meeting graduation requirements, including general education courses and grade point average. The academic requirements of the catalog under which a student enters becomes the student's academic contract. Academic requirements may be lowered but never raised under a particular catalog. Students are strongly encouraged to maintain possession of this catalog for future reference.

Academic Probation
Students entering on academic probation are limited to 15 units per semester. They must receive a minimum GPA of 2.00 at the end of the semester to be removed from probation. All students whose cumulative GPA falls below 2.00 will be placed on academic probation for one semester. If their cumulative GPA remains below 2.00 at the end of that semester, they will be subject to academic disqualification. A student subject to academic disqualification may appeal by submitting a letter to the Vice President for Academic Affairs stating why he/she should not be disqualified. The student's request will then be reviewed by the Academic Affairs Council for final decision.

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

Any student whose cumulative GPA falls below 2.0 may not participate in extracurricular activities such as student government, athletics, music and missions teams.

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

Student Appeal Process

Grade Appeals
Any student who believes that a grade received for a course, assignment, or examination has been awarded improperly or unfairly should address his or her
concerns directly to the faculty instructor involved, and then, as necessary, with the department chair. If satisfactory resolution is not reached through this informal process, a student may submit a written appeal to the vice president for academic affairs. Appeals must be submitted within one month of the occurrence of the incident and should provide a clear description of the incident along with an explanation of why the student believes the action was unfair. The faculty member will be invited to submit a written response to the student’s appeal. The vice president for academic affairs will constitute an appeals committee within a week following the submission of the appeal. The committee will consist of:

- The vice president for academic affairs.
- One full-time faculty member chosen by the faculty member whose decision has been appealed.
- One full-time faculty member chosen by the student.
- One full-time faculty member chosen by the vice president for academic affairs.

The appeals committee will read the student’s written appeal and the faculty member’s response. They may request the student and/or faculty member be available to respond to questions relating to the issue. The committee will consider all of the information and come to a decision relating to the appeal. The vice president for academic affairs will be responsible for communicating the decision in writing to the student and faculty member.

**Appeals of Academic Dismissal**

A student subject to academic dismissal because of a low cumulative GPA or because of academic dishonesty may appeal by submitting a letter to the vice president for academic affairs within two weeks of being notified of dismissal, along with an explanation of why the student believes the dismissal was unfair. The student’s request will be reviewed by the academic affairs council with input from the student’s advisor, faculty who have had the student in recent classes, and the academic counselor. The council will make a decision on the appeal which will be communicated in writing to the student by the vice president for academic affairs.

**Appeals of Student Development Department Disciplinary Decisions**

Should a student’s conduct put his/her standing with the school in jeopardy because of violations of student policy, the issue shall be brought before the Student Life Deans. If, after their careful consideration of the issue, they conclude it is in the best interests of the individual and the College for the student to be dismissed, it is in their power to take such action. Should the student wish to appeal that decision, he/she may do so through the Dean for Student Life within forty-eight hours. The appeal must be made by the student; appeals from outside parties will not be processed. An Appeals Committee will convene consisting of the Dean for Student Life acting as the presiding officer (with no vote), one faculty member, the student’s RD, one member of the Student Life Staff, the Student Body Chaplain, and, if the appealing student desires, two character references of his/her choice (with no vote). The Dean for Student Life may also invite any student with relevant information to provide testimony to the committee. Once the committee has convened, the presiding officer will invite the appropriate Dean and RA into the meeting, along with the appealing student, and as many as two character references chosen by the student. The Dean will be asked to state the issues, after which the appealing student will be given every opportunity to state his appeal. When all parties are satisfied that the issues have been clearly communicated and understood, the Dean, appealing student, and character references will be asked to leave although the committee may request the return of the Dean or the student for further clarification. After any needed deliberation, the committee will come to a decision. Both the Dean and the student in question will then be asked to return. If the committee was not in agreement with the dismissal decision, they give their reasoning and recommend a change in the decision. If the committee upholds the Dean’s decision, no further provision for appeal is available.

**Directed Studies**

A Directed Studies (DS) course is defined as a course that is being taken in a non-regularly scheduled class format. The policy for taking DS courses at The Master’s College is outlined below:

1. A student is allowed to take a maximum of 13 semester units of TMC DS coursework during
2. A student may be enrolled in no more than two DS courses at any one time.
3. A student may have no more than one DS course still in process during the third week in March to be eligible to participate in the May commencement ceremonies.
4. A student may enroll for a DS course at any time during the school year.
   • If the student enrolls at any time during a semester, the course will be added to the student’s schedule for that semester, and the cost for that semester will be adjusted as necessary.
   • If the student registers between the fall and spring semesters, the course will be added to and posted as a part of the student’s spring schedule.
   • If the student registers for the course at any time between the spring and fall semesters, the course will be added to the student’s summer term.
5. A grade for a DS course can be posted no sooner than one week per semester unit following the student’s official enrollment date in the course.
6. A student may withdraw from a course (and receive a “W” grade) only during the first 12 weeks of the contract. If the work is not completed by the deadline (a maximum of 4 months), the Registrar’s Office will assign a grade of “F” to the student for this course.
7. The percentage of tuition refunded to a student dropping a DS course will be based on the number of weeks the student has been enrolled in the DS course and will be parallel to the tuition refund schedule for regular fall and spring semester courses.
8. A per-unit fee will be charged to the student to cover faculty and institutional expenses. The per-unit fee is non-refundable after the first two weeks of enrollment in the course.

