CROWN COLLEGE

Graduate School of Ministry

Student Handbook 2023-2024

Table of Contents

GRADUATE SCHOOL OF MINISTRY STUDENT HANDBOOK

Introduction to the Student Handbook

The Graduate School of Ministry Student Handbook is an addendum to the Crown College Academic Catalog. While every effort is made to provide accurate and current information within both the Catalog and the Handbook, information in each is subject to change without prior notice. The policies and procedures described in this Handbook supersede those described in previous Handbooks and apply to those enrolled in the Graduate School of Ministry at Crown College. GSOM students should adhere to the policies and guidelines herein but should not consider the Handbook or the Catalog as a contract between any student and the institution.

Student Handbook Acknowledgement

Students Handbook in their Canvas program portfolio and acknowledge that they have received the handbook, read it, and recognize it as a governing policy/procedure document that describes the important processes of the GSOM experience. This is the only acknowledgment required regarding the handbook, but students will receive a new handbook via email each year upon its completion during the time they are enrolled in the program.

Note from the GSOM Program Director

On behalf of the Graduate School of Ministry, I welcome you into our master's degree program to equip ministers. As a Christian college, Crown College's motto is to be BOLDLY CHRISTIAN. Our professors are Christian, our curriculum is Christian, and our students are Christian. We put God first and our students second. We value you as a child of God who is worth Christ dying for you!

You will learn some solid theology; however, it will not remain theory. We are not in the business of simply creating theologians, but practical ministers. All our professors have served in Gospel ministry, and most are still actively engaged in Christian leadership roles while they are teaching online. We see this as a strength, not a weakness, as professors are like player-coaches who are current in ministry trends. Combining theory and practice is second nature to us at Crown Online. We don't believe in busy work for its own sake. We hope that you will see how every course is connected to life.

This handbook will guide you in your journey to successfully pursue your graduate level ministry training. We lay out the policies and procedures that will help you understand how the Graduate School of Ministry operates and the academic support available to you. Along with this handbook, the Crown College Catalog lists additional information. However, neither the handbook nor the catalog will answer all your questions. We encourage you to contact your academic advisor, your professors, and the Program Director with questions or concerns. Each year, you will sign a statement that you have read and understood the contents of this handbook so you must familiarize yourself with the handbook every year to become aware of any changes. Unless you take an extended leave, Crown will honor the catalog of the year in which you enrolled, but the policies and procedures of this handbook may change each year as the program develops and improvements are made.

Gospel ministry is rewarding; however, it is also more complicated than ever. Anxiety and mental health issues are at an all-time high. Church attendees seem to understand less of the Bible's message. Clergy and self-professed Christians have not earned a good reputation in many circles, and those without respect for God and His Church are in the majority. Christian ministers are needed now more than ever; however, people should not embark on this journey unless they sense God's call on their lives to fulfill His mission. We are glad that you have responded to His call and joined our Crown College educational program. We look forward to seeing you develop spiritually, academically, and in Christian leadership through your efforts. May God bless you on your journey!

Sincerely,

Rev. Alexander Zell, Ph.D., M.Div.

Program Director, Graduate School of Ministry

Crown College General Information

History

Crown College sits on 215 acres of wooded, rolling hills approximately 30 minutes west of Minneapolis. A recognized leader in biblical higher education, Crown offers associate, baccalaureate, and graduate level programs for students preparing for professions in a variety of fields.

Near the communities of Waconia and St. Bonifacius, Minnesota, Crown College offers a place of retreat for learning and growth. Crown College believes that the truth of God's Word is an essential ingredient in education. Students not only learn about life, they learn how to change the world. Students also learn to live out the Christ life while in a community of believers that desires to "grow in the grace and knowledge of our Lord and Savior Jesus Christ" (II Peter 3:18).

The institution was founded in 1916 by Reverend J. D. Williams for the purpose of educating men and women for Christian ministry. The College resided in St. Paul, Minnesota, for over 50 years: first in a private home, later on Sherburne Avenue, and for many years at 1361 Englewood Avenue. In 1970, the College was moved to its present campus.

The School of Arts & Sciences offers degree programs on the Crown College campus. The School of Online Studies offers degree programs in an online environment and is an extension of the College mission designed for those who are unable to relocate or maintain a consistent class schedule but who still want to pursue higher education. The online school was established in 1999 when Dr. Gary Benedict served as the college's president. The online programs incorporate the most current research and practice in adult and distance education and are designed by professors who are experts in their fields.

Crown College is accredited by [The Higher Learning Commission](#), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604.

Mission Statement

The mission of Crown College is to provide a biblically based education for Christian leadership in The Christian and Missionary Alliance, the church-at-large, and the world.

Non-Discrimination Policy

It is the official policy and commitment of Crown College not to discriminate based on race, color, national or ethnic origin, age, gender, or disability in its educational programs, admissions, or employment practices. The President of Crown College has designated the Vice President of Academic Affairs as the compliance officer for the institution. Inquiries regarding compliance may be directed to The Vice President of Academic Affairs (Compliance Officer), Crown College, 8700 College View Drive, St. Bonifacius, MN 55375, phone: 952-446-4100.

Accreditation

Crown College is accredited by The Higher Learning Commission (230 South LaSalle St., Suite 7-500, Chicago, IL 60604), Phone: 800-621-7440. Due to this excellent accreditation status, credits and degrees earned at Crown are transferable and recognized by public and private colleges and universities throughout the world.

The College has been accredited by The Higher Learning Commission (HLC) since 1980. Candidate status was granted in July of 1974. In addition, the College is chartered by the Minnesota Department of Education as a degree-granting institution. Veterans attending Crown College are eligible to use their veterans' education benefits. The College is authorized under Federal law to enroll non-immigrant alien students.

Crown 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. [Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, 55108-5227, phone: 652-642-0567, http://www.ohe.state.mn.us

Secondary Accreditation

In addition to the HLC (Higher Learning Commission) accreditation, the Crown College Graduate School of Ministry (GSOM) submitted its application to the Association of Theological Schools (ATS) on September 1, 2021. (Before COVID-19, fully online schools were not permitted to obtain this accreditation). ATS sent their representative for a site visit from December 7-8, 2021. The GSOM was approved for ATS Associate Member status on June 14, 2022, at their ATS biennial meeting. The ATS Full Member site visit will be from April 15-18, 2024, with potential approval by their ATS biennial meeting in June 2024.

Correspondence

E-mail Correspondence

Every currently active Crown student has a Crown student email account. Crown email is the approved means of communication between students, faculty, and staff. It is the student's responsibility to promptly respond to emails.

Program Contact Information

Crown College Department of Graduate School of Ministry

Name/Leadership Role	Email	Phone
Andrew Denton, Ph.D. College President	dentona@crown.edu	952-446-4112
Bill Kuhn, Ed.D. Dean of the School of Theology & Ministry	kuhnb@crown.edu	(952) 446-4227
Fawn McCracken, Ed.D. Chief Online Learning Officer, Adult Online & Graduate Studies	mccrackenf@crown.edu	952-446-4336
Joel Johnson. Ph.D. (ABD). Vice President of College Relations	johnsonj@crown.edu	952-446-4351
Michael Price, M.B.A.	pricem@crown.edu	952-446-4161

Vice-President of Enrollment & Administration		
Alexander Zell, Ph.D. Program Director, Online Christian Ministries & Global Leadership	zella@crown.edu	952-446-4338
Kathy Sutherland, GSOM Program Advisor	sutherlandk@crown.edu	952-446-4339
Aaron Alaniz, M.Div. in progress, GA GSOM	cmgaonline2@crown.edu	952-446-4340

Offices/Contacts for Students

Mailing Address: 8700 College View Drive, St. Bonifacius, MN 55375-9001

College Web Site: www.crown.edu

College Reception Desk: 952-446-4100

College Fax: 952-446-4149

Academic Affairs: 952-446-4202

Admissions: 952-446-4142, Hotline: 1-800-68-CROWN Email: admissions@crown.edu

Athletics: 952-446-4179 Email: athletics@crown.edu

Career Services (Student/Alumni Employment): 952-446-4352

Events: 952-446-4132

External Relations (Alumni, Annual Fund, Scholarships, Parent Relations, etc.): 952- 446-4350

Hotline: 1-800-646-2586

Fiscal Operations (Student Accounts, Cashier): 952-446-4126 Email: billing@crown.edu

Financial Aid: 952-446-4177

Graduate School: 952-446-4300, Hotline: 1-800-910-GRAD (4723) Email: graduate@crown.edu

Human Resources (Faculty and Staff Employment, Benefits): 952-446-4122

Marketing (Advertising, Graphic Arts, Webmaster): 952-446-4359 Email: marketing@crown.edu

President: 952-446-4112

Registrar (Transcripts, Academic Records): 952-446-4450 Fax: 952-446-4329;
Email: registrar@crown.edu

School of Online Studies: 952-446-4300 Hotline: 1-800-910-GRAD (4723)
Email: online@crown.edu

Student Development (Student Life, Residence Halls): 952-446-4162

Telephone/Fax Numbers

The main number for the College is 952-446-4100. This rings at the Reception Desk where the Receptionist can forward calls to the appropriate office or employee as needed. Direct phone numbers are also available via the campus office directory.

A fax line is located at the Reception Desk. The fax number is 952-446-4149. Faxes may be sent from this location, and faxes received are transmitted electronically to the recipient's Crown email address.

Written Correspondence

Crown College
8700 College View Drive
St. Bonifacius, MN 55375

Graduate School of Ministry Programs Information

GSOM Mission Statement

The mission of Crown College GSOM is to prepare Christian ministry leaders who think biblically, live authentically, and serve skillfully in the Christian and Missionary Alliance, the church-at-large, and the world.

Overall GSOM Goals and Objectives

1. Develop kingdom-mindedness in ministry leaders for their global settings.
2. Prepare ministry leaders with lifetime tools to be biblically grounded.
3. Prepare and communicate biblical messages that transform lives by the power of the Spirit.
4. Equip leaders in practical competencies for leading diverse ministry in a global environment.
5. Define one's specific calling of God on one's life as a ministry leader regardless of sacred or secular status.
6. Live missionally by preparing ministry leaders to make disciples who will make disciples in the rhythms of life.

GSOM Non-Discrimination Statement

It is the official policy and commitment of Crown College not to discriminate based on race, color, national or ethnic origin, age, gender, or disability in its educational programs, admissions, or employment practices. The President of Crown College has designated the Vice President of Academic Affairs as the compliance officer for the institution. Inquiries regarding compliance may be directed to The Vice President of Academic Affairs (Compliance Officer), Crown College, 8700 College View Drive, St. Bonifacius, MN 55375, phone: 952-446-4100.

Kingdom Diversity Statement

The Graduate School of Ministry strives to realize Kingdom Diversity by being:

Diverse
The GSOM understands that individuals have unique lived experiences, including national and ethnic origin, race, age, gender, socioeconomic status, physical and mental abilities, military/veteran status. The GSOM respects these diversities as valuable components to the mosaic of humanity.

Crown College Graduate School of Ministry Student Handbook 2023-2024

Hospitable

The GSOM intends to create a learning environment that welcomes all individuals, raises awareness of barriers to a sense of belonging, and emphasizes the biblical mandate to champion human rights and dignity for all people. We aspire to maintain the unity of the Spirit where each one can feel valued, respected, and connected.

Accessible

It is the goal of the GSOM to make its learning environment accessible to as many as reasonably possible. This includes academic accommodation for students with various physical and/or mental health concerns.

Collaborative

When a learning environment is collaborative, all individuals feel freedom to express themselves and their perspectives, even if dissenting, without fear of being devalued, disrespected, or unsupported. The GSOM strives to create such an environment and encourages feedback for accountability in this area.

Therefore

To promote kingdom diversity, Crown statements and services are listed in each of our syllabi.

If you have a documented disability and need accommodation for this course, please contact the Crown Study Lab (952-446-4216) as soon as possible to speak with the Disabilities Officer.

Crown College seeks to respect the diversity that is found in our society. For this reason, our class diversity policy seeks to:

- Encourage respectful communication and cooperation between students and faculty.
- Encourage environments that emphasize teamwork and mutual respect that permits the representation of all communities we serve.
- Respecting the contributions of all communities we serve to promote a greater understanding and respect for diversity.
- If you feel that someone is in violation of any of the above, please email your professor and/or the Director of the GSOM program (zella@crown.edu) with an explanation of your concern.

Design of programs

The **Master of Arts in Christian Studies** is designed to equip students with the theological understanding and practical skills they will need in ministry. In many ways, this degree functions like a mini-Master of Divinity. A distinctive feature of this Christian Studies online program is that our graduates are prepared for licensing and ordination/consecration with the Christian and Missionary Alliance. In addition, all the courses in this program regardless of one's emphasis track apply toward Crown's Master of Divinity degree, so students can elect to graduate with their M.A. and continue for the M.Div.

The **Master of Arts in Global Leadership** is designed to prepare students for leading interculturally to effectively guide groups and organizations to accomplish missional goals. Students of this degree will be equipped to communicate with people from other cultures in appropriate ways, understand how leadership principles differ from various cultural backgrounds and lead multicultural teams to create a team vision and accomplish shared goals.

The **Master of Arts in Ministry Leadership** is designed to prepare students to be innovative thinkers and sharpen their practical ministry skills, equipping them for leadership positions in churches, missions, and other faith-based organizations. Graduates of this degree will learn to understand the times in which they are living and engage in transforming culture through a Christian Perspective.

The **Master of Arts in Pastoral Counseling** is designed to prepare students for counseling in the Christian setting, equipping students to help others holistically through trauma, pain, and sin. Although this degree does not lead to licensure with the state, it is specifically designed for anyone who would like to gain practical counseling skills that can be used during informal ministry/counseling settings.

The **Master of Divinity** is designed to prepare students to integrate theological and real-world training for ministry while also holistically developing them as leaders to fulfill their callings. This degree is specifically designed for anyone who may desire to be a Senior Pastor of a church and is also a requirement for most chaplaincy positions. The M.Div. offers chaplaincy course electives that provide completion of one unit of Clinical Pastoral Education (CPE). Students will be able to develop spiritual formation as a lifelong journey, interpret Scripture with care, think and act with theological conviction, practice biblical disciple-making, proclaim the Word of God effectively, understand local contexts to design relevant ministry, and empower other leaders for ministry impact.

Admission Policies

General Graduate School Admission Criteria

Admission to a master's degree program requires the completion of a bachelor's degree at an accredited (regionally or nationally) college or university with all corresponding transcripts on file with the Graduate School Office. Students with unaccredited degrees are reviewed on a case-by-case basis by the Admissions Council. Applicants must also meet the prerequisites for their chosen field of study and have a minimum GPA (Grade Point Average) of 3.0 for previous post-secondary coursework. The Admissions Council assesses a GPA below 3.0 on a case-by-case basis.

Additional Admission Requirements for the GSOM:

1. Submission of the application form
2. Pastoral Reference (including name and phone number)
3. Spiritual Life and Call to Ministry Essay
4. Sign agreement with the C&MA (Christian and Missionary Alliance) Statement of Faith. This requirement will be waived for students applying for re-admission into one of these degrees within three years of original application if the documents are already on file.
5. Sign agreement with the Crown College Community Covenant.

*Crown College undergraduate students in an Accelerated Ministry Program will complete the above process at the time they apply for the accelerated program.

Applicant Classifications
New applicants have not previously earned graduate college credits at Crown College.

Special (non-degree) applicants must complete an application and have one official transcript mailed to the College. If the student decides to enter a degree-seeking program, s/he must re-apply for that program and meet the qualifications for that program.

Readmission applicants have previously attended the Graduate School but have ceased enrollment for one semester or longer. They must apply for re-admission and be accepted before registering for class. Students applying for re-admission must not have an outstanding balance on their school account and must be in good academic standing.

Admission Process
What Happens After Acceptance?

Advising Worksheet & Registration

An advising worksheet will be created based on the intended major and minor, if applicable. The Enrollment Counselor will notify the student of recommended courses. With student permission, the student will be registered for these courses.

Financial Aid Awarded

The Office of Financial Aid can make awards to accepted applicants whose financial aid file is complete.

Orientation

New student orientation occurs in the Learning Management System (LMS) before class begins. Orientation includes policies, LMS info, navigation, and more. This should be completed before beginning class.

Advising

Special care is taken in advising students throughout their college experience at Crown College. Advisors are assigned groups of students with whom they seek to become especially acquainted. They take their responsibility and concern for students seriously, and students are urged to nurture the personal as well as professional acquaintance of their advisors.

Denial of Admission
Policy for Denial of Admission into GSOM

Reasons that an applicant may be denied admission into a GSOM program include, but are not limited to, the following:

1. GPA below 3.0 on a 4.0 scale.
2. One or more references recommending admission with reservations and/or not recommending admission.
3. Written documents reveal deficits in interpersonal skills and/or lack of suitability for graduate-level study and/or the ministry profession.
4. Ministry call statement and/or interview indicates that motivations or goals are irrelevant or not applicable to the Christian ministry profession.
5. Demonstrating actions that are inconsistent with the Crown Covenant.

Crown College Graduate School of Ministry Student Handbook 2023-2024

6. Other reasons as determined by Graduate School of Ministry Faculty members.

Underprepared Student Admission

The Crown College Graduate Program may admit up to 10 percent of the graduate population each academic year who do not meet the stated graduate criteria. Each year, the number of students admitted under this policy would be calculated based on the new student enrollment during the prior academic year. This policy is intended to provide an avenue for students who have shown accomplishment in a particular field and wish to enhance the accomplishments through graduate work.

Eligibility Criteria

1. The student must show accomplishments in his/her field or profession.
2. The student must indicate how the Crown College Graduate Program will enhance their leadership or practice.
3. The student must demonstrate that he or she can do graduate-level work (written sample).
4. The student must interview with the Appeals Committee (communication skills).
5. The student must articulate coursework or experience that supports their chosen graduate program.

Selection Criteria

1. An applicant will provide a written portfolio to the Director of the graduate program indicating:
   a. Accomplishments in their field or profession
   b. Resume
   c. A description of how a chosen program will enhance their leadership
   d. Documentation that he or she can do graduate-level work
   e. Past formal or informal experiences that supports his or her chosen graduate program
2. The Appeals Committee will evaluate the portfolio and determine the veracity of the inquiry.
3. A decision of the action will be recorded on the Appeal.
4. The decision of the Appeals Committee is final and cannot be appealed.
5. The applicant must meet all other admission standards stated in the Crown Graduate School catalog.

Passed by Academic Affairs 12/1/15

International Student Admission

The Graduate School of Ministry welcomes international students who desire to further develop their leadership abilities. All students, regardless of national origin, must demonstrate English proficiency. A Test of English as a Foreign Language (TOEFL) will be required of all international applicants from countries whose national language is not English. This test must be taken in the applicant's home country. Applicants must have a minimum score of 500 on the paper-based exam or 61 on the internet-based exam for standard acceptance into the undergraduate program; applicants with a minimum score of 450 on the paper-based exam or 46 on the internet-based exam will be sent to the Admissions Council.

For information on testing locations, dates, and procedures, applicants should write to the following address or visit the TOEFL website:

Test of English as a Foreign Language
CN 6155, Princeton, NJ
08541-6155, U.S.A.
www.ets.org/toefl
toefl@ets.org
Crown College code: 6639

International student applicants are expected to meet the same admission standards as other applicants. To determine equivalency of credit, a National Association of Credential Evaluation Services (NACES) member is used to evaluate foreign educational credit. International student applicants are required to submit their transcripts to one of these members.

Crown College cannot issue I-20 forms to online students.

The Graduate School of Ministry

Academic Advisors

Each student enrolling at Crown is assigned an academic advisor who assists the student in course selection and is available when the student needs assistance. Although the student is responsible for ensuring that graduation requirements are met, the advisor aids in planning the program and selecting courses best suited to the student's interests and requirements. The advisor guides students toward becoming academically successful and helps students reach the goal of earning a degree.

Online New Student Orientation

New Student Orientation (NSO) is designed to help new students transition into their online studies at Crown College. Orientation helps new students better understand the requirements of being an online student. It includes sessions on how online classes work, policies and procedures, online student services, and tips for being successful in online classes. All new students must complete NSO before starting online classes.

Student ID

A student ID is available for online students upon request for external usage.

Registration

Students are notified via Crown email regarding upcoming registration dates and must register during the designated time. Students are encouraged to register at least one month prior to the start of class to allow time to obtain textbooks and access the course syllabus to complete pre-class assignments. Graduate students wishing to take more than 15 credits must also contact their academic advisor and petition to do so. All students register online.

Registration Changes

The close of online registration is one week before the first class begins (see Academic Calendar for specific dates). Any changes made after that must be made through the student's academic advisor.

Crown College Graduate School of Ministry Student Handbook 2023-2024

Courses dropped after classes begin are subject to the refund policies listed in the Finance section. The last day to withdraw from a class is the last day of the class.

Academic Calendar

The College Registrar creates the academic calendar each year based on approved parameters. This calendar lists the start and end of each semester, summer term, and non-class breaks and holidays. Other pertinent dates and important deadlines are also included. This calendar is posted to the Crown College website before the academic year starts and updated as needed.

Terms and Course Scheduling Procedures

New GSOM students may enter the program 6 times during the year. Three terms (Fall, Spring, Summer) are offered, and within each there are two modules (A and B). Most of the courses in the GSOM program are offered as 8-week courses (Mod A or Mod B). Some courses are offered as 16-week courses (Mod AB).

The term dates are set using the calendar parameters as approved by the campus community. The calendar parameters describe the components of a Fall and Spring semester plus a shorter summer term. Each semester is 14-16 weeks (about 3 and a half months), and the summer term is 14 weeks (about 3 months). The Academic Calendar is published a year in advance and is available on the Crown College website and registrar's Office bulletin. It is also emailed to the campus community. Class periods within each semester are based on the credit hour definition (1 credit = 50 minutes of class time for 15 weeks). The registrar creates a list of class days based on precise calculations of seat time by period type (e.g., MWF, MTRF, T/R, etc.) so that the appropriate amount of seat time occurs for each type of class period within the semester.

Department chairs for the School of Arts & Sciences and the Online Program Manager for the School of Online Studies and Graduate School submit lists of courses to be scheduled to the registrar prior to the start of the registration period. The registrar schedules the classes for the appropriate amount time per week based on the length of the class and number of credits assigned.

The School of Online Studies & Graduate Schools courses utilize a standard course template and course auditing tool which helps to ensure the appropriate amount of student engagement activities takes place for each credit. These are courses scheduled by the registrar to ensure compliance with the academic calendar and credit hour definition for online classes.

Fall Term
Mod A (8 weeks)
Mod B (8 weeks)
Mod AB (16 weeks)

Spring Term
Mod A (8 weeks)
Mod B (8 weeks)
Mod AB (16 weeks)

Summer Term

Mod A (7 weeks)
Mod B (7 weeks)
Mod AB (14 weeks)

Technology Requirements for Online Courses

Documents should be submitted in Microsoft Office or PDF format. Students can obtain Microsoft Office by following the instructions located under the Help Desk tab in our.crown.edu.

Minimum Technical Requirements

For web browsers, use one of the web browsers listed here: Canvas' Supported Browsers

We recommend using the latest releases of Mozilla Firefox or Google Chrome or Microsoft Edge to access any of Crown's web services. Microsoft Internet Explorer is NOT supported.

For Microsoft Office, you will need the current release of Microsoft 365 for Windows for computers.

Microsoft Office is available for Crown students for free at https://email.crown.edu via your Crown email account. Please refer to the Computer Software section for more information.

Your classwork computer should be able to run a current supported release of the operating system of Microsoft Windows or Apple iOS. Keeping your system up to date with the latest Operating System patches is recommended.

Computers are available on campus for student use in our Library or Computer Labs, subject to availability.

A Smartphone running the latest release of iOS or Android is highly recommended. Student Apps are offered for student engagement, online learning, door access, print access, library, and dining.

Contact the Help Desk at [952-446-4357] or helpdesk@crown.edu if you have questions regarding technology at Crown College.

Curriculum

M.A. in Christian Studies – 36 Credits	
Course Code	**Course Title**
BBL 6320	Luke/Acts: Mission of Christ & the Church
CST 5222	Alliance Distinctives
CST 5223	Christian Theology
CST 5224	History of the Church
CST 6212	Hermeneutics & Theological Research
CST 6218	Biblical Theology
MIN 5218	Social & Cultural Foundations for Ministry
MIN 6211	Spiritual Formation for Leaders
Electives	12 Credits

M.A. in Global Leadership – 36 Credits	
Course Code	**Course Title**
CST 6210	Theology of Leadership, Vocation & Work
GRD 5208	Strategic Planning for Leaders
INT 5013	Leadership & Culture
INT 5218	Social & Cultural Foundations for Ministry
INT 5518	Intercultural Communication Theory & Practice
INT 5527	Contextualization Theory and Practice
INT 5532	Multicultural Team Dynamics
MIN 6211	Spiritual Formation for Leaders
Electives	12 Credits

M.A. in Ministry Leadership – 36 Credits	
Course Code	**Course Title**
CST 6210	Theology of Leadership, Vocation & Work
CST 6212	Hermeneutics & Theological Research
GRD 5014	Organizational Communication
GRD 5208	Strategic Planning for Leaders
INT 5013	Leadership & Culture
MIN 5218	Social & Cultural Foundations for Ministry
MIN 5512	Facilitating Spiritual Formation
MIN 6211	Spiritual Formation for Leaders
Electives	12 Credits

M.A. in Pastoral Counseling – 36 Credits	
Course Code	**Course Title**
COU 5010	Theories and Practices of Counseling
COU 5016	Human Growth and Life-Span Development
COU 5212	Counseling Skills, Methods, and Techniques
COU 6010	Multicultural Counseling
COU 6012 or MIN 5512	Group Process and Treatment Facilitating Spiritual Formation
COU 6212	Marriage and Family Therapy
COU 6220	Trauma-informed Counsel & Crises Intervention
MIN 5215	Pastoral Counseling
MIN 6211	Spiritual Formation for Leaders
Electives	6 Credits (choose two of the following that were not completed as part of the major core)
COU 5210	Legal and Ethical Issues in Counseling
COU 5216	Addictions & Substance Abuse

COU 6012	Group Process and Treatment
MIN 5512	Facilitating Spiritual Formation
COU 6222	Counseling Issues in Human Sexuality
MIN 5881	Chaplaincy in the Graduate Context I
MIN 5882	Chaplaincy in Graduate Context II

Master of Divinity – 72 Credits	
Course Code	**Course Title**
BBL 5220	NT Greek for Biblical Research
BBL 5221	OT Hebrew for Biblical Research
CST 5223	Christian Theology
CST 5224	History of the Church
CST 6212	Hermeneutics & Theological Research
CST 6216	History & Theology of Christian Ministry
CST 6218	Biblical Theology
BBL or CST	3 credits
BBL	6 credits
MIN 5215	Pastoral Counseling
MIN 5218	Social & Cultural Foundations for Ministry
MIN 5230	Teaching for Ministry
MIN 5510	The Biblical Communicator
MIN 6211	Spiritual Formation for Leaders
MIN 6909	Calling & Vocation Assessment I
MIN 6920	Supervised Capstone Project I
MIN 6922	Supervised Capstone Project II
Electives	15 Credits

*Electives vary by semester. Students should consult an advisor about when the elective course options will be offered.

Course Descriptions
Course descriptions are available in the Crown College Course Catalog or in the appendix of this handbook.

Course Sequencing
Academic Advisors assist students to develop a course sequencing for the entirety of their program based on the term of enrollment and the student's particular needs and intentions. Not every course is offered every term, so students are encouraged to communicate with their Academic Advisor if they

choose to change their course sequence after it has been established to avoid terms where needed classes are not offered. See also the appendices of this handbook.

Degree Emphases and Concentrations

All 36-credit graduate degrees offer various emphases (a minimum of 9 credits) that can be attained through the completion of specific elective courses. These emphases cater to the specific ministry career tracks students may wish to pursue. Students are encouraged to declare an emphasis within their specific degree. They should discuss this option with their advisor. If required emphasis track courses have been taken as part of the degree core, an additional 3 credits of electives per course will be required to fulfill the emphasis requirements. For a list of the possible emphases and their requirements, please see the appendix of this handbook.

The Master of Divinity (72 credits) offers various concentrations (a minimum of 15 credits) that can be attained in combination with the M.Div. These concentrations cater to the specific ministry career tracks students may wish to pursue. Students are encouraged to declare a concentration and should discuss this option with their advisor to ensure the completion of all required electives. A concentration may be added to approved graduate degree programs by declaring it upon initial enrollment or in consultation with a student's academic advisor. Students with graduate degree programs which have multiple general elective slots are encouraged to declare a concentration. Students who do not have sufficient general elective slots in their degree program may extend their program of study to add concentration. At least 50% of the concentration coursework must be completed through Crown College. Visit the degree program page for a list of approved concentrations for the M.Div. or see the appendix of this handbook.

Electives

Students should consult with their advisor to determine the best electives to take, based on their interests in ministry (see Degree emphases and Concentrations above). Advisors can also assist students in knowing when to schedule their electives. The following is a list of electives currently offered on a rotating basis.

- BBL 5220 – New Testament Greek for Biblical Research
- BBL 5221 – Old Testament Hebrew for Biblical Research
- BBL 5227 – Interpreting Old Testament Narratives
- BBL 5310 – Jesus & Gospel Literature
- CED 5450 – Christian Education Philosophy
- COU 5010 – Theories and Practices of Counseling
- COU 5016 – Human Growth and Lifespan Development
- COU 6220 – Trauma-Informed Counseling and Crisis Intervention
- CST 5223 – Christian Theology
- CST 5224 – History of the Church
- CST 5229 – Transformational Leadership Strategies
- CST 5234 – Theology of Missions and Outreach
- CST 5238 – Jesus and Apologetics
- CST 5340 – Contemporary Theological Issues

Crown College Graduate School of Ministry Student Handbook 2023-2024

- CST 5342 – Theology & Practice of Worship
- CST 5344 – Spiritual Classics
- CST 6212 – Hermeneutics & Theological Research
- DEM 5020 – Disaster Relief and Redevelopment
- DEM 5202 – Disaster Management Leadership and Planning
- GRD 5013 – Leadership and Culture
- GRD 5014 – Organizational Communication
- GRD 5015 – Introduction to Social Science Research Methods
- GRD 5020 – Journey into Leadership Coaching
- GRD 5110 – Spiritual Leadership Coaching
- GRD 5212 – Research Design
- GRD 5230 – Leadership Coaching in Action
- GRD 5310 – Program Planning and Evaluation
- GRD 5312 – Integrated Research Design
- GRD 5314 – Supervised Practicum in Program Evaluation
- HED 6010 – Foundations of Higher Education
- HED 6012 – Higher Education Organization and Governance
- HED 6014 – Practicum in Higher Education
- INT 5410 – Hmong Worldview Analysis
- INT 5412 – Hmong Religious Traditions
- INT 5414 – Hmong Language Acquisition
- INT 5416 – Hmong Ministry Project
- INT 5510 – Contemporary Issues in Missions
- INT 5516 – Cross-Cultural Teaching and Learning
- INT 5520 – Foundations in Principles of Holistic Ministry
- INT 5521 – Methods of Community Organizing and Community Development
- INT 5523 – Current Trends in Community Development
- INT 5532 – Multicultural Team Dynamics
- INT 5550 – Community Development Internship
- MBA 6220 – Marketing for Nonprofits
- MBA 6222 – Leadership and Management for Nonprofits
- MBA 6224 – Financial Management for the Nonprofit
- MBA 6226 – Fundraising and Philanthropy
- MDM 5010 – Narrative and Ministry
- MDM 5012 – Film and Video for Ministry
- MDM 6010 – Worship Technology
- MDM 6012 – Digital Imaging and Design
- MIN 5210 – Management & Administration of Christian Ministry
- MIN 5215 – Pastoral Counseling
- MIN 5218 – Social & Cultural Foundations for Ministry
- MIN 5310 – Foundations of Church Planting
- MIN 5312 – Gospel Ministry in Global Cities

Crown College Graduate School of Ministry Student Handbook 2023-2024

- MIN 5414 – Contemporary Issues in Hmong Ministry
- MIN 5512 – Facilitating Spiritual Formation
- MIN 5881 – Chaplaincy in the Graduate Context I
- MIN 5882 – Chaplaincy in the Graduate Context II
- MIN 6214 – Advanced Homiletics

Catalog Requirements/Programmatic Changes Policy

Students are responsible for the academic program as stated in the College Catalog that is current at the time of their matriculation at the College. Students, in consultation with their department chair or academic advisor, may choose to follow the major requirements of a subsequent catalog. The major requirements of one catalog must be followed in its entirety.

Students who discontinue studies and subsequently return to the College are responsible for the academic program as stated in the College Catalog that is current at the time of their re-enrollment to the College.

Textbooks

Students are responsible for purchasing their own textbooks. To determine the correct text and edition number, students should consult the Crown College Virtual Bookstore even if intending to purchase through another source. The virtual bookstore will provide students with the list of materials and the ISBN textbook numbers needed for each class. For students' convenience and economy, some eBook textbooks are available online through Crown College Library access. There will be a Student Note in the Crown College Virtual Bookstore and/or the course syllabus so that student purchase of the text may be optional. If unlimited access to the class is available, a hyperlink will be present in the Canvas course.

Course Delivery Formats

Crown online students will use the Canvas Learning Management System for their coursework. Work is primarily done asynchronously, with weekly due dates in each course. Faculty will provide feedback on assignments with Canvas. Some courses may have synchronous engagement requirements (virtual meetings with professors or classmates).

Course Availability Policy

Crown College reserves the right to decide not to offer a regularly scheduled class if enrollment is insufficient. In this situation, advisors will work with students to find the best registration options.

Ministry Residencies

The residency experience is a time when students take their classroom and textbook knowledge and apply this information to the real world of ministry. Crown College staff and faculty are here to support students during this process.

Supervisor/Mentor

Students should find a residency site that has a qualified supervisor/mentor who will oversee their work. This person must meet the criteria listed in the Supervision Requirements section (below) and be approved by the Program Chair.

Professor of Record for Residency Experience

Once you begin the ministry residency process, your Crown Professor of Record for your Residency Experience will be your main person of contact for any questions or concerns you may have. The professor will orient you through the coursework and residency process.

Expectations

There are certain expectations that you need to follow to successfully complete both the practical and academic components of your residency experience.

Ministry Residency Courses: Students are strongly encouraged to complete two, 16-week courses (Ministry Residency I and Ministry Residency II). Students may NOT take Ministry Residency I and Ministry Residency II concurrently (within the same semester). Students not serving in church-based partnership churches are encouraged to find a supervisor/mentor within their ministry context. For example, an assistant pastor or ministry leader may enlist a more experience pastor to mentor them. Or a lead or senior pastor may enlist an administrative pastor like a district superintendent or a local pastor of equal or greater experience in another ministry. In the latter case, the professor of record would be provided by Crown College administration such as the program director or adjunct professor. The GSOM Core Faculty has approved a policy requiring ministry residency courses for credit in the Master of Divinity and optionally for co-curricular requirements for the other GSOM degrees beginning in Fall 2024.

Financial Aid Information

1. To receive financial aid, students must be registered for at least three graduate credits a semester. Both ministry residency courses (MIN 5506 and MIN 5507) are 3 credits. The two ministry residency courses must be taken over two semesters and therefore students are eligible for financial aid. The ministry residency is 6 credits. Cost is determined by credit tuition. For specific questions, contact the Crown College financial aid office at billing@crown.edu.

Supervision Requirements

- A minimum of a master's degree related to ministry with equivalent qualifications, including appropriate certifications and/or licenses.
- Must have a minimum of two years' professional experience.
- Knowledge of program requirements and procedures for SMART goal evaluations.
- Appropriate training in mentor supervision.
- Must be in good standing in the profession. Crown College reserves the right to approve or deny the potential supervisor/mentor.

Ministry Residency Outcomes

1. Identify areas in one's ministry that require additional growth and development.
2. Define ministry SMART goals (Specific, measurable, attainable, relevant, and time-based).
3. Develop strategies with a supervising mentor for implementing the SMART goals above.
4. Observe mentor's ministry to emulate his or her organizational and relational skills.

Crown College Graduate School of Ministry Student Handbook 2023-2024

5. Think critically about one's fulfillment of Jesus' Great Commission to make disciples.
6. Apply what one is learning for hands-on ministry experience in one's area of focus.

Before Ministry Residency Begins

Secure Residency Site
Complete initial ministry residency procedures to include:

Complete website application and residency Interview with potential site supervisor

During this interview make sure the site will provide a supervisor/mentor that can provide supervision throughout your residency experience. Make sure supervisors meet all the requirements listed in the "Supervisor Requirements" section of this manual. If you have questions regarding the appropriateness of your chosen site, please direct them to the Ministry Residency Coordinator (Core Faculty Member).

Complete the following documentation and submit to Our.Crown.edu per instructions emailed from
Ministry Residency Coordinator for approval before accepting a residency offer.
Ministry Residency Registration Packet which includes:
GSOM Ministry Residency Contract
Supervisor Information Form
Site Information Form

Placements

Students can complete their residency of 250 hours in one location, or complete hours at two sites sequentially. Serving at two different sites may provide the resident with varied ministry experiences. Students must be in contact with the GSOM Director or the GSOM graduate assistant about their placement(s). Crown College does not find residency placement for students but will supply placement guidelines and a list of potential sites and assist as needed. The first place to look is the C&MA Church-based Partnership Website. Students will need to be in contact with potential internship sites on average 3 to 9 months (depending on the site) prior to their desired start date. A listing of potential sites can be found in the "Church-based Residency Sites" section of the student's GSOM Program Hub in Canvas or by reaching out to the Ministry Residency Coordinator (Core Faculty Member) via email. Once students have found a potential residency site, they will need to make a copy of the residency forms that are found in the Forms section of the Ministry Residency Manual. Once the forms have been completed, students will make three copies: 1) to maintain their records; 2) to provide to Crown, and 3) to give to the internship supervisor for the student's file in the site's records. Once students have identified a potential placement, it must be approved through the Ministry Residency Coordinator (Core Faculty Member) to ensure that it meets all requirements for an approved site. Students should not accept an internship offer before the Ministry Residency Coordinator has approved the site and supervisor.

Ministry Residents Performance Evaluations
Students are formally evaluated by their supervisor/mentor every 16 weeks (about 3 and a half months) while they are enrolled in a ministry residency course. Supervisor/mentors are encouraged to contact

the GSOM Program Director at any time during the student's residency if they have any concerns over the student's performance as a ministry resident.

Site Supervisor Concerns Regarding Ministry Residents
As noted above, site supervisors are encouraged to contact the GSOM Program Director with any concerns they have regarding their resident at any point in the semester.

Ministry Resident Concerns regarding Site Supervisor
Each semester, students provide feedback on their site supervisor. This information is used in determining future Crown ministry residency placements with this supervisor. If a student has a concern before the end of the semester, they should contact the GSOM Program Director.

Student Support Services for Crown Online Students

Tutoring Services
Crown contracts with Tutor.com to provide one-to-one, 24/7 tutoring in the areas of basic math, accounting, statistics, finance, economics, biology, social studies, grammar, and literature.

Counseling Services
Online Counseling students who would like to obtain personal counseling are encouraged to do so. Students who observe others in need of assistance are urged to support the student in need by referring them to a counselor. Crown College or its employees cannot affirm the quality of the professional services obtained based on these recommendations. Any arrangement for service exists only between the provider and the client/student.

The Crown College Counseling Center provides counseling services to a limited number of graduate students, if those students live in MN. For an appointment, contact the director of the Counseling Center at johnsonb@crown.edu. Confidentiality is observed according to ethical and legal standards. In addition, many counseling organizations offer a list of counselors available in your area. The American Counseling Association helps to locate a counselor at the following web address: https://www.counseling.org/aca-community/learn-about-counseling/what-is-counseling/find-a-counselor

The American Association of Christian Counselors also provides a list of counselors at the following web address: https://connect.aacc.net The student will be responsible for any expense for the counseling.

Finding a Counselor

Most people consider three issues when seeking a counselor: personal fit, location, and payment options.

Fit: It is a good idea to meet or talk on the phone with a counselor to get a "feel" for that person. You might also ask some of the following questions:
• What license/education do you have?
• What is your theoretical orientation, and do you counsel from a religious or spiritual standpoint?
• May I see your professional disclosure statement or informed consent paperwork?
• Do you have experience working with counselors or counselors-in-training as clients?

Crown College Graduate School of Ministry Student Handbook 2023-2024

• How much experience do you have working with _____ issue? (Insert your concern)

Location: some ways to identify professional helpers near you-
• Ask for recommendations from friends, family, clergy, or family physician
• Your health insurance network (preferred provider look-up)
• Many larger employers have Employee Assistance Programs (EAP) which provide free confidential counseling to employees and their families
• Websites: American Counseling Association; American Association of Christian Counselors; American Psychological Association; American Association for Marriage and Family Therapy

Payment Options:
• If you found the counselor through your insurance company you should verify that he or she is taking new clients with your insurance and confirm the co-pay
• Some counselors do not take insurance and are pay-as-you go
• Community agencies or counselor/psychologist training facilities (like in universities) will often see clients on a sliding scale that bases your fee on your income.

Library Services

Among the many resources currently available in the Watne Memorial Library are:

Over 260,00 volumes including almost 90,000 books and 180,000 e-books, as well as DVDs, videos, and CDs. Over a million Kindle books are available. If we do not have the book you need, ask a librarian. They may download it on Kindle and check the Kindle out to you.

Crown Info Search (World Cat)-the largest library online catalog in the world with access to over 200 million books and other resources in 485 languages, contained in 74,000 libraries around the world. Many of these resources are available via Interlibrary loan.

Over 100 research databases containing almost 40,000 full-text e-journals containing millions of articles. Films on Demand which contains over 30,000 academic videos and video clips. Mango language learning software for learning over 70 languages.

Technology Services

Crown College students have access to Information Technology (IT) assistance through the IT Help Desk tab in Our Crown (our.crown.edu/ICS/Help_Desk/). Students may receive various computer programs for free, including Microsoft Office. Additional software options are available for students through a 3rd party webstore. Students can access assistance in diagnosing and resolving computer problems through the Help Desk where technicians can access computers remotely (when given permission) to assist students. If you need technical help, contact Crown's Information Technology department at helpdesk@crown.edu or call (952) 446-HELP [4357]. Sending email to helpdesk@crown.edu is the best way to create a ticket for help. Telephone assistance is available during office hours and emailed support requests will be answered during normal business hours.

If you are having an issue with Canvas, you can select the help link on the lower left-hand navigation menu in Canvas, select Report a Problem, and fill in the details to submit a ticket.

Crown College Graduate School of Ministry Student Handbook 2023-2024

Computer Requirements

Documents should be submitted in Microsoft Office or PDF format. Students can obtain Microsoft Office by following the instructions located under the Help Desk tab in our.crown.edu. The minimum system requirements for computers are also listed under the Help Desk tab in our.crown.edu.

Learning Management System

All courses will be administered online through the Canvas Learning Management System found at https://canvas.crown.edu (Links to an external site.) or https://crown.instructure.com
Log in to Canvas using the same Username and Password that you use for your Crown Outlook email account, leaving off the @students.crown.edu or @crown.edu.   For example, if your Crown email is: johndoe@students.crown.edu, then just type johndoe as your Canvas username and the same password you use for logging in to Crown email (https://email.crown.edu (Links to an external site.))
or Our Crown (https://our.crown.edu (Links to an external site.))
Video tutorials for using the various tools and features of Canvas are available at https://community.canvaslms.com/docs/DOC-3891#jive_content_id_Students (Links to an external site.).

Career Services

The College provides student-centered/career-related assistance and programs such as general career guidance, choosing a major, resume and cover letter advice, internship and job search, interview preparation, professional networking, personal branding, applying to graduate school and more. Staff are available to assist students as they take career-related steps in their journey to serve and influence the world. Students are encouraged to accept responsibility for their career needs/direction and connect with the Counseling and Career Center to examine their God-given gifts and talents in terms of vocation/calling and gain familiarity with the world of work; and to learn, adapt, and thrive in an ever-changing job market by utilizing technology and social media such as LinkedIn, Twitter, Facebook, Skype, and E-Portfolios (Equip). Connect with the Counseling and Career Center via social media and www.crown.edu/career.

Sexual Violence and Campus Safety

Information about campus security can be found online here:
http://www.crown.edu/students/campus-safety/
For reporting sexual misconduct incidents, an online form is available here:
http://www.crown.edu/misconduct-reporting/

Personal/Spiritual Support

Office of Spiritual Life [(952) 446-4174] This includes the Campus Pastor, the Assistant Campus Pastor & Worship Coordinator, the Graduate Intern for Campus Ministries, and the Spiritual Formation Administrator. This office provides faith resources (like devotionals and podcasts) on the website. If you need personal prayer support, they can serve you in this way as well.

Crown Prayer Support: You may submit a prayer request by clicking on the "Prayer Requests" tab on the home page of your course site.

General and Academic Policies of the Graduate School of Ministry

In addition to those listed below, many general policies can be found online in the Crown Catalog.

Netiquette

Netiquette is etiquette on the Internet. Each participant of an online community needs to be cognizant of the perceptions of others. Whether the communication is an e-mail or discussion post, sensitivity and grace must be used in all situations. Here are some tips that can help improve online communication:

Be clear and do not abbreviate. Avoid the use of slang.
Be polite and respectful. Avoid sarcasm and irony which can be misinterpreted. Do not USE ALL UPPERCASE LETTERS or multiple punctuation marks!!!! When these are used, the tone of the message is difficult to interpret.
Emoticons can be used, :-) BUT be careful as some do not understand them.
Ask for clarification when not understanding a message.
Include all individuals in group messages.
Spell check, revise and edit messages before sending them.

Grading Policy

Grading Scale. The following is the official grading scale for all programs:

A
A-
B+
B
B-
C+
C
C- (A grade of C- or below is consider a failing grade for the GSOM. Any class with a C- or lower must be repeated to attain a passing grade.)
D+
D
D -
F
AU = Audit
I = Incomplete
IP = In Progress
R = Repeated Course
S = Satisfactory ("C" or higher)
U = Unsatisfactory
W = Withdrew
WF = Withdrew/Failing
WP = Withdrew/Passing
WIP = Work in Progress
Z = Grade not Available

Grade Points. Graduation requirements include the accumulation of appropriate credits and the quality of work performed. The faculty has established a cumulative grade point average of 3.000 as the minimum standard. Grade point averages are calculated to the third decimal place based on hours attempted in graded courses taken at this College. Grade points are granted on the following basis:

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
C - = 1.7
D + = 1.3
D = 1.0
D- = 0.7
F = 0.0
U = 0.0

Grade Point Average Calculation. A student's grade point average (GPA) is calculated by dividing the total grade points earned by the total credit hours attempted in graded courses. Courses assigned a Satisfactory (S) grade are not computed in the grade point average. Courses that are assigned a "U" or "F" are computed in the grade point average. Grades of transfer courses are not included in GPA calculation. At the end of each course, grades will be available to view online. Paper copies are available upon request.

Incomplete Grades (grades of "I") - Crown Online Students. Students are responsible for all coursework in keeping with posted deadlines. In most cases, assignments are due by the course end date. A student may request a seven-day extension from the professor; this request must be made in writing before the course ends. If the extension is granted, work not submitted within seven days will be graded as "zero" and the final grade calculated accordingly. Students facing extenuating circumstances (e.g., medical issues) may request an incomplete. If an incomplete is granted, the completion plan includes a firm deadline generally 14 days after the course end date.

In-Progress Grade (grade of "IP"). This grade may be applied by the professor when course requirements are specifically designed to extend beyond the end of the term (e.g., an internship, etc.). The course syllabus should note this grade designation.

Grade Changes
Grade changes cannot be made based on work done after the final grade has been submitted unless an incomplete grade was issued during the appropriate grading period. If instructors discover errors in grades they have reported, they may complete a Change of Grade Request Form to have the incorrect grade rectified. Grades of F resulting from the lapse of the time period for completion of work may not be changed except for instructor error. All grade changes are to be reviewed and approved by the College Registrar.

A student who has reasonable concerns regarding a grade must contact the instructor within 30 calendar days after the original grade was posted. The instructor may request that the student provide a written explanation that justifies the need for a change of grade. If a satisfactory resolution has not been achieved, the student may appeal to the Academic Affairs Committee within six months after the original grade was posted. The decision of the Academic Affairs Committee is final.

Academic Status Policy for Graduate Students

Students failing to attain and maintain a cumulative GPA of 3.0 will be placed on Academic Probation. Students will have one semester to raise their cumulative GPA to 3.0. At the end of the semester on Academic Probation, students who fail to raise their cumulative GPA to 3.0 will be placed on Academic Suspension. In addition, students who take a minimum of 9 credits in one semester and earn "F's" for all 9 credits will be academically suspended.

Students are responsible for their own success or failure during their probation semester, although their academic advisor will work with them to create a success plan.

Suspended students are not allowed to take classes for one semester before reapplying to come back. Part of the reapplication process requires a letter of appeal to the Admissions Council including a plan of how to raise their GPA. Part of the plan to raise their GPA is that students must retake classes with a grade below a C in the first available semester. If re-accepted, students must earn a 3.0 term GPA to continue. Remember that a minimum cumulative GPA of 3.0 is required for graduation.

Full Time and Part Time Status

Full-time Status: Students enrolled at Crown College for 12 or more credits per semester in undergraduate programs are considered full time and 6 or more credits per semester in graduate level programs.

Undergraduate students who wish to register for more than 18 credits must contact their academic advisor and petition to do so. Graduate students wishing to take more than 15 credits must also contact their academic advisor and petition to do so.

Attendance Policy

Online courses require weekday student participation (also referred to as course participation or educational activity) through the internet weekly.

Guidelines and policies issued by the United States Department of Education stipulate that any participation in a course is considered "educational activity" in the course. For the purposes of online classes, participation is defined as one of the following:

Attendance at a virtual meeting of the course.

Discussion with the course instructor regarding course content or course requirements.

Any activity in the Learning Management System (LMS) course. This includes logging into the course after submitting the learning contract. The LMS records logins automatically; it is this record that will be used to make the official determination of whether a student has logged into the course or not.

If a student chooses to drop a course and has participated in the course according to the above definition, a "W" is recorded on his or her transcript. The only time a course will be dropped from the transcript is when no educational activity in the course is recorded. Students are urged to view and download the course syllabus before the course begins.

Statement on Disabilities

The Office of Disability Services of Crown College coordinates services needed by students who have physical, learning, emotional, and psychological/psychiatric disabilities. All requests for accommodation, whether physical or academic, must be made through the Office of Disability Services.

Our commitment is to provide reasonable accommodations and services to students who have disabilities so that students with disabilities have equal access to the opportunity for academic success as student without disabilities, not to provide special treatment or advantages that students without disabilities do not receive.

Student Responsibilities:

Identify him/herself as a student with a disability by making an appointment with the Director of Disability Services to discuss the disability as well as reasonable accommodation.

Provide adequate documentation of your specific disability. This documentation should be no more than 3 years old and be signed by an appropriate professional qualified to diagnose the disability. Any Individualized Education Plan (IEP) or 504 Plan should also be provided when available.

Discuss with each professor the necessary accommodations for his/her classes.

Please note that accommodations will not be provided until approval is given by the Director of Disability Services.

For more information on the Office of Disability Services please contact Dr. Tom McCracken (Director of Disability Services) at 952-446-4216 or by email at mccrackent@crown.edu.

Leave of Absence and Readmission

Students may need to interrupt their studies temporarily for various reasons. A full-time student in good standing wishing to take a one semester leave of absence should first contact their academic advisor to discuss their plans. Leave of absence will not be granted for more than one semester.

Students who take an approved leave of absence and who do not have any holds preventing re-enrollment may enroll for the next term with the privileges of a returning student. The leave permits the student to remain under their current catalog* and plan of study*. Students may not enroll in another academic institution during the leave period without prior approval from the Academic Petition for Approval of Future Transfer Credit. The College does have the right to prohibit reentry if the student has unsatisfactory academic work at another college or university.

- The leave of absence will be for one semester only.

- During the semester of leave, students will retain access to Crown email and our.crown.edu.

- Students should clear all outstanding bills before the leave of absence begins.

- Students should request exit information from the financial aid office. A leave of absence does not exempt students from loan repayment. They need to consider the effect of the leave on their loan status as lenders may count the leave as part of the total grace period.

A student who does not re-enroll by the stated leave of absence return date (one semester) must re-apply for admission to the College.

Military Deployment

Students called to active service during a semester must submit a copy of their orders and choose one of the following options before departing for active service:

Any student called to active service during a semester may withdraw from the current class and drop the future classes. A full refund of tuition will be granted for the current and future classes. Under these circumstances, no course credit and no course grades will be awarded for the current class.

Any student called to active service at least halfway through the class may elect to take the grade of "Incomplete" in the course. The time allowed to satisfy the Incomplete would not, under this circumstance, begin until the date of release from active service. At that time, a deployment/activation of four weeks or more is allowed a six-week grace period to complete the work; an active-duty period of less than four weeks allows the student a two-week grace period. At any point within this time, the student may elect to withdraw from the class in which he/she was called to active service. Students who elect this alternative are not eligible for a refund of academic tuition. If no withdrawn is taken and the work is never completed, the grade will turn to an F.

Second Degree Completion

The institutional minimum number of credits required to earn a Master of Arts degree is 36 semester credits. If a student declares a MACS (Master of Arts in Christian Studies) major and decides to continue to the 72-credit MDIV degree, both graduate degrees may be earned when all the requirements are met for each degree.

GSOM Transfer of Credits Policy

Students accepted into the GSOM program may apply for transfer of credits from their previous institution(s) for up to 1/4 of the chosen graduate program. The remaining 3/4 or more of the degree credits must be taken at Crown College. For transfer credit to be allowed, the following conditions must be met:

- The institution at which the course(s) were completed is a regionally or nationally accredited institution approved through the Department of Education.
- Core courses must be determined to be equivalent to at least 2/3 of Crown's core course content. For non-core courses (electives), courses must be determined to have relevance to the ministry profession.
- The course(s) were completed within the previous 5 years for core classes and within the previous 10 years for non-core (elective) courses. The content of core classes must be comparable to the current best practice standards for that course.

Crown College Graduate School of Ministry Student Handbook 2023-2024

- The student earned a grade of B or better in the course(s).
- Credit is not awarded for life experience or continuing education.
- Decisions regarding course transfers are made by the GSOM Program Director.

Student Record Keeping

Students should keep copies of all class syllabi and course schedules for future use. Students should also keep copies of all clinical and supervision hours accrued in practicum and internship classes. Examination boards for counseling licensure, insurance companies, and other organizations may require proof of course content and/or clinical work by evidence of the

course syllabus, course schedule, or official clinical hours spreadsheets. Do not discard old syllabi and other academic records, but save them (electronic, print, or both) in a secure location.

Student Responsibility for Updating Information

Students are responsible to notify Crown of updates/changes to their demographic information in a timely manner.

Withdrawal Policy

Official withdrawal occurs when the student notifies the School of Online Studies and Graduate School Office via Crown e-mail of his/her intent to withdraw and completes the necessary forms to consummate the withdrawal. Official withdrawals can be completed for a single class or for a term. The date of withdrawal is the date of notification. Until notification occurs, enrollment is considered active. A student who neglects to withdraw before the end date of a course will receive the grade he or she has earned in the course (uncompleted assignments will be graded as "0" and the final grade will be calculated accordingly).

Unofficial withdrawal occurs when students stop attending class for 30 days (about 4 and a half weeks). The last class of attendance is considered the date of withdrawal and the student is withdrawn from all the classes remaining in the term. In other words, if a student is withdrawn from a module 2 course due to non-participation, he or she will also be withdrawn from any module 3 courses that he or she may be registered for *unless specifically notified by the student that he or she intends to attend the remaining course(es)*. This is done in compliance with financial aid guidelines stipulated by the U.S. Department of Education.

Crown realizes students have many valid reasons to withdraw from classes. To better understand the needs of the student and to keep improving the program, an exit interview is required.

Time Limit for Degree Completion

GSOM students must complete all graduation requirements within seven years. (Petitions to extend this time can be submitted to the Graduate Studies Advisory Committee).

Administrative Dismissal and Course Repeat

Students failing to attain and maintain a cumulative GPA of 3.0 will be placed on Academic Probation. Students will have one semester to raise their cumulative GPA to 3.0. At the end of the semester on

Academic Probation, students who fail to raise their cumulative GPA to 3.0 will be placed on Academic Suspension. In addition, students who take a minimum of 9 credits in one semester and earn "F's" for all 9 credits will be academically suspended.

Students are ultimately responsible for their own success or failure during their probation semester, although their academic advisor will work with them to create a success plan.

Suspended students are not allowed to take classes for one semester before reapplying to come back. Part of the reapplication process requires a letter of appeal to the Admissions Council including a plan of how to raise their GPA. Part of the plan to raise their GPA is that students will be required to retake classes with a grade below a C in the first available semester. If re-accepted, students must earn a 3.0 term GPA to continue. Keep in mind that a minimum cumulative GPA of 3.0 is required for graduation.

APA (American Psychological Association) Formatting
All students in the GSOM program will be expected to use the most recent student version of the APA writing style guide for all submitted assignments. Variations on this may be noted in specific assignments. Crown helps in the form of an APA Certificate Course, which may be accessed through any online ministry course in Canvas.

Graduation Requirements
Crown Graduate School Students - master's degrees

Graduates with a master's degree from the School of Online Studies & Graduate School must satisfy the following requirements:

Completion of all course requirements for the desired degree within seven years. (Petitions to extend this time can be submitted to the Graduate Studies Advisory Committee.)

Completion of institutional credit requirements. The minimum hours required for a Master of Arts degree is 36 semester credits. The minimum for the Master of Divinity requires at least 72 credits.

Attainment of a minimum cumulative GPA of 3.0 in work taken at Crown and all coursework with a grade of C or higher (must retake any course work of "C-" and below).

Fulfillment of the residency requirement (see Residency Requirements).

Submission and approval of the graduation application.

To be approved to participate in commencement, the student must have completed all requirements or be registered for any remaining credits in the same term as graduation.

Professional Organizations
A significant means by which ministers can make an impact within the profession is through involvement with professional organizations. GSOM Students are encouraged to join the Evangelical Theological Society, the Christian Education Association, Missio Nexus and RAIN (Refugee and Immigrant Network) Network.

Crown Online Student Academic Appeals

Appeals

An appeal is a request to waive a policy, procedure, and/or regulation that has been or will be applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

Appeals may concern academics, student life, financial affairs, policies and regulations, admission to and retention of students in academic programs, academic inequities, and forms of academic discipline. The appeal and the decision must be in writing on the appropriate form. The investigation may include personal appearances by the parties involved in the appeal.

Process for Appeals:

1. Students contact their Academic Advisor to discuss the Appeal.
2. The Academic Advisor emails the Appeal Form to the student via Crown College Student email.
3. Student completes the Appeal Form and returns to the Academic Advisor via Crown College Student email.
4. The Academic Advisor submits the Appeal Form to be reviewed by the Appeals Committee. The committee reviews the appeal and places the results on the Student Appeal Form.
5. The results will be communicated to the Academic Advisor and the student within 10 business days of the initial submission. The Academic Advisor will communicate the appeal decision to the student using their Crown College Student email.

Grievances

A grievance is a complaint of alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

Any student wishing to file a grievance may do so by using the following procedure:

1. If the informal process to resolve a grievance has failed, students will submit a formal letter to the Academic Affairs Committee for review.
2. The student provides the letter to their Academic Advisor, who then sends the letter for review with the Academic Affairs Committee.
3. The results are communicated to the student from the Academic Affairs Committee through an official letter to their Crown Student email within ten business days of submission. The decision of the Academic Affairs Committee is final.

Complaints

A complaint is an expressed concern about an issue or service that does fit into the category of a grievance or appeal.

Procedure:

Complaints or concerns can be reported using the Crown College Complaint form. A link to the online form can be found on the main Crown College Website. A current Crown Login is required to access the

Crown College Graduate School of Ministry Student Handbook 2023-2024

form. This form is routed to the appropriate person or office best equipped to resolve it. The person filing the complaint will be contacted regarding how the issue will be addressed.

Non-Resident Student Grievance Policy

If an online student, who resides in a SARA participating state, is not satisfied with the outcome of the institutional process for handling complaints, the complaint (except for complaints about grades or student conduct violations) may be appealed within two years of the incident about which the complaint is made, to the SARA portal agency in Minnesota. If an issue cannot be resolved internally, you may also file a complaint with the regulatory agency in the state in which you are receiving instruction.

Learner Code of Conduct

POLICY STATEMENT

Crown College Online students must behave in a way guided by respect, collegiality, honesty, and ethical behavior as part of their academic development. Learner conduct that infringes on the quality of such an educational experience is not acceptable. This policy describes the types of conduct that are deemed prohibited and unacceptable. This policy also serves as Crown's tool to fight impersonation, identity theft, text mining, and/or creation of fictitious identities to secure access to federal funds.

Prohibited learner conduct includes, but is not limited to, the following: complicity, dishonesty, disruptive conduct, disrespect, document forgery, illegal activity, impersonation, incarceration, text mining, and theft, as described in the definitions section of this policy.

RATIONALE

This policy sets a high standard of conduct for members of the college community that reflects Crown College's values of human potential, achievement, decisive collaboration, innovation, and integrity. This policy also reflects Crown's philosophy of resolving issues at the most direct level and in the most equitable way possible, and defines the appropriate terms and procedures required to meet these standards.

Student Rights

Crown College offers each student the freedom to learn and enjoy college life in an orderly and lawful manner. This freedom comes with obligations and responsibilities and in return, Crown College expects students to adhere to these policies. By voluntary enrollment, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Crown College in its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution.

Crown College students are expected to:

- Be aware of student conduct, policies, and procedures as stated in the Crown College Catalog.
- Exhibit proper behavior at all times. Unacceptable behavior includes but is not limited to, verbal abuse, profanity, public disturbance, fighting, destruction of property or interference with class, and computer misuse.
- Read course syllabi to find out attendance and grading policies.

- Present themselves in a way that does not cause alarm for their or others' health and safety.
- Complete academic work without committing plagiarism or cheating.
- Follow Crown College drug and alcohol policy when on the Crown premises or while participating in Crown College events.
- Students enrolled in an Online Ministry Department or Graduate School of Ministry program must abide by the Crown College Community Covenant while enrolled in the specified degree programs.

DEFINITIONS

Complicity is helping, procuring, encouraging, and/or cooperating with another person in the commission of a violation of the learner code of conduct.

Dishonesty is intentionally providing false information or forging, altering, or falsifying college documents. Learners may not misrepresent their academic record or status.

Disruptive conduct is engaging or participating in an activity that interferes with teaching, administration, and other college functions, whether in the online course environment or at a university-sponsored event (e.g., commencement). Examples of disruptive conduct include, but are not limited to:

    1. Threatening or belligerent language, posturing, physical acts, or gestures

    2. Vulgar or offensive language or gestures

    3. Bullying or cyber-bullying

    4. Disturbance of public peace

    5. Lewd or indecent language or behavior

    6. Inciting others to engage in disruptive conduct

This list of examples of disruptive conduct is not exhaustive, and Crown College reserves the right to determine whether behavior constitutes disruptive conduct on a case-by-case basis.

Disrespect is harassing, threatening, or embarrassing others. Learners may not post, transmit, communicate, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, or otherwise offensive or discriminatory. Learners are expected to behave appropriately and treat other learners and university faculty, staff, and administrators with respect.

Document forgery is falsifying any document or evidence required for admission to the university, completion of a course or examination, or receipt of any other university-related privilege or benefit, whether in print or electronic form.

Illegal activity is any behavior that results in a criminal conviction.

Impersonation is assuming the identity of another.

Incarceration is jail time after a conviction of a crime/offense.

Crown College Graduate School of Ministry Student Handbook 2023-2024

Prohibited Conduct includes complicity, dishonesty, disruptive conduct, disrespect, document forgery, illegal activity, impersonation, incarceration, text mining, or theft.

Sanction is a disciplinary action that may result from prohibited conduct. Disciplinary action may include one or more of the following: non-acceptance of work submitted; receiving a failing grade on an assignment; lowering a grade for a course; receiving a failing grade in a course; formal, written warning; suspension from the college; dismissal from the college; and cancellation of a previously awarded academic credit or degree. This list of sanctions is not exhaustive, and Crown College reserves the right to assign sanctions on a case-by-case basis.

Suspension is a Crown-initiated temporary status during which a learner is denied access to the classroom and prohibited from engaging in university activities until stated conditions have been met.

Text Mining is analyzing and then synthesizing information from electronic documents, email messages, and other free-form text written by others to create summary content of written work that is presented as one's own for the express purpose of seeking an advantage in completing one's academic assignment and/or work [for example, using the Open AI (Artificial Intelligence) called ChatGPT].

Theft is taking property that is not one's own, or posting, transmitting, promoting, or distributing content that violates copyright or other protected intellectual property rights. Unauthorized use of university property is prohibited. Theft and abuse of computer resources is prohibited.

Written Warning

A written warning may result from engaging in prohibited conduct; it describes certain conditions learners must meet to continue to have access to the classroom.

Procedures

- This policy establishes disciplinary procedures to guide the enforcement of the Learner Code of Conduct. These procedures are applicable to any student alleged with a violation of the Learner Code of Conduct.
- These disciplinary procedures are designed to allow for information-gathering and administrative decision-making in the framework of an educational community, and to encourage students to accept responsibility for actions, which resulted in the disciplinary actions with a desire to provide adequate procedural safeguards to protect the rights of the individual student(s) and the reasonable interests of Crown College
- Student records and information gathered during this process and/or associated with the process are subject to the Family Educational Rights and Privacy Act (FERPA).

Provisional:

1. If someone is suspected of violating Crown College's learner code of conduct, the Program Director is to be notified at which time, it will be determined if a Code of Conduct Complaint Form will need to be submitted.
2. Based on the alleged misconduct, a student may be suspended for an interim period, as determined by the Program Director, which may include classroom, campus, or campus related

events if the student's presence poses a threat to the safety of others until further investigation and disciplinary proceedings are conducted.

3. The Dean of the School of Online Studies will communicate the interim suspension or restrictions in writing to the student and will go into immediate effect as the date stated on the letter.

4. The decision for suspension or restriction will remain in place until a final decision has been made by the Appeals Committee on the pending charges of violating the learner code of conduct or until the Dean of the School of Online Studies determines the situation that imposed the restrictions and/or suspension is no longer of necessity.

Review Process:

1. The Appeals Committee will review the alleged situation and determine if there is sufficient evidence to show violation of the learner code of conduct. The Program Director may decide to interview the individual(s) and other witnesses or request additional information on the complaint.

2. The student(s) involved will be given a chance to consult with the Appeals Committee to discuss the complaint. However, if a student chooses to not "attend" the meeting, the student then forfeits the right of complaint against the sanctions brought forth to the student.

3. During the meeting, the student will be provided with the following documentation:
   a. Explanation of the charges
   b. Summary of information gathered
   c. Opportunity to respond
   d. Explanation of sanctions taken against the student behavior if any

4. If a student chooses not to attend the meeting, the Director will provide the above in writing to the student within 7 business days of the last opportunity for the student to respond.

5. If the sanction includes expulsion or suspension, the student can request to meet in person within 20 days (about 3 weeks) of the date on the notice. If a meeting is requested, the interim sanctions will remain in place until the meeting to request an appeal.

Appeal

1. A student can appeal against the decision of the Appeals Committee; the appeal must be received within 7 school days of the decision. The appeal will need to be in writing and submitted to the Dean of the School of Online Studies and Graduate School.

2. The appeals will go to the Academic Affairs Committee: The committee will meet within 10 school days of receiving the appeal.

3. The Academic Affairs Committee will meet to review ALL documentation of the sanctions brought against the student:
   a. Determine whether the decision reached regarding the student was based on substantial evidence

  b. Determine if the sanction(s) brought against the student(s) were appropriate for the violation(s) the student(s) were found to have committed.

  c. Determine if there is new evidence or information not used that could alter the decision.

4. If the appeal is upheld, the Academic Affairs Committee has the right to reduce, not increase, the sanctions imposed on the student.

5. The final decision of the Academic Affairs Committee will be reviewed by the Dean of the School of Online Studies and will communicate the Committee's decision to either uphold the appeal or deny the appeal to the student. If the appeal is upheld, the student will also be notified of any updated sanctions. The decision will be communicated in writing within 7 days of the Committee's final decision.

6. A copy of the decision will be filed in the student's record.

Sanctions

1. The following sanctions can be imposed upon a student(s) who has violated the Learner Code of Conduct:

  a. WARNING: A written notice to the student stating the student is currently violating or has violated Crown College Learner Code of Conduct.

  b. PROBATION: A written reprimand for violation of specific regulations. This is designated for a specific period.

  c. LOSS OF PRIVILEGES: Denial of specific privileges for a specific amount of time.

  d. ACADEMIC CREDIT LOSS: Receiving a failing grade due to academic dishonesty.

  e. RESTITUTION: Compensation for loss, damage, or injury.

  f. SUSPENSION: Separation of student and college for a specific amount of time, after which the student will be eligible to apply for review by the Admissions Council.

  g. EXPULSION: Permanent separation from the college.

  h. WITHHOLDING OF DEGREE: College reserves the right to hold degree until sanctions, if any, have been completed.

2. Incarceration will lead to a suspension of at least one year after all legal obligations are concluded.

3. All sanctions listed above, except for Suspension, Expulsion, and Withholding a degree, will not become a part of the student(s) permanent record, but will be placed in the student's disciplinary record.

Students in the Christian Ministry Department

Because all students admitted to study in a Christian Ministry departmental program are required to sign the Crown College Statement of Faith and Community Covenant, a violation of the Student Code of Conduct or the Community Covenant may warrant dismissal from their Christian Ministry degree program. In addition, any significant divergence from the Crown College Statement of Faith may warrant dismissal from their Christian Ministry degree program. In the above scenarios, the Christian Ministry

Program Director or the Dean of the School of Online Studies will discuss the concern with the student in order to determine if switching majors would be a viable option. In cases where the student does not wish to withdraw from the ministry program, the Program Director or Dean may elect to implement the Student Code of Conduct review process as set forth in this policy statement. This process could lead to mandatory withdrawal from the Christian Ministry degree program.

Academic Integrity

This policy applies to all students who are seeking academic credit: (courses, internships, and projects).

Each student is responsible for his or her own work and is expected to remain honest in all academic activities. Scholastic dishonesty is a serious violation of both academic standards and Biblical teaching.

1. Academic dishonesty includes:
   a. Cheating on assignments and tests: using or attempting to use non-approved materials, information, aides, or other assistance to complete an assignment or test. Students may not take examinations or evaluations in place of another student.
   b. Plagiarism: The student is responsible for knowing the legitimate use of source material in written papers.
      i. Direct quotes and paraphrased material must be properly cited
      ii. Information gained that is not common knowledge will need to be acknowledged and properly cited.
   c. AI Generated Student Work: With the rapid rise of ChatGPT and other AI platforms, students have ready access to tools that will generate written content for them. Crown students should be aware that, unless they are explicitly asked to do so in an assignment description or by an instructor, using AI to create material for assignments is cheating. It is taking content that you did not create and claiming it as your own. Crown's TurnItIn program now includes AI detectors, which Crown will use for submitted assignments. Crown takes plagiarism seriously, so any student who is flagged for submitting AI generated content will be confronted. If, after due process, it is determined that a student has submitted AI content, Crown's disciplinary policies described in the Academic Catalog and Student Code of Conduct will be applied.
2. Fabrication, Forgery and Obstruction
   a. Any act which violates the rights of other students to complete their academic assignments.
      i. Deliberately withholding information
      ii. Willful harm to another student's work
   b. Submitting a fabricated or forged explanation of absence to a professor
   c. Provide fabricated, forged, or obstructed information to college offices for student information or records.
3. Multiple Submissions
   a. Submitting the same (or essentially the same) paper or project in more than one course without the instructor's consent.

4. Computer Misuse
    a. Students are not allowed to use institutional computers or software programs in disruptive, unethical, or illegal behaviors in completing of their academic program.
    b. Students may not monitor or tamper with a student, college personnel, or faculty electronic communications.

Professor Process of Handling Alleged Violations of the Learner Code of Conduct

1. The professor must contact the student to discuss the Academic Integrity Policy and its violation.
2. If it is believed a student has violated the Academic Integrity Policy, the professor will determine the student's grade and status in the course.
    a. The professor can provide a written warning to the student. Faculty should provide a copy of this communication to the Academic Advisor also.
    b. The professor can request a revision of the work from the student. The determination of credit for the assignment is for the faculty to determine.
    c. Faculty have the right to fail the assignment and/or the course.
    d. If a student has multiple violations in previous courses or the current course, faculty will need to collaborate with the Advisor and/or Appeals Committee for further action.
3. When a sanction(s) is imposed on a student, the professor will communicate the sanction(s) via Crown College Student email and communicate the violation to the Appeals Committee.
4. The faculty's decision can be appealed by the student to the Appeals Committee within 7 days of receiving the communication from the professor.

Appeal Process:

1. The student must submit the appeal to their Academic Advisor in writing within 7 days of receiving the notification of sanctions by the professor.
2. The Academic Advisor will submit the appeal to the Appeals Committee for review.
3. The Committee will review the information and determine whether to uphold or withdraw the sanctions imposed by the faculty.
4. The Committee will communicate their decision in writing to the student and faculty within 7 days.

Computer Use Agreement

Acceptable Use Policy and Practices

OVERVIEW

Crown College requires that all individuals accessing the College's electronic resources or using College systems to access non-College electronic resources abide by the standards of acceptable use set forth in this policy. The College cannot be held accountable for actions which an individual takes that are contrary to this or any other College standard or policy, are contrary to the mission and goals of the

College or are contrary to generally acceptable actions. The College cannot be responsible for content or actions which originate on non-College systems. The College reserves the right to change any portion of this policy at any time and to limit or restrict use of its electronic resources including but not limited to limiting or restricting access to non-College electronic resources accessed through college systems.

PURPOSE

This document outlines acceptable use of computer and electronic resources at the College, which is reasonable and responsible. Responsible use of resources is necessary to ensure that resources are available to all when they are needed and that the individual and the College are protected from harm.

SCOPE

This document applies to all individuals who use, access or control College electronic resources. This includes students, faculty, staff, contractors, vendors, guests, visitors, and any other user who uses College-owned or controlled electronic resources.

POLICIES and PRACTICES

This document sets forth general expectations regarding the use of college electronic resources, systems, data, and information. This document does not override applicable international, federal, state, local or other statutes. Individuals who access College resources are responsible for exercising good judgment regarding acceptable use.

General

- No college resource may be used in a manner or for a purpose that violates Crown College policies, or which is illegal or unethical.
- Use of College resources and systems for non-College commercial purposes, except where explicitly approved, are forbidden.
- Any action which would result in loss of data, corruption of data, loss of use or degradation of performance of any College resource or system or which in any way would have negative impact on other individuals or the College will not be tolerated.
- The Information Technology Department has the right to monitor and access all accounts to ensure system integrity.

Network

- Any unauthorized device that attempts to circumvent security measures, mask the identity of the user, cause disruption of service, scan network ports, discover and/or exploit vulnerabilities of other devices on the network or capture or view data not intended for the recipient is prohibited.
- The individual in control of any device connected to the network is responsible for the security of and traffic generated by that device regardless of origin. Any device which is generating unwanted traffic will be removed from the network and may not be reconnected to the network until all issues have been resolved or may be confiscated.
- College networks may not be used to gain unauthorized access to non-College systems or to access systems or materials which are illegal or otherwise prohibited.

Crown College Graduate School of Ministry Student Handbook 2023-2024

Computers

- College-owned computers for student use are available in computer labs and public spaces throughout the college.
- College owned computers shall not be opened and tampered with by non-authorized users.
- Use of non-public Crown College-owned computers, including staff computers, faculty computers, servers and control systems by non-authorized users is prohibited.
- All computers which are connected to Crown College networks or systems, including but not limited to student and privately owned computers, are required to have all operating system security patches installed and anti-virus software installed and operating with the latest virus definitions.
- The loss, damage, or theft of Crown College owned equipment must be immediately reported to appropriate College staff.

Audio and Video (AV) Equipment

- College owned AV equipment is available for classroom and meeting room use and College sponsored events only. Use of College owned AV equipment by non-authorized users is prohibited.
- College owned AV equipment shall not be opened and tampered with by non-authorized users.
- The loss, damage or theft of college owned AV equipment must be immediately reported to appropriate College staff.

Internet

- Use of the public Internet is permitted where such use is suitable for educational purposes, resident life, and supports the goals and objectives of the College. The Internet is to be used in a manner that is consistent with the College's standards of conduct.
- All use of the Internet is subject to filtering, blocking and review of access. Inappropriate, illegal, immoral, and unethical access is prohibited.

Email

- Any activity which can be reasonably assumed to be offensive including but not limited to sending unsolicited email (SPAM or junk mail), harassing or threatening email, creating, or forwarding chain letters is prohibited.
- Unauthorized use or access of other users' email, forging or manipulation of email headers or falsely representing the College or other individuals in any manner is forbidden.
- Sending or storing excessive amounts of email or emails of excessive size is not allowed.
- Extreme caution should be used when accessing email from unknown senders, particularly when there are attachments or links within the message. Messages such as these often contain viruses, malware, or other malicious code.
- Always be skeptical of offers that seem to be too good to be true and of requests for personal information. You should never provide account login information, passwords, social security numbers, bank account numbers or other highly confidential personal information via email or via web links from email.

Crown College Graduate School of Ministry Student Handbook 2023-2024

Phone

- Making non-emergency calls to 911 or other emergency services is strictly prohibited.
- Any call which may be deemed harassing or prank calls of any kind are prohibited.

Data

- Unauthorized access of college data is prohibited.
- It is the responsibility of each user to protect their own data, including making backups of critical files; ensuring that systems are routinely scanned for virus, malware and other malicious programs; and ensuring that systems are up to date with relevant security patches and updates.
- Sensitive data, including but not limited to personally identifiable information may not be backed up or stored on local machines or media. Network storage should be used for all sensitive data.
- Sensitive data, including but not limited to personally identifiable information may not be transmitted over insecure methods, including but not limited to FAX and unencrypted email.

Security and Privacy

- It is the responsibility of everyone to protect privacy and information.
- Passwords should be changed every twelve months and should be secure, easy to remember and hard to guess. Secure passwords are passwords that are at least 8 characters long which contain a combination of upper- and lower-case letters, numbers, and special characters and which do not contain recognizable words, phrases, dates, or other guessable combinations. Authorized users are responsible for the security of their passwords and accounts.
- Only authorized users will have administrative access to college machines.
- Attempts to access accounts for which you are not authorized are prohibited.

Copyright

- Copying, storing, displaying, or distributing copyrighted material using Crown College resources or systems without the express permission of the copyright owner, except as otherwise allowed under copyright laws, is prohibited.

ENFORCEMENT Violations of these policies may result in fines, immediate suspension and revocation of access to College IT (Information Technology) resources and systems. Serious violations will be referred directly to the appropriate College or outside authorities. Unauthorized use of college resources is a criminal offense. Penalties may range from suspension or dismissal from the College to civil or criminal prosecution.

Copyright Policies

About Copyright

Copyright protects authors of original works and gives them control over how their works are used. These works may be books, articles, musical compositions or recordings, paintings, movies, and other

Crown College Graduate School of Ministry Student Handbook 2023-2024

forms of expression. Works need not be published to be protected by copyright law – they are covered by copyright as soon as they are written, recorded, or otherwise finished.

Copyright law covers works from big-budget movies to blog posts and journal entries.

There are specific limits to the duration of copyright protections and some exceptions listed in the law to allow limited use without permission of some works (see the Fair Use section below), but in general, reproducing or distributing works covered by copyright law without permission is illegal. Downloading a song from a peer-to-peer website is considered making an unauthorized copy of that song and breaks copyright law. Photocopying a chapter from a textbook to avoid the cost of purchasing said textbook also goes contrary to the law.

For more information about copyright, see the U.S. Copyright Office website or read their summary Copyright Basics publication.

The Fair Use Doctrine

Some exceptions are allowed in copyright law for special use of copyrighted materials that might otherwise be considered infringing. Fair Use is highly applicable in an academic situation, as it is what allows for the quotation of copyrighted works in scholarly writing.

The U.S. Copyright Office explains Fair Use on their website at http://www.copyright.gov/fls/fl102.html. There, they cite a report that gives specific examples of appropriate Fair Uses of copyrighted material (quoted below):

> The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Fair Use is defined in relatively loose terms and defines specific factors to be considered when determining if a given use falls under the Fair Use protections. These factors are (taken directly from section 107 of the Title 17 Copyright Law):

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Factor 4 is of particular interest: distributing a photocopy of a textbook chapter, if it would negatively impact the sales of that textbook as a result, would not fall under Fair Use as a result of this criteria.

The University of Minnesota Libraries website lists a number of scenarios that may help to understand the boundaries of Fair Use.

Copyrights and Peer-to-Peer (P2P) file sharing

Peer-to-peer file sharing enables individuals to share files directly between their computers without the use of a central server. Rather than placing a file on a server, then directing another person to that centralized server, peer-to-peer services use a variety of technologies to facilitate the distribution of files directly between computers, often enabling the download of a given file from multiple hosts to increase the download speed.

Though peer-to-peer technology is not inherently illegal (a number of computer game developers now use peer-to-peer technology to distribute patches, thereby reducing the load on their own servers), the technology became widely associated with "free music" as the various P2P clients became popular tools for the illegal download of music and other copyrighted works.

We have chosen to, in as much as it is possible for us, block all peer-to-peer technologies on campus, primarily due to copyright concerns, but also to limit rampant misuse of our network bandwidth. If an individual needs P2P technology for an academic purpose, they can contact the Director of IT. Accommodations may be made but will likely involve some degree of monitoring of P2P usage.

Actions Taken to Prevent Copyright Infringement

In order to combat potential illegal distribution of copyrighted material through the campus network, we use the following:

- We utilize firewall rules to block the use of most peer-to-peer (P2P) file-sharing clients. In some cases, we are unable to block the traffic outright and instead limit it to the slowest speed possible, effectively rendering it useless.
- Using our campus firewall, we block inbound network connections to all hosts except very specific College-owned servers. This prohibits the use of servers on client computers on the campus network.
- We accept and respond to any DMCA notifications we receive according to our DMCA notifications policy.

Legal Alternatives

There are an increasing number of legal alternatives to peer-to-peer file sharing for acquiring copyrighted works. Educause has developed a publicly available, comprehensive list of such legal alternatives at the following website:

http://www.educause.edu/legalcontent

Penalties for Violating Copyright

Should an individual be found to be violating copyright using Crown's network or technology resources, they will face penalties as laid out in the penalties policy.

In addition to the institutional penalties, it should be noted that civil and criminal penalties may also apply should Federal Copyright Laws be violated:

> Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

> Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

> Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

> For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's atwww.copyright.gov/help/FAQ.

Periodic Assessment of this Policy

The Director of IT will review this policy to ensure that it is in line with best practices as determined by comparing and contrasting it with other institutions' policies. Based on those findings, revisions to the policy will be made.

During this review, logs from the firewall and content filter will also be analyzed to determine if changes are required to continue to block peer-to-peer usage on campus.

10.30 INSTITUTIONAL REVIEW BOARD (IRB)

Academic Affairs Approval Required
School of Arts and Sciences
School of Online Studies and Graduate Studies

Source: Administration - Spring 2012
Revised: Administration – summer 2019, D. Mather 4/2020, SAS Academic Affairs 8 /2020
Approved: Administration 2021

I. Purpose

To establish a clear statement of policy for Crown College regarding the protection of human subjects and the make-up and jurisdiction of the Institutional Review Board (IRB).

II. Policy Description

Crown College Graduate School of Ministry Student Handbook 2023-2024

The IRB reviews research projects which involve human subjects to ensure that two broad standards are upheld: first, that subjects are not placed at undue risk; second, that they give uncoerced, informed consent to their participation. With representation from a range of disciplines, the IRB gives individualized attention to the research projects at the College.

III. Policy Procedures

A project is first reviewed in its proposal stage - even before participants are recruited. The IRB works to modify projects to ensure adequate protection for participants' welfare and right of self-determination.

Crown College IRB Jurisdiction

The IRB at Crown College is the committee charged with reviewing responsibilities for research conducted on or off the Crown College campus by any Crown College staff, faculty, or student.

Composition of the IRB Committee
The IRB is composed of the following members appointed by the Dean:
1. Associate Dean for the School of Arts & Sciences/Registrar
2. 2 faculty members
3. Graduate Research Coordinator for the School of Online Studies
4. Member of the community at large
5. VPAA/Provost

Overview of the Committee Review Process

The IRB application process starts with the submission of the IRB request or academic petition for access to institutional data, including necessary signatures, consent forms, and other required appendices/materials.

Two weeks after the application is submitted to the IRB a decision will be rendered. Seven to ten days after the meeting, the researcher will receive a response detailing the outcome of the IRB meeting.

Which projects/studies must be reviewed by the IRB?

The committee meets as needed to review human participants research and related issues in the undergraduate and graduate programs as deemed necessary by the professor with the exception of graduate level final projects. Graduate level final projects will be reviewed by the IRB board prior to initiation. Faculty studies involving human subjects should also be reviewed prior to initiation.

Federal Definition of Research

> A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

Levels of Review

- Interpretation of IRB guidelines and appropriate level of review is made by the IRB.

Crown College Graduate School of Ministry Student Handbook 2023-2024

- Researchers are encouraged to consult with an IRB committee member regarding the appropriate level of review.

Level 1: Full Review. Research involving any of the following criteria must be reviewed by the IRB.

- Research on stressful or highly personal topics, including but not limited to the following: AIDS issues, drug or alcohol use, sexual attitudes or behavior, illegal conduct, racial or controversial religious attitudes.
- Research involving vulnerable populations such as children under 18, pregnant women, prisoners, wards, mentally disabled persons, and economically or educationally disadvantaged persons.
- Research involving personality measures to measure personality characteristics, traits, structure, or disorders (e.g., MMPI, Myers-Briggs, BDI, or others) which require adequate training for proper interpretation.
- Research that if participants' responses became known outside the research could reasonably place them at risk for criminal or civil liability or damage to participants' financial standing, employability, or employment status, or standing at an academic institution.
- Research in which data is collected by videotape, audiotape, or photographs, unless identifying information is removed or disguised.
- Research conducted by investigators external to Crown College.
- Research in which different conditions are created and applied by the researcher to groups of participants.

Level 2: Expedited Review. Research involving survey/interview procedures, observation of public behavior, or archival data, and which does not meet the criteria for Level 1, must be reviewed by a reviewer designated by the IRB.

- Survey/interview procedures when all the following conditions exist.
  - Participants are at least 18 years old.
  - Participants are not from vulnerable populations (see Federal Regulations, July 14, 2009), which include children under the age of 18 and pregnant women, prisoners, ward, mentally disabled persons, and economically or educationally disadvantaged persons.
  - Participants receive appropriate pre-survey/interview disclosure, such as an informed consent form or detailed cover letter.
  - Reponses are recorded in such a manner that the participants cannot be identified directly or through identifiers linked to the participants.
- Observation of public behavior (including observation by the participants) of legally competent non-institutionalized adults and of minors (when the investigator is not a participant in the observed activity) when all the following conditions exist.
  - Observations are recorded in such a manner that the participants cannot be identified directly or through identifiers linked to the participants.
  - Responses are recorded in such a manner that the participants cannot be identified directly or through identifiers linked to the participants.

- Archival data (i.e., previously collected data provided to the researcher with written approval by an organization) involving the collecting or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if those sources are publicly available or if the information is recorded in such a manner that the individual sources cannot be identified directly or indirectly through identifiers linked to the individuals.
- Research involving curricular and instructional strategies in established or commonly accepted educational settings, involving normal educational practices such as instructional strategies, curricula, or classroom management methods directed toward the class as a whole.

Training: Researchers submitting proposals to the IRB for Level 1 review are required to submit a certificate of completion of research ethic training through the Crown IRB Training Course.

- Examples of projects/studies that do not need IRB review.
- Searches of existing literature
- Quality assurance activities or evaluation projects designed for self-improvement or program evaluation not meant to contribute to generalizable knowledge.
- Surveys/interviews of individuals where questions focus on things not people (e.g., questions about policies)
- See the Department of Health and Human Services guidelines, effective July 14, 2009, for additional examples.

Frequently Asked Questions

Does student research require review?

Yes. Students must review proposals with their professor prior to initiation when conducting research as part of a class assignment, or as part of the requirement for a degree, and the research involves human participants or records gathered on human participants. If deemed necessary by the professor, the IRB will review the proposed research. All graduate level final projects will be reviewed by the IRB.

Does a data set gathered for another purpose but applied in a new research project require review?

Yes. Projects that use data on human participants gathered in earlier projects require IRB review as deemed necessary by the professor.

If the data are gathered by someone who has legitimate access to the records and who gives the investigator only "blinded" or de-identified data (so that the investigator is unable to identify the participants), the level of risk is lowered. The IRB will review the proposed research that is deemed necessary by the professor. All graduate level final projects will be reviewed by the IRB.

If departmental or personal funds are used to support research, is IRB approval required?

Yes. Crown College will review and approve all research involving human participants or research using records gathered on human participants as deemed necessary by the professor before it is initiated. All graduate level final projects will be reviewed by the IRB. This assurance covers all research irrespective of funding.

IV. Review Process

The SAS and SOS/GS Academic Affairs committee will review this policy every five to seven years and will make a recommendation to the administration for approval.

Academic Catalog Requirements

Students are responsible for the academic program as stated in the *College Catalog* that is current at the time of their matriculation at the College. Students, in consultation with their department chair or academic advisor, may choose to follow the major requirements of a subsequent catalog.

- The major requirements of one catalog must be followed in its entirety.

- Students who discontinue studies and subsequently return to the College are responsible for the academic program as stated in the *College Catalog* that is current at the time of their re-enrollment to the College.

- Students in the Counseling Departments must meet the current license requirements at the time of graduation which may require students to switch to the most current catalog.

- Please note that it is a federal requirement for Title IV aid that the credits must apply toward a degree to be eligible for aid. This means that students who take courses not required for their degree are ineligible for aid for those courses.

GSOM Faculty-Student Interaction

The faculty interact with graduate students in an academic role through instruction and supervision; however, inappropriate relationships according to the Crown Covenant are prohibited. Faculty members may guide students as shepherds, but not offer formal counseling. If a student needs personal or professional counseling, the faculty member will recommend that the student seek professional assistance in their community. When appropriate, faculty may also inform their program director and advisor regarding academic or personal issues affecting the student.

In the event of a student's disclosure, either verbally, or in writing, of either threat of serious or foreseeable harm to self or others, abuse, or neglect of a minor, elderly, or disabled person, or current involvement in criminal activity, the faculty, staff, administrator, or supervisor, will take immediate action. This action may include but is not limited to, immediate notification of appropriate U.S. state law enforcement or social services personnel, emergency contacts, and notification of the program director. The program director, assisted by a faculty committee, will determine the corrective action needed on a case-by-case basis. The incident and action taken will become part of the student's permanent record.

For the protection of faculty members and students, faculty communication with students outside of Crown College provided Canvas resources and Crown email is discouraged.

Information for reporting:

Suicide and Crisis Lifeline: 988

Child Abuse: www.childwelfare.gov

Eldercare Locator helpline: 1.800.677.1116

National Domestic Violence Hotline: 1.800.799.7233

Faculty Endorsement

Students enrolled in, graduating from, or alumni of the GSOM programs may request a recommendation/endorsement from GSOM faculty related to residencies, employment, or continuing higher education. Faculty reserve the right to determine whether a letter of recommendation will be issued to a student. Letters of recommendation are a privilege/courtesy and should be viewed this way. The faculty is under no obligation to endorse a student or write letters of recommendation. Endorsement only occurs when faculty believe students are qualified to perform the duties associated with the request. Faculty do not endorse students whom they believe to lack competence in a way which may interfere with the performance of the duties associated with the endorsement.

Financial Policies

Tuition and Fees

Information about tuition and fees for the MA in Counseling can be found at
https://catalog.crown.edu/content.php?catoid=25&navoid=708

Financial Aid

For questions and resource information regarding financial aid, visit
https://catalog.crown.edu/content.php?catoid=25&navoid=709

Dissemination of Program Information

The Crown College email is the College's official means of communication with all students. Each student is issued a Crown College email account upon acceptance to the College. Students are responsible for all information sent to them via their Crown College email account. Students are expected to check their Crown College Email frequently and should use their Crown College email when communicating with faculty and staff regarding college-related matters.

Information specific to a GSOM degree program will be emailed to those students. The Crown Catalog is available through our.crown.edu and the GSOM Student Handbook is sent to all students at the beginning of each fall semester. Course specific information is available through the Canvas Learning Management System.

Federal/State Laws and Regulations

Compliance with Non-Discrimination Laws and Regulations

It is the official policy and commitment of Crown College not to discriminate on the basis of race, color, national or ethnic origin, age, gender, genetic information, familial status, status with regard to public assistance, disability or any other class or characteristic protected by law in its educational programs, admissions, or employment practices. The president of Crown College has designated the Vice President of Academic Affairs as the compliance officer for the institution. Inquiries regarding compliance may be directed to: The Vice President of Academic Affairs (Compliance Officer), Crown College, 8700 College View Drive, St. Bonifacius, MN 55375 phone: 952-446-4100The College deplores the unfair treatment of

individuals based on race, gender, socio-economic status, age, physical disability, or cultural differences, as well as attempts at humor which aim to elicit laughter at the expense of the individual or any group of individuals. Rather, members of the student body should embrace the expectation of Scripture to love God with all their being and their neighbors as themselves.

Family Educational Rights and Privacy Act of 1974 (FERPA)

This act sets out requirements designed to govern the access to, and release of, educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Student Privacy Policy Office (U.S. Department of Education) concerning alleged failures of Crown College to comply with provisions of FERPA.

Crown College has adopted policies and procedures concerning the implementation of FERPA on campus. Copies of the entire policy are available from the Registrar's Office, as well as the Registrar's Office web site.

Directory Information Policy

"Directory Information" can be released to an outside party without written consent of the student. Directory items include name, home address, campus address, email address, telephone numbers, dates of attendance, full-time/part-time status, classification, previous institutions(s) attended, major field(s) of study, awards, honors (e.g., Dean's List), degree(s) conferred (e.g., B.S., A.A.), digital image or photograph, past and present participation in officially recognized sports and activities, and height and weight of athletic team members.

Students have the right to suppress their directory information by completing a request form in the Registrar's Office. The request is valid for one semester.

Crown employees with a legitimate educational interest can access student education records. Designated offices may also disclose education records or components thereof to persons or organizations providing the student with financial aid, to accrediting agencies carrying out their accrediting functions, and to persons in an emergency to protect the health or safety of students or other persons. Other exceptions are listed in the official policy.

Confidential information may be released by phone only if positive identification of the student or appropriately designated representative may be made. Because of federal regulations, the student's SSN (Social Security Number) or birth date is not used to ascertain identity.

Confidential information can be released directly to the student; however, it cannot be released directly to the student's family members (e.g., parents, spouses, etc.) without the written consent of the student. Note, however, that when a student is a dependent of the parent as defined by the Internal Revenue Code of 1954: Sec. 152, such information may be released to the parent without the written consent of the student.

Crown College has adopted policies and procedures concerning the implementation of FERPA on campus. Copies of the entire policy are available from the Registrar's Office as well as the Registrar's Office website.

Higher Education Act of 1965 (as amended)

The Amendments require colleges to disseminate information on financial aid, tuition and academic programs as well as entrance and exit counseling to student borrowers. This information is disseminated through the College's catalog, mailings and website and is also available to students upon request. Furthermore, Crown College, in compliance with the Student Consumer Information Regulations, is required to annually disclose information to prospective students, parents, prospective staff, current students, staff and the public. These disclosures are posted at http://www.crown.edu/consumerinfo

The required disclosures provided at the website listed above include (but are not limited to): specific student rights regarding education records and directory information under the Family Education Rights and Privacy Act (FERPA); Information about financial aid, educational programs, accreditation, copyright infringement policies and sanctions, student loan information, campus safety, annual campus security reports, federal requirements for return of funds, institutional statistics such as completion, graduation, and transfer out rates. For a full summary of the consumer information being disclosed and descriptions of the required methods of dissemination please see Chapter 6 of Volume 2 of the Federal Student Aid Handbook at: http://www.ifap.ed.gov/fsahandbook/attachments/0910FSAHbkVol2Ch6Information.pdf

Individuals, upon request, may obtain a paper copy of this list and information on any of the disclosures. Please contact the Financial Aid Office at finaid@crown.edu if you require this assistance. Your request may also be referred to the area responsible for providing the information.

Student "Right-to-Know" Act of 1990

This Act requires colleges and universities receiving student federal financial aid to disclose graduation or completion rates for the student body allowing students and parents to make informed choices in selecting an institution of higher education. This information is published in the Crown College Catalog and on the College website at www.crown.edu/consumerinfo.

Faculty and Program Staff

Core Faculty

Dr. Alexander Zell - Dr. Zell is the Director of the Graduate School of Ministry, Christian Ministry online & Global Leadership online. He earned his PhD in Intercultural Studies in 2013 from Trinity International University. He is a licensed minister with the Christian and Missionary Alliance (C&MA) since 1987 and was ordained in 1992. Rev. Zell has served as a pastor for 13 years in the cities of Tappan, NY; Waldorf, MD; Greenfield, MA; and Geneva, OH. His ministry specialties in the pastorate were evangelism, discipleship, leadership development, and church revitalization. In addition to pastoring, Dr. Zell served as an international worker with the C&MA in Brazil for 12 years serving as visiting professor in Peru, Angola, France, and other countries. Dr. Zell has instructed students at the A.W. Tozer Seminary (formerly SEMIBA), designed a missions major, and directed the FATELA graduate school in São Paulo, Brazil for 4 years. Dr. Zell teamed with Brazilian leaders to plant new churches and reorganize existing churches. In his last four years in Brazil, Dr. Zell coached his Brazilian successor and celebrated 6 Brazilian pastors' graduations to become professors in their own seminary. Research areas of interest include contextualization, theology of mission, church planting, and leadership development. Publications include presentations on bi-vocational church planting and book reviews for missiological journals.

Dr. Elaine Bednar - Dr. Bednar is a licensed Professional Clinical and Chemical Dependency Counselor and is the primary professor of the Pastoral Counseling course, which is required for the M.Div. and the MAPC (Master of Arts in Pastoral Counseling). She earned her DMin from Ashland Theological Seminary. Her dissertation focuses on counseling those who have a spouse struggling with an addiction. She is the co-founder of Women in Discipleship (LLC) and founder of Dr. Bednar Counseling (LLC). She brings an abundance of practical and academic experience to the GSOM degree programs. She has served as a counselor for over 20 years, was a Director of Student Affairs and a Seminary Chaplain at Ashland University, and the Program Director of the Doctor of Ministry program for South University in Cleveland, OH. Dr. Bednar cares about our students and recently presented a paper, "Mentoring the Whole Person in an Online Christian Higher Education Context," at the Society of Professors in Christian Education (October 20-22, 2022) in San Diego, CA.

Dr. Erin Bell – Dr. Bell is an ordained minister and licensed chaplain with the Christian and Missionary Alliance and serves as the primary professor for the Paul and Romans course. He also teaches other courses such as Interpretive Issues in I Corinthians and the Gospel Ministry in Global Cities course. He received his DMin from South University (Dissertation: *An interdisciplinary approach to discipleship of incarcerated youth at Cuyahoga Hills Juvenile Correctional Facility*). Dr. Bell has served in the United States Air Force and has been the Youth Specialist and Chaplain of the Ohio Department of Youth Services Cuyahoga Hills Juvenile Correctional Facility. He also currently serves as the Associate Pastor of Hope Alliance Bible Church in Maple Heights, OH, bringing his practical experience into the classroom and providing a diverse perspective.

Dr. Robert Brannon – Dr. Brannon is an ordained minister with the Christian and Missionary Alliance and currently serves as the Lead Pastor of Upper Saint Clair Alliance Church in Pennsylvania. Dr. Brannon is the primary professor for the Social and Cultural Foundations for Ministry because he received his Ph.D. in Social Research from Omega Graduate School, focusing on the Sociological Integration of Religion and

Society. He brings over 40 years of experience as a pastor into the classroom, aiding students in connecting their ministries to their social and cultural context. He has also served on multiple boards with the C&MA, including the Church Planting Network and currently serves on the District Licensing, Ordination and Consecration Council for the Western Pennsylvania District.

Dr. Amy Roedding – Dr. Roedding is the Director of Candidate Recruitment and Development for the National Office of the Christian and Missionary Alliance. She is also a Consecrated Woman in Ministry (CWM) with the C&MA and is the primary professor for the Spiritual Formation for Leaders course. Dr. Roedding received her Ph.D. in Educational Leadership from Columbia International University and has been teaching Spiritual Formation for 15 years at several colleges. She also has international experience serving as a secondary teacher in Quito, Ecuador. With her combined 30 years of ministry experience, she provides a wise and experienced perspective to GSOM students. Her passion is to help students discover God's calling for their lives and learn to walk with Him.

Additional Faculty

Dr. Hector Belen – Dr. Belen is an ordained minister with the Christian & Missionary Alliance. He currently serves as the Assistant Director for leadership development with the National Office of the C&MA and as a board member for Crown College's Board of Trustees. Dr. Belen has served over 32 years in ministry as a professor, District Christian Education Director, District Superintendent for the Spanish Central District, and as a church planter. Dr. Belen earned his D. Min. in Christian Leadership in the Global Context from Alliance Theological Seminary in Nyack, New York. All this ministry experience gives Dr. Belen a great wealth of knowledge for teaching Church Administration and Management.

Dr. Joseph (Joon Hang) Chon – Dr. Chon is an ordained minister with the Christian & Missionary Alliance. He is currently pastor of Cornerstone Christian Fellowship in Hilliard, OH. In his ministerial role, he spends his time in outreach to immigrants and refugees in his local community. Dr. Chon received his Ph.D. through The Southern Baptist Theological Seminary and has served as an adjunct professor for the last 18 years at several colleges. His education and experience, along with his passion for evangelism and outreach, make him the best person to teach the GSOM's Theology of Missions and Outreach course.

Dr. Tisha Carter – Dr. Carter serves as the Director of Residents at Grace C&MA Church in Middleburg Heights, OH. She is also the Event Planner of Church Communications/Missional Marketing at that church. Dr. Carter earned her D.Min. from South University entitled, "The effects of antiquated views of the Bible, pop-culture, radical feminism, and social media on millennial Christian women." Serving her local context, Dr. Carter serves as Community Collaborator of Literary Cleveland. She has written a *Black Women Coping in Community Series* and *Black Women Coping in Cleveland Anthology*. Her diverse perspectives and experiences bring yet another needed voice to Crown College curriculum.

Dr. Paul Clark – Dr. Clark has a wide range of experiences in global engagement. He currently serves as an Education Consultant with Overseas Council, where he coordinates and plans Institutes of Excellence and other educational initiatives. Dr. Clark earned his Ph.D. in Theology (Ecclesiology) from PRODOLA (*Programa Doutoral Latino-Americano*) in San Jose, Costa Rica. He has also served as an International Worker with the Christian & Missionary Alliance, serving on a church planting team in Brazil, and as the Academic Dean of Seminario Biblico Alianca. Dr. Clark is an ordained pastor of the C&MA and has over

40 years of ministry experience both within the U.S. and internationally, giving him a global perspective for every course that he teaches.

Dr. Roberto DeSagun – Dr. DeSagun is an ordained minister with the Christian & Missionary Alliance and has served on the Licensing, Ordination & Consecration Council (LOCC) in the South Pacific District. Dr. Desagun earned his Ph.D. in Organizational Leadership at Regent University in Virginia Beach, VA. His dissertation was both biblical and practical, entitled: "Towards the Development of a Strategic Small Church Leadership: An Intertextual Analysis of 1 Thessalonians 2 verses 7-8 and 11-12." Dr. DeSagun has several self-published books that focus on building models for small church ministries. Because of his passion, Dr. DeSagun is the primary professor for MIN 5515 Ministry in Small Group Context.

Dr. William Dunham – Dr. Dunham currently oversees tentmakers in many creative access countries as the Director of Marketplace Ministries, a division of Alliance Missions of the Christian and Missionary Alliance. Dr. Dunham earned his Ph.D. in Education from the University of Akron. His 35 years of expertise in business and missions enables him to integrate the two subjects into one cohesive whole.

Dr. Dean Erickson – Dr. Erickon is an ordained minister in the Christian and Missionary Alliance, a member of the Society of Biblical Literature, and a member of the Evangelical Theological Society. He has presented many of his works at regional and national conferences for these societies. Dr. Erickson earned his Ph.D. in the Old Testament at Luther Seminary in St. Paul, MN. He has written and taught several courses for the School of Online Studies, including Old Testament Narratives and Old Testament Hebrew for Biblical Research. He has served as a professor for the last 23 years. Dr. Erickson preaches in local churches as pulpit supply and an interim pastor.

Dr. Jessica Fleck – Dr. Fleck currently serves as the Assistant Professor of Next Generation Ministry Leadership for Crown College on-campus. She is also a licensed and consecrated worker of the Christian and Missionary Alliance and has over 10 years of practical ministry experience, serving as the Children's Ministry Director for multiple churches. Dr. Fleck earned her D.Min. in Preaching and Leadership from Asbury Theological Seminary and has taken a particular interest in the next generation, at-risk children and youth, families, leadership, and women in ministry leadership. Her role at Crown College, educational experiences, and practical ministry background serve as a solid foundation for her teaching.

Dr. Margaret Fletcher – Dr. Fletcher has over 30 years of teaching experience and has taught in other countries such as Spain and South Africa. She earned her D.Min. with an emphasis in Leadership from Regent University and focused her dissertation specifically on Women's Leadership. She has also served at New Life Providence Church in Virginia Beach, VA, for almost 15 years, gaining valuable ministry experience that informs her teaching.

Dr. Nickolas Fox – Dr. Fox has a wide range of academic and ministry experience. His most notable accomplishment was as a contributor to the *Baker Expository Dictionary of Old Testament and New Testament Words,* and has also served in multiple pastoral roles. He earned his Ph.D. in the New Testament from the London School of Theology and is currently the owner and CEO of Holy Land Ventures, LLC. Dr. Fox is passionate about the New Testament and teaches biblical Greek in several different capacities, including Crown on-campus and online students.

Dr. Mark Harris – Dr. Harris serves as the Executive Pastor of Ministries at Appleton Alliance Church and is ordained with the Christian & Missionary Alliance. He earned his D.Min. in preaching from Gordon

Conwell Theological Seminary, where he learned from Dr. Haddon Robinson, a modern-day authority on the subject of preaching. Dr. Harris has extensive ministry experience, having served in the Church for almost 30 years. His roles have often included the task of leading a preaching team while also regularly preaching himself. He brings this wealth of experience into the preaching courses that Crown Online offers.

Dr. Long Ho – Dr. Ho is currently the Senior Pastor of Agape Vietnamese Church of Westminster in Westminster, CA. He earned his Ph.D. in Educational Studies from the Talbot School of Theology at Biola University. Prior to entering formal ministry, Dr. Ho was a rocket scientist with Boeing and Military Avionic Systems for over 20 years and has several patents in technology, which shows his ability to think "outside the box." Dr. Ho's cultural and educational background provide a broad multicultural perspective for students. His dissertation was entitled "Working across Generations and Cultures," and he focused on paternalism and leadership styles in ethnically based districts of the C&MA.

Dr. Bridget Juwah – Dr. Juwah is the President and Founder of Health Foundation, an organization incorporated to help the underprivileged and vagrant psychotics. She is also the author of multiple books like *Flames of Love* and *Where Angels Fear to Tread.* Dr. Juwah earned her Ed.D in Educational Leadership from the University of Phoenix and has served as a professor in the academic world for over 10 years. As a naturalized U.S. citizen originally from Nigeria, she brings cultural diversity and a valuable perspective to the courses that she teaches.

Dr. Gary Keisling – Dr. Keisling has over 30 years of ministry experience, serving as a lead pastor for most of his career. He is ordained with the Christian and Missionary Alliance and earned his D.Min. with a concentration in Spiritual Disciplines and Formation from Fuller Theological Seminary. Dr. Keisling has written several articles for the *Alliance Life* magazine and also published his book, *Relentless Spirituality*. Throughout his career, he has served in various teaching roles, helping to integrate academic learning with practical ministry experience.

Dr. Paul King – Dr. King has earned both a D.Min. from Oral Roberts University and a Th.D. from the University of South Africa. He is the author of multiple books on the subject of spiritual warfare, such as *Setting people free: Spiritual warfare & deliverance handbook*. He has extensive experience in both the ministry and academic worlds. Dr. King currently serves as the President of Paul King Ministries Inc. and has served in both full-time and part-time professor positions.

Dr. Andrew Knisely – Dr. Knisely currently serves as the Lead Pastor of Elysburg Alliance Church and has also served overseas in France as an international worker. He earned his Ed.D. in Adult Education and Learning from Penn State University and is ordained with the Christian and Missionary Alliance. Dr. Knisely shares his global, pastoral, and academic experience along with biblical wisdom with his students.

Dr. Greg Loomis – Dr. Loomis has over 40 years of ministry experience serving as a chaplain, associate pastor, and lead pastor at various times of his career. Recently, he has served as an interim pastor, helping churches transition and hire a new lead pastor. He also has extensive experience in the classroom, serving as an adjunct professor for Crown College since 2004. Dr. Loomis earned his D.Min. in Pastoral Studies from Trinity International University and is ordained with the Evangelical Free Church.

Dr. Brian Malvig – Dr. Malvig currently serves as the Lead Pastor of Wadena Alliance Church in Wadena, MN, and is ordained with the Christian and Missionary Alliance. He earned his D.Min. in Church Leadership from Bethel Seminary and has over 20 years of various ministry roles as a Camp Director, Assistant Pastor, Church Planter, and Lead Pastor. During his time as a church planter, Dr. Malvig served as a commercial contractor, giving him the perspective of being bi-vocational. His wide range of ministry experience provides students with a unique perspective.

Dr. Mike Mason – Dr. Mason currently serves as the Central Student Ministries Pastor at Echo Church in San Jose, CA. He has been in ministry since 1992 and has also been developing and teaching courses for Crown since 2016. He earned his Ph.D. in Educational Studies from Biola University and provides a particular understanding of youth ministry to our degrees.

Dr. Adam Rasmussen – Dr. Rasmussen earned his Ph.D. in Educational Studies from the Talbot School of Theology at Biola University and has participated in the development of multiple courses for various colleges. He has served as a youth pastor for 10 years but has spent most of his academic career teaching for various colleges and universities, including Crown. Dr. Rasmussen has also written several articles for the *Christian Education Journal.* His academic experience serves as a helpful resource for students in learning to write scholarly papers.

Dr. Paul Sanders – Dr. Sanders earned his Doctor of Urban Education from the University of Wisconsin and has over 35 years of experience as a teacher, counselor, administrator, and adjunct professor. He has served as an Elder at Crossway Church in Germantown, WI, and led various ministries there. Dr. Sanders' vast educational experience in elementary, undergraduate, and graduate fields provides a unique perspective for the courses he teaches.

Dr. Daniel Scarrow – Dr. Scarrow currently serves as the District Superintendent of the North Central District of the Christian and Missionary Alliance. Having earned his Doctor of Strategic Leadership from Regent University, Dr. Scarrow has a wide range of knowledge and experience in strategic leadership. He has served in various roles, including the Director of Leadership Development for the Central District of the C&MA, Executive Pastor of Missoula Alliance Church, and is currently a Managing Partner of Touchstone Leadership Group, through which he has provided over 7000 hours (about 9 and a half months) of leadership coaching. He developed and currently teaches our Transformational Leadership Strategies class, bringing his wealth of leadership knowledge and experience to this course.

Dr. Scott Edgar – Dr. Edgar is the founder of Pathways to Success Executive Coaching LLC and is also the Vice President of Equippers Network International. He earned his Ph.D. from the University of Wales and has been the author of many scholarly articles and book reviews. Dr. Edgar has taught in-person and online for many years and has also had practical experience as a pastor and academic dean. He brings a global perspective to our courses, having traveled to 25 countries throughout Europe, Asia, and Central America through which he has gained valuable teaching and ministry experience.

Dr. Wayne Spriggs – Dr. Wayne Spriggs is an ordained minister in the Christian & Missionary Alliance. He has served in several different capacities, such as: Church Planter, Senior Pastor, Church Health Consultant, District Director, and District Super Intendant for both the Eastern PA and Central Pacific Districts of the C&MA. Dr. Spriggs is the primary professor for the Calling and Vocation Assessment I and II courses. He serves as the Chair for both the District Executive Committee and District Licensing, Ordination, and Consecration Council for the Central Pacific District, making him more than qualified to

teach this course and help ministry students understand their calling and where they should serve vocationally.

Dr. Michael Stine – Dr. Stine currently serves as the Associate Pastor of Clear Fork Alliance Church in Bellville, OH, and has over 40 years of ministry experience. He earned his D.Min. at Ashland Theological Seminary and has been an Online Adjunct Professor for Crown since 2003. Dr. Stine has always been involved in his community, starting the Knox County Right to Life chapter and also serving as the Chaplain of Trail Life USA, Troop 1. His education, community involvement, and many years of ministry experience give him an informed perspective for online students.

Dr. Nhiem Thai Tran – Dr. Tran has a Ph.D. in Intercultural Studies from Columbia International University and a D.Min. in Christian Leadership in the Global Context from the Alliance Theological Seminary. He currently partners with Crown College Online to provide Master level courses to Vietnamese students and is the Director of the Master's Program at the Institute of Bible and Theology in Vietnam. He is also currently the editor of the Vietnamese Theological Review online magazine. Dr. Tran has also served as the Lead Pastor of a U.S. based Vietnamese church. His practical and academic experience serve him well in equipping current and future Vietnamese ministry leaders.

Dr. Trent Thomas - Dr. Thomas is an ordained minister with the Christian and Missionary Alliance and currently serves as a co-pastor of Destiny Church, a multi-ethnic community in Streetsboro, OH. Dr. Thomas was an accomplished musician on the keyboard before he came to the Lord with six national hits to his name. He still plays the keys, but now he dedicates his talent to the Lord. Dr. Thomas earned his Doctor of Ministry in Christian Leadership degree from the Alliance Theological Seminary. His doctoral project was entitled "Examining the Effect of Hospitality on the Cultural Intelligence of Parishioners of Destiny Church." Dr. Thomas is a certified trainer of Cultural Intelligence and has presented seminars and leadership workshops to help churches reduce prejudice and to promote understanding among people of diverse cultural backgrounds.

Dr. Marc Trujillo – Dr. Trujillo currently serves as the Pastor of the Evanston Alliance Church in Evanston, WY, and is an ordained minister of the Christian and Missionary Alliance. He has also been an adjunct professor for Crown since 2011 but has been involved at the college since 2004. Dr. Trujillo earned his Ph.D. in Church History from Luther Seminary and serves as a member of the Evangelical Theological Society. His many years of practical experience as a pastor serve to inform his teaching, helping him to integrate solid academic work with practical ministry.

Dr. Shawna Warner – Dr. Warner finished her Ph.D. in Intercultural Studies and is the author of peer-reviewed journal articles, book chapters, and magazine articles. She has experience as an English Teacher/Trainer, Public Speaker, and Consultant. She has also served as a full-time faculty member of Payap University in Chiang Mai, Thailand, and other international institutions. Her cross-cultural experience helps her to engage students across cultures and provides a broader perspective in her teaching.

Dr. Cornelia White – Dr. White serves as the associate minister/Chaplain of Little Star Missionary Baptist Church in Cleveland, OH. She received her D.Min. from South University, ordination with the Trinity Full Gospel fellowship, and has been endorsed by the Chaplaincy Full Gospel Churches. Dr. White served in the United States Army for nine years as a Military Chaplain, where she received multiple awards. Dr.

White offers her editing services on a contract basis. Dr. White brings her varied experiences into her courses, providing students with the opportunity to expand their perspectives and skills.

Dr. Roy Williams – Dr. Williams has extensive academic experience serving as a professor both in-person and online. He earned his Ph.D. in Historical Theology: Reformation and Post-Reformation from Calvin Theological Seminary. Dr. Williams has written extensively, particularly scholarly book reviews, and has multiple articles in the *Encyclopedia of Christianity in the United States* (2016). He also has about 10 years of practical ministry experience, serving as a Lead Pastor for most of that time.

Dr. James Zapf – Dr. Zapf is the Program Director of the Online Psychology and Counseling Programs and the Department of Humanities and Social Sciences Chair. He earned his Ph.D. in Academic Psychology from Walden University. Dr. Zapf is a Licensed Professional Clinical Counselor in the State of Minnesota, and he is also a Certified Clinical Trauma Professional. He has a broad range of experience as a professional counselor and professor, helping to engage our students practically and academically.

Acknowledgments

On or around July 1st of each year, this GSOM Student Handbook will be published on the Canvas Portfolios for each of the Graduate School of Ministry degrees. It is the responsibility of each student in the program to be aware of the handbook and its content and to refer to it as needed for guidance throughout the program. Each year, new students will take a quiz in their Canvas Portfolio near the beginning of their time in the program. In this quiz, they will acknowledge their familiarity with the handbook and the importance of being aware of its contents. Since the handbook is a dynamic document, students will be expected to fulfill all requirements of the program detailed in the current handbook.

Appendices

Graduate School of Ministry Course Descriptions

BBL 5220: New Testament Greek for Biblical Research 4 Credits
An introduction to the grammar and vocabulary of New Testament Greek with the goal of being able to utilize electronic resources and read exegetical commentaries.

BBL 5221: Old Testament Hebrew for Biblical Research 4 Credits
An introduction to the grammar and vocabulary of Old Testament Hebrew with the goal of being able to utilize electronic resources and read exegetical commentaries.

BBL 5224: Psalms and Spiritual Formation 3 Credits
This course examines interpretive issues in the book of Psalms, including Hebrew poetic techniques and genre comparisons so that students are prepared to complete an exegetical project unique to Old Testament poetic literature. The use of Psalms for spiritual formation purposes will also be considered.

BBL 5225: Paul and Romans 3 Credits
An exegetical study of Romans with a view to developing skills in biblical interpretation and application. Special emphasis is given to the ministry of Paul and the socio-cultural context of this important letter.

BBL 5227: Interpreting Old Testament Narratives 3 Credits
A study of the methodology used in Hebrew narratives through a detailed examination of the David narrative in I and II Samuel with application to teaching and preaching. (Also, CST 5227)

BBL 5229: Interpretive Issues in Galatians 3 Credits
An inductive examination of Paul's letter to the Galatians with special emphasis on interpretive issues emerging in the text. Students will prepare an exegetical commentary on Galatians.

BBL 5238: Jesus and Apologetics 3 Credits
This is an apologetics class focusing specifically on the topic of Jesus and the Gospels. The class is intended to help the student be better prepared to give an answer for the multitude of challenges concerning Jesus and the Gospels. Fulfills the New Testament elective, BBL elective or philosophy elective for Master of Divinity (M.Div.). (Also, CST 5238)

BBL 5310: Jesus & Gospel Literature 3 Credits
An examination of the diverse approaches to the study of the Gospels with special emphasis on understanding the unique themes, message, and content of each Gospel. In addition, critical issues related to the life of Christ and the Gospel literature will be considered. (Also, CST 5310)

BBL 5331: Interpretive Issues in I Corinthians 3 Credits

This course is an inductive examination of 1 Corinthians with special emphasis on the background, themes, and other interpretive issues emerging in the text. This course will examine a variety of textual, theological, and practical issues as they apply to the local church and individual believer's lives.

BBL 6248: Israel – Teaching Jesus' Cultural Background 3 Credits
Partnering with the Jerusalem University College (JUC) at their external site in Israel, this course "focuses on the geographical, historical, and cultural setting of Israel during the time of Christ. The field studies follow the basic chronology of the life of Christ, spending one week in the Galilee region and one week in the Jerusalem region" (JUC website). Students will be prepared to teach about Jesus's culture. A minimum number of students are required. The course fee includes in-country expenses in Israel. (Course Fee) By permission only. Offered alternate years (odd)

BBL 6298: Special Topics in Biblical Studies 3 Credits
A course addressing a specialized topic in biblical studies.

BBL 6320: Luke/Acts: Mission of Christ and the Church 3 Credits
A study of the Gospel of Luke and the Book of Acts, to understand the life of Christ and the early New Testament church from the perspective of Luke as a historian and a theologian, especially as they relate to the mission of Christ and the Church. This course functions as a capstone course in which skills in hermeneutics and theological inquiry are combined with skills in social and cultural analysis to interpret and apply Luke's message to the contemporary church. (Also, CST 6320)

CST 5222: Alliance Distinctives 3 Credits
The course examines the historical, theological, and spiritual distinctives of The Christian and Missionary Alliance movement. Ordination/Consecration work is embedded in this course for the C&MA with a special emphasis on sanctification and healing.

CST 5223: Christian Theology 3 Credits
This course will approach Christian Theology through a study of scripture and church history in order to prepare the student for ministry. Ordination/Consecration work is embedded in this course for the C&MA with a special emphasis on ecclesiology and eschatology.

CST 5224: History of the Church 3 Credits
This course presents an overview of the church's history from the apostolic age to the present, focusing on key preachers and leaders, as well as missions and renewal movements over the past two thousand years. Students will explore the development of Christian doctrine, key spiritual leaders and themes of spiritual formation, as well as lessons of leadership that can be applied today. Students will also investigate the emergence of the Orthodox, Catholic and Protestant branches of the Church, studying both the commonality and differences among these branches.

CST 5229: Transformational Leadership Strategies 3 Credits
This course introduces students to a process designed to catalyze renewal in organizations experiencing plateau or decline by exploring tools, environments, and relationships. Students will apply the principles that they learn by evaluating leaders and developing clarity, focus, accountability, measurable progress and evaluation as core disciplines of leadership for their particular ministry setting in a practical final project. (Also, MIN 5229)

CST 5230: Personal Study in Spiritual Formation 3 Credits
This course involves an individually designed pursuit of spiritual formation encompassing reflective analysis, in-depth study, practice and reflection on a specific dimension, issue, problem or question in spiritual formation and development. Students desiring to pursue this course should dialogue with their academic advisor and/or the department chair so that they are prepared to submit a research proposal during the early weeks of this course.

CST 5234: Theology of Missions and Outreach 3 Credits
This course is a study of the theology of evangelism, missions, and the eternal destiny of humankind. In addition, contemporary and global issues in the theology of missions and outreach will be considered. The theological foundation established through this study will form a basis for developing a theologically motivated philosophy of ministry that has a clear goal of impacting the unreached peoples of the world.

CST 5235: Theology of Christ and the Church 3 Credits
This course provides a systematic survey and analysis of Christology, soteriology, ecclesiology, and eschatology. Students also complete a theological analysis of a topic related to the centrality of Christ in the Church. While a variety of theological perspectives are considered, special attention is given to these topics from the standpoint of the Christian Missionary Alliance.

CST 5238: Jesus and Apologetics 3 Credits
This is an apologetics class focusing specifically on the topic of Jesus and the Gospels. The class is intended to help the student be better prepared to give an answer for the multitude of challenges concerning Jesus and the Gospels. Fulfills the New Testament elective, BBL elective or philosophy elective for Master of Divinity (M.Div.). (Also, BBL 5238)

CST 5310: Jesus & Gospel Literature 3 Credits
An examination of the diverse approaches to the study of the Gospels with special emphasis on understanding the unique themes, message, and content of each Gospel. In addition, critical issues related to the life of Christ and the Gospel literature will be considered. (Also, BBL 5310)

CST 5339: Tactics of Spiritual Warfare 3 Credits
This course a Scriptural approach to sound theology and tactics to overcome evil in any ministry setting. Special topics addressed will be the authority of believers, our identity in Christ, the importance of

prayer to combat spiritual beings, truth encounters and the relationship of spiritual warfare to effective disciple-making.

CST 5340: Contemporary Theological Issues 3 Credits
A survey of key theologians, movements, and issues in contemporary theology introduced by a brief historical overview of nineteenth and twentieth century modern theology. This course aims at developing theological insight and discernment by acquainting students with a variety of modern and postmodern trends in contemporary religious thought.

CST 5342: Theology & Practice of Worship 3 Credits
This course is designed to equip individuals and church leaders with a theological practical foundation for leading worshipers to know and encounter Christ through worship. Special attention given to New Testament practices and their relevance to contemporary congregations and church leadership.

CST 5344: Spiritual Classics 3 Credits
The spiritual concepts, principles, and truths in the writings of those who have gone before us in the pursuit of Christ comprise a vital dimension of our spiritual heritage as Christ's followers. They keep us in touch with experiences in spirituality we will encounter. Becoming acquainted and conversant in them, positions us to engage in meaningful conversations with Jesus' followers from other spiritual heritages and traditions.

CST 6210: Theology of Leadership, Vocation, and Work 3 Credits
This course is a study of the theology of leadership, vocation, and work as they relate to providing leadership in diverse ministry contexts. Students will be prepared to reflect biblically and theologically on leadership, vocation, and work in order to make wise personal decisions and to help others understand the relationship between work, ministry, and service in the Kingdom of God.

CST 6212: Hermeneutics & Theological Research 3 Credits
This course examines a variety of methods of Biblical interpretation and equips students with the skills necessary for using essential Bible study resources. In addition to applying sound exegetical principles to the Biblical text, students learn how to conduct theological research and write theological research papers.

CST 6214: Historical Theology 3 Credits
An introduction to historical theology and a survey of the development of the theological formulations of the church through patristic, medieval, reformation, and modern church history. Special emphasis will be placed on "challenges to orthodoxy" and the role of such events played in the church's responses.

CST 6216: History and Theology of Christian Ministry 3 Credits
The nature of disciple-making ministry is studied from both the theological and historical perspectives as a basis for understanding biblical standards and models for ministry, historical influences on ministry and the role of the leader in present day ministry.

CST 6218: Biblical Theology 3 Credits
A study of major themes and doctrines contained in the Old and New Testaments. This course emphasizes the contributions of the various biblical books to the unity of the Old and New Testaments and examines the historical and theological milieu influencing Old and New Testament writings.

GRD 5013: Leadership and Culture 3 Credits
This course is designed to equip the leader to understand, assess, and lead in a wide variety of cultural contexts including a wide variety of rural, suburban, and urban worlds, as well as complex cross-generational and ethnic settings. (Also, INT 5013)

GRD 5208: Strategic Planning for Leaders 3 Credits
This course studies the leader's role in strategic planning. Attention is given to developing vision and values, program development, allocating resources, and assessing effectiveness for improvement through the use of case studies. (Also, MBA (Master of Business Administration) 5208)

GRD 5211: Academic Writing for Evaluation and Research 3 Credits
This course will equip students to construct well-developed and grammatically sound papers appropriate for academic assignments, evaluation reports, and research studies. Students will summarize and evaluate literature, discuss multiple perspectives, appeal to logic and reasoning, integrate primary and secondary sources in their arguments, and revise writing to produce a clear, concise style appropriate to the audience. The course will also emphasize learning and applying APA guidelines to writing projects.

INT 5060: English Language Teaching as Mission 3 Credits
This course addresses the key topics for English language teaching as faith-based service. Students will learn how to adapt teaching to other cultural contexts, focus on spiritual formation, and find appropriate ways to meet community needs. Course fee may apply.
Prerequisite: INT 5050 or INT 5524

INT 5312: Gospel Ministry in Global Cities 3 Credits
This course examines systemic issues such as poverty, racism, and justice as they apply to Gospel Ministry in urban centers around the globe. Students will learn about relational discipleship and community engagement with the goal of transformative interaction with residents, multi-ethnic ministry and urban apologetics. (Also, MIN 5312)

INT 5410: Hmong Worldview Analysis 3 Credits
This course explores the history, beliefs, and culture of the Hmong people with special emphasis on animistic worldviews so that students can analyze cultural expressions to understand their worldview basis. Students will also be prepared to minister in a variety of Hmong ministry contexts and work with people groups from other animistic cultural backgrounds.

INT 5414: Hmong Language Acquisition 3 Credits

Crown College Graduate School of Ministry Student Handbook 2023-2024

This introductory master's level course is intended for students who are not familiar with the Hmong language and are learning Hmong as a foreign language. Students will learn the Romanized Popular Alphabet (RPA) version of the Hmong Language to prepare them to acquire reading, writing, listening, and speaking skills.

INT 5510: Contemporary Issues in Missions 3 Credits
This course examines mission issues such as cross-cultural leadership development, partnership with other agencies, dependency, and other themes pertinent to missions in the 21st Century. It partners with Perspectives on the World Christian Movement on an external site to earn the Perspectives graduate certificate of completion. Soteriology and missiology for C&MA ordination/consecration work is embedded. (Course Fee)

INT 5516: Cross-Cultural Teaching and Learning 3 Credits
In this course students will develop an awareness of one's own ideas, values, and expectations in education. Different countries and cultures' approaches to learning will be discussed. Students will understand how different worldviews influence learning methods. This course will examine issues related to teaching bilingual students and discuss effective instructional approaches for linguistically and culturally diverse classrooms.

INT 5518: Intercultural Communication Theory and Practice 3 Credits
This course is designed for students who plan to communicate across cultural barriers within North America as well as those who plan a career in an intercultural setting. Verbal and nonverbal factors facilitate or impede effective communication in every encounter between persons of different cultures.

INT 5520: Foundations in Principles of Holistic Ministry 3 Credits
This course lays the foundation for understanding the appropriate goals and strategies for churches and Christian ministries working in low-income communities. It is an orientation course that discusses the question of poverty, proposes a Biblical framework for understanding poverty and holistic development, and examines the role of the local church in the economic empowerment of poor people.

INT 5524: Teaching English to Second Language Learners 3 Credits
This course is designed to prepare students with the language, culture, and teaching skills that are necessary for Teaching English as a Foreign Language (TEFL). The training program embedded in this course includes practice with real language learners, classroom observation of experienced teachers, and written assignments. Students who complete this course will also receive a TESOL (Teaching English to Speakers of Other Languages) certificate from a reputable external partner who specializes in granting TESOL certification. (Course Fee)

INT 5527: Contextualization Theory & Practice 3 Credits
This course will enable students to apply the theory and practice of host culture adaptation by introducing them to the prominent theories and researchers within the field, as well provide an overview of the areas of non-profit and business applications where contextualization is needed.

INT 5528: Developing Intercultural Faith Communities 3 Credits
This course will equip students to develop culturally appropriate expressions of the Christian faith in community within a global context. Focus will be given to achieving a balance between personal, family, intercultural, and strategic challenges of international bi-vocational living.

INT 5532: Multicultural Team Dynamics 3 Credits
Students will understand various components of multicultural teams, such as how to build trust and resolve cross-cultural conflict. Emphasis is placed on building collective unity around a common vision and the leader's development of qualities and skills necessary to navigate a multicultural team.

INT 5552: Supervised Global Residency I 3 Credits
Students will be coached by a qualified supervisor and will be engaged in cross-cultural service learning for at least 112.5 hours. Focus will be given to developing the students' cultural understanding and intercultural coping skills for the specific cultural context. Sites and supervisors must be preapproved for these residencies by permission only. Satisfactory/Unsatisfactory grading.

MDM 5010: Narrative and Ministry 3 Credits
This class will examine the use of well-crafted storytelling in a wide variety of ministry contexts. Students will examine the dramatic structure of the narratives in Scripture and leverage these tools to communicate truth in the preproduction phase.

MDM 5012: Film and Video for Ministry 3 Credits
In this class, students will learn to write, shoot, and edit film and video ministry content in the context of church and non-profit ministry. Students will use film and video to communicate stories of God's work in ways that influence others.

MDM 6010: Worship Technology 3 Credits
This class addresses the philosophical and practical aspects of using technological resources in a worshiping community. The course will focus on how to skillfully utilize audio, media, and lighting in a live event setting for a ministry context.

MIN 5210: Management & Administration of Christian Ministry 3 Credits
This course is designed to acquaint the student with the personal qualities and professional skills essential for administrative leadership in the local church context. Students investigate pastoral leadership and church management theories as well as the practical dynamics related to the administrative process.

MIN 5215: Pastoral Counseling 3 Credits
This course is designed to help students become more knowledgeable, effective, and sensitive pastors when ministering to persons in need. Students are equipped to care for God's people and to provide counsel in a variety of contexts. (Course Fee)

MIN 5218: Social and Cultural Foundations for Ministry 3 Credits
This course will prepare students to analyze the social and cultural factors influencing people's behavior and development in an era of globalization. Students will be equipped to analyze global contexts for the purpose of connecting with local people and meeting their needs. (Also, INT 5218)

MIN 5230: Teaching for Ministry 3 Credits
A study of the process of teaching and learning as it relates to using the Bible for the purpose of Christian formation and discipleship in a variety of educational contexts.

MIN 5310: Foundations of Church Planting 3 Credits
This course explores the biblical imperatives for church multiplication. It equips the student to investigate, analyze, and understand cultural settings in both contemporary and post-modern America, as well as diverse overseas settings. This understanding is then applied to the construction of appropriate church planting strategies. Emphasis will be placed on devising strategy for church planting movements where churches continually plant churches.

MIN 5312: Gospel Ministry in Global Cities 3 Credits
This course examines systemic issues such as poverty, racism, and justice as they apply to Gospel Ministry in urban centers around the globe. Students will learn about relational discipleship and community engagement with the goal of transformative interaction with residents, multi-ethnic ministry and urban apologetics. (Also, INT 5312)

MIN 5502: Ministry Residency I 3 Credits
Students will be coached by a qualified mentor and will be engaged in ministry for at least 112.5 hours. Character and Ministry competencies will be established for the resident's spiritual and career formation. Healthy churches are the principal sites for these residencies by permission only. Satisfactory/Unsatisfactory grading.

MIN 5504: Ministry Residency II 3 Credits
This course is a continuation of MIN 5502 - Ministry Residency I. Additional Character and Ministry Competencies will be established in this residency. Healthy churches are the principal sites for these residencies by permission only. Satisfactory/Unsatisfactory grading.

MIN 5505: Ministry Residency IA 1.5 Credits
Students will be coached by a qualified mentor and will be engaged in ministry for at least 57 hours. Character and Ministry competencies will be established for the resident's spiritual and career formation. Healthy churches are the principal sites for these residencies by permission only. Satisfactory/Unsatisfactory grading.

MIN 5506: Ministry Residency IB 1.5 Credits
Students will be coached by a qualified mentor and will be engaged in ministry for at least 57 hours. Character and Ministry competencies will be established for the resident's spiritual and career formation. Healthy churches are the principal sites for these residencies by permission only. Satisfactory/Unsatisfactory grading.

Prerequisite: MIN 5505

MIN 5507: Ministry Residency IIA 1.5 Credits
This course is a continuation of MIN 5505 - Ministry Residency IA and MIN 5506 - Ministry Residency IB. Additional Character and Ministry Competencies will be established in this residency. Healthy churches are the principal sites for these residencies by permission only. Satisfactory/Unsatisfactory grading.

Prerequisite: MIN 5505 and MIN 5506

MIN 5508: Ministry Residency IIB 1.5 Credits
This course is a continuation of MIN 5505 - Ministry Residency IA and MIN 5506 - Ministry Residency IB. Additional Character and Ministry Competencies will be established in this residency. Healthy churches are the principal sites for these residencies by permission only. Satisfactory/Unsatisfactory grading.

Prerequisite: MIN 5505, MIN 5506, and MIN 5507

MIN 5510: The Biblical Communicator 3 Credits
Through this course students will develop their skills in interpreting Scripture and in communicating biblical truth one-on-one, in small groups/teams and in large groups. Attention will be given to the historical, grammatical, and literary study of biblical passages in their contexts and to the unique communication skills required for connecting one-on-one, with a small group and in large groups.

MIN 5512: Facilitating Spiritual Formation 3 Credits
Through this course students will identify their place on the spiritual journey and develop skills to help people grow spiritually. Attention will be given to the divine dynamic of spiritual formation, to models of spiritual formation, to spiritual disciplines, and to tools for directing others in spiritual formation via one-on-one mentoring, small groups, and/or establishing a spiritual growth program.

MIN 5513: Outreach Oriented Leader 3 Credits
Through this course students will develop some of the necessary skills for establishing an outreach-oriented ministry, for transitioning a ministry to be outreach oriented and for perpetuating an outreach-oriented ministry. Attention will be given to the biblical basis for personal, local and global outreach, entrepreneurial leadership, transformational leadership and contextualized outreach.

MIN 5515: Ministry in Small Group Context 3 Credits
This course investigates biblical and organizational principles of ministry in small group contexts, emphasizing ministry within a relational model of the group. Students will develop practical skills in developing and leading small group ministries.

MIN 5881: Chaplaincy in the Graduate Context I 3 Credits
Partnering with the Institute for Clinical Pastoral Training (ICPT) on their external site, students who complete the supervised mentoring process successfully will be eligible for a graduate certificate of completion from ICPT for CPE Unit 1. Students will become familiar with a variety of reflection tools through readings, research and other articles, case studies, and activities in which they reflect upon and apply the information learned. (Course Fee) By permission only.

MIN 5882: Chaplaincy in the Graduate Context II 3 Credits

Partnering with the Institute for Clinical Pastoral Training (ICPT) on their external site, students who complete the supervised mentoring process successfully will be eligible for a graduate certificate of completion from ICPT for CPE Unit 1. Students will become familiar with a variety of reflection tools through readings, research and other articles, case studies, and activities in which they reflect upon and apply the information learned. (Course Fee) By permission only.

MIN 5890: Independent Study 1-3 Credits
This course is an intensive, supervised investigation of a ministry topic by an individual student. Enrollment and topic selection are by permission of the instructor and department chair.

MIN 6211: Spiritual Formation for Leaders 3 Credits
A study of biblical principles and methods of spiritual growth, character formation, discipleship, and equipping Christian believers for leadership in business and non-profit organizations. The goal of this course is to equip students in spiritual formation practices to prepare others for caregiving and leadership.

MIN 6698: Special Topics in Ministry Leadership 1-3 Credits
A graduate course that addresses an area of ministry leadership specialization on an elective basis.

MIN 6909: Calling and Vocational Assessment I 1 Credit
Students complete an initial assessment of their calling and vocational interests and then meet with a mentor to discuss their future plans as they relate to emphasis track selection, the supervised practicum, and vocational aspirations. Satisfactory/Unsatisfactory grading.

MIN 6911: Calling and Vocational Assessment II 1 Credit
Students respond to their experience in this degree program, personal assessments, and mentor input to develop a personal statement of calling and vocational identity. Satisfactory/Unsatisfactory grading.

Prerequisite: MIN 6909

MIN 6920: Supervised Capstone Project I 3 Credits
Students engage in a supervised ministry experience, or they may be approved to work with a mentor to complete a practical ministry project. The primary goal of the course is to develop a plan for equipping ministry leaders for a specific context. Satisfactory/Unsatisfactory grading.

MIN 6922: Supervised Capstone Project II 3 Credits
Students engage in a supervised ministry experience, or they may be approved to work with a mentor to complete a practical ministry project. The primary goal of the course is to develop a plan for life-long learning. Satisfactory/Unsatisfactory grading.

Academic Planning

GSOM Degree Emphases and Concentrations

Requirements of 36-Credit Degree Emphases

Biblical Studies Emphasis
- BBL 5220 - New Testament Greek for Biblical Research (4 Credits)

or
- BBL 5310 - Jesus & Gospel Literature (3 Credits)

- BBL 5221 - Old Testament Hebrew for Biblical Research (4 Credits)
  or
- BBL 5227 - Interpreting Old Testament Narratives (3 Credits)

- CST 6212 - Hermeneutics & Theological Research (3 Credits)

Chaplaincy Emphasis
- COU 6220 - Trauma-Informed Counseling and Crisis Intervention (3 Credits)
- MIN 5881 - Chaplaincy in the Graduate Context I (3 Credits)
- MIN 5882 - Chaplaincy in the Graduate Context II (3 Credits)

Church Development Emphasis
- CST 5229 - Strategic Church Revitalization (3 Credits)
  or
- MIN 5210 - Management & Administration of Christian Ministry (3 Credits)

- MIN 5310 - Foundations of Church Planting (3 Credits)
- GRD, INT, MBA, MIN or ORG Elective (3 credits)

Community Development Emphasis
- INT 5520 - Foundations in Principles of Holistic Ministry (3 Credits)
- INT 5521 - Methods of Community Organizing and Community Development (3 Credits)

    Complete 3 credits from the following courses:
- DEM 5020 - Disaster Relief and Redevelopment (3 Credits)
- GRD 5310 - Program Planning and Evaluation (3 Credits)
- INT 5523 - Current Trends in Community Development (3 Credits)
- INT 5550 - Community Development Internship (1-4 Credits)

Disaster and Emergency Management Emphasis
- DEM 5202 - Disaster Management Leadership and Planning (3 Credits)
- 5000-6000 DEM Elective (3 Credits)
- GRD 5014 - Organizational Communication (3 Credits)

Higher Education Emphasis
- HED 6010 - Foundations of Higher Education (3 Credits)
- HED 6012 - Higher Education Organization and Governance (3 Credits)
- HED 6014 - Practicum in Higher Education (3 Credits)

Hmong Ministry Emphasis
- INT 5410 - Hmong Worldview Analysis (3 Credits)
- INT 5412 - Hmong Religious Traditions (3 Credits)

- INT 5414 - Hmong Language Acquisition (3 Credits)
  or
- MIN 5414 - Contemporary Issues in Hmong Ministry (3 Credits)

Intercultural Christian Education Emphasis
- CST 5234 - Theology of Missions and Outreach (3 Credits)
- INT 5510 - Contemporary Issues in Missions (3 Credits)
- DEM, INT or MIN Elective (3 credits)

International Christian Education Emphasis
- CED 5450 - Christian Education Philosophy (3 Credits)
- INT 5532 - Multicultural Team Dynamics (3 Credits)
- INT 5516 - Cross-Cultural Teaching and Learning (3 Credits)

Leadership Coaching Emphasis
- GRD 5020 - Journey into Leadership Coaching (3 Credits)
- GRD 5110 - Spiritual Leadership Coaching (3 Credits)
- GRD 5230 - Leadership Coaching in Action (3 Credits)

Media Ministry Emphasis
- MDM 5010 - Narrative and Ministry (3 Credits)
- MDM 5012 - Film and Video for Ministry (3 Credits)
- MDM 6010 - Worship Technology (3 Credits)

Non-Profit Leadership Emphasis
- MBA 6220 - Marketing for Nonprofits (3 Credits)
  or
- MBA 6224 - Financial Management for the Nonprofit (3 Credits)

- MBA 6222 - Leadership and Management for Nonprofits (3 Credits)
- MBA 6226 - Fundraising and Philanthropy (3 Credits)

Pastoral Counseling Emphasis
- COU 5010 - Theories and Practices of Counseling (3 Credits)
- COU 5016 - Human Growth and Lifespan Development (3 Credits)
- MIN 5215 - Pastoral Counseling (3 Credits)

Pastoral Leadership Emphasis

Students from the Christian & Missionary Alliance denomination who have not completed the Perspective on the World Christian Movement course through the C&MA are strongly encouraged to take INT 5510 for their elective.

- CST 5342 - Theology & Practice of Worship (3 Credits)
- MIN 5210 - Management & Administration of Christian Ministry (3 Credits)
- BBL, CST, GRD, INT, MBA, MIN or ORG Elective (3 credits)

Social Sciences Research Emphasis
- GRD 5015 - Introduction to Social Science Research Methods (3 Credits)
- GRD 5212 - Research Design (3 Credits)
  and
- GRD 5312 - Integrated Research Study (3 Credits)
  or
- GRD 5310 - Program Planning and Evaluation (3 Credits)
  And
- GRD 5314 - Supervised Practicum in Program Evaluation (3 Credits)

Spiritual Formation Emphasis
- CST 5344 - Spiritual Classics (3 Credits)
- MIN 5512 - Facilitating Spiritual Formation (3 Credits)
- CST or MIN Elective (3 credits)

Theological Studies Emphasis
- BBL 5310 - Jesus & Gospel Literature (3 Credits)
  or
- CST 5238 - Jesus and Apologetics (3 Credits)

- CST 5340 - Contemporary Theological Issues (3 Credits)
- BBL or CST Elective (3 credits)

Urban Ministry Emphasis
- INT 5520 - Foundations in Principles of Holistic Ministry (3 Credits)

- INT 5521 - Methods of Community Organizing and Community Development (3 Credits)
  or
- MIN 5218 - Social & Cultural Foundations for Ministry (3 Credits)

- MIN 5312 - Gospel Ministry in Global Cities (3 Credits)

Requirements of 72-Credit Degree Concentrations

Chaplaincy Concentration

Crown College Graduate School of Ministry Student Handbook 2023-2024

- COU 6220 - Trauma-Informed Counseling and Crisis Intervention (3 Credits)
- MIN 5881 - Chaplaincy in the Graduate Context I (3 Credits)
- MIN 5882 - Chaplaincy in the Graduate Context II (3 Credits)
- COU or MIN Electives (6 Credits)

Church Development Concentration
- CST 5229 - Strategic Church Revitalization (3 Credits)
  or
- MIN 5210 - Management & Administration of Christian Ministry (3 Credits)

- MIN 5310 - Foundations of Church Planting (3 Credits)
- GRD, INT, MBA, MIN or ORG Electives (9 credits)

Community Development Concentration
- INT 5520 - Foundations in Principles of Holistic Ministry (3 Credits)
- INT 5521 - Methods of Community Organizing and Community Development (3 Credits)

    Complete 9 credits from the following courses:
- DEM 5020 - Disaster Relief and Redevelopment (3 Credits)
- GRD 5310 - Program Planning and Evaluation (3 Credits)
- INT 5523 - Current Trends in Community Development (3 Credits)
- INT 5550 - Community Development Internship (1-4 Credits)

Disaster and Emergency Management Concentration
- DEM 5202 - Disaster Management Leadership and Planning (3 Credits)
- 5000-6000 DEM Electives (9 Credits)
- GRD 5014 - Organizational Communication (3 Credits)

Higher Education Concentration
- HED 6010 - Foundations of Higher Education (3 Credits)
- HED 6012 - Higher Education Organization and Governance (3 Credits)
- HED 6014 - Practicum in Higher Education (3 Credits)

Hmong Ministry Concentration
- INT 5410 - Hmong Worldview Analysis (3 Credits)
- INT 5412 - Hmong Religious Traditions (3 Credits)
- INT 5414 - Hmong Language Acquisition (3 Credits)
- INT 5416 - Hmong Ministry Project (3 Credits)
- MIN 5414 - Contemporary Issues in Hmong Ministry (3 Credits)

Intercultural Ministries Concentration
- CST 5234 - Theology of Missions and Outreach (3 Credits)

Crown College Graduate School of Ministry Student Handbook 2023-2024

- INT 5510 - Contemporary Issues in Missions (3 Credits)
- DEM, INT or MIN Electives (9 credits)

International Christian Education Concentration
- CED 5450 - Christian Education Philosophy (3 Credits)
- INT 5532 - Multicultural Team Dynamics (3 Credits)
- INT 5516 - Cross-Cultural Teaching and Learning (3 Credits)
- COU, INT or MIN Electives (6 credits)

Media Ministry Concentration
- CST 5342 - Theology & Practice of Worship (3 Credits)
- MDM 5010 - Narrative and Ministry (3 Credits)
- MDM 5012 - Film and Video for Ministry (3 Credits)
- MDM 6010 - Worship Technology (3 Credits)
- MDM 6012 - Digital Imaging and Design (3 Credits)

Non-Profit Leadership Concentration
- MBA 6220 - Marketing for Nonprofits (3 Credits)
  or
- MBA 6224 - Financial Management for the Nonprofit (3 Credits)

- MBA 6222 - Leadership and Management for Nonprofits (3 Credits)
- MBA 6226 - Fundraising and Philanthropy (3 Credits)
- DEM, GRD, INT, MBA, MIN or ORG Electives (6 credits)

Pastoral Counseling Concentration
- COU 5010 - Theories and Practices of Counseling (3 Credits)
- COU 5016 - Human Growth and Lifespan Development (3 Credits)
- MIN 5215 - Pastoral Counseling (3 Credits)
- COU or MIN Electives (6 Credits)

Pastoral Leadership Concentration
Students from the Christian & Missionary Alliance denomination who have not completed the Perspective on the World Christian Movement course through the C&MA are strongly encouraged to take INT 5510 as an elective.

- CST 5342 - Theology & Practice of Worship (3 Credits)
- MIN 5210 - Management & Administration