Institutional Eligibility Regulations for Athletics

Institutional Semester GPA Regulation of 1.75 Any student-athlete having a semester GPA lower than 1.75 is subject to the following guidelines:
1. First semester freshman student-athletes are allowed a one semester grace period to improve their GPA before being denied the privilege of representing the institution in athletics.
2. Student-athletes who do not have first-time freshman status or are transfer students will be denied playing status during the next semester of attendance.
3. Once student-athletes raise their GPA to 1.75 or above, they can begin athletic participation and continue as long as their semester GPA is maintained at 1.75 or above.

Institutional Cumulative Grade Point Average Regulation of 2.00

Student-athletes whose cumulative GPA falls below 2.00 are placed on academic probation. If they do not attain a cumulative GPA of 2.00 or above for a second or any subsequent semester of enrollment, they will be denied participation in intercollegiate programs and are subject to academic disqualification.

NOTE: Institutional grade point averages can be raised only by taking institutional credit hours.

Veteran’s Benefits

The Master’s College is approved as a degree-granting institution for the attendance of veterans under Title 38, United States Code. This includes the programs covered in chapters 30, 31, 32, 33 (Post 9/11 and Yellow Ribbon) and 35 of Title 38, relating also to the education of disabled veterans and war orphans, and 1606 of Title 10. The Bureau for Private Postsecondary and Vocational Education under the State of California Department of Consumer Affairs has also authorized the College for the attendance of veterans and veterans’ dependents. Veterans, or their dependents, who plan to enroll in the College are urged to contact the veteran’s certifying official in the Office of the Registrar well in advance of registration so that the necessary arrangements may be made with the Veterans Administration or the California Department of Veteran’s Affairs. You may also contact the Veteran’s Administration directly at 1-800-827-1000 to request Form DD-214. To access downloadable forms, please go to www.va.gov.

Reserve Officer Training Corps (ROTC) Program

Both the Air Force and the Army offer the ROTC program to TMC students under special arrangements which allow TMC students to attend academic classes and earn their degree at TMC while participating in the ROTC program at nearby universities. Air Force ROTC is offered at Loyola Marymount University.
(LMU), University of Southern California (USC), and University of California, Los Angeles (UCLA). The Army offers ROTC at UCLA, which also runs a satellite program at California State University, Northridge (CSUN).

Family Education Rights and Privacy Act of 1974

The Master’s College complies with the provisions of the Family Education Rights and Privacy Act of 1974. The college does not permit access to, or the release of, personally identifiable information or educational records, to any individual without the written consent of the student, with the following exceptions:

- To administrators, faculty or staff of the college, having legitimate educational concerns.
- To medical personnel when the health of the student or others would be endangered by the withholding of information.
- To financial aid personnel in connection with an application for such aid.
- To the parents of dependent children.
- To the governmental officials designated by law, or in compliance with a judicial order.

The college may release directory information unless the student withholds permission. Directory information is defined as: student’s name, address, telephone number, date and place of birth, major field of study, participation in sports and officially recognized college activities, height and weight of members of athletic teams, dates of attendance at the college, degrees and honors received, e-mail address, full or part-time status, year in school, other educational institutions attended and honors received.

In addition, under the provisions of the above-named act every student has the right to:

- Inspect and review his/her educational records.
- Request changes to items in his/her records that are not accurate.
- Obtain a copy of the college’s policy related to FERPA.

Questions about the application of these policies may be directed to the Office of the Registrar.

Disability Services

The Master’s College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with applicable state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To ensure equality of access for students with disabilities, academic and/or non-academic accommodations and auxiliary aids shall be provided to the extent required to comply with the state and federal laws and regulations. For each student, academic and/or non-academic accommodation and auxiliary aids shall specifically address those functional limitations of the disability which adversely affects equal educational opportunity. The Master’s College and Seminary has established the Office of Disability Services (ODS) to coordinate compliance with the various regulations and sovereign scriptural issues and to assist qualified students with disabilities. Students requiring services should contact the Students with Disabilities Services (SDS) at (661) 362-2269, or alternatively by FAX (661) -362-2717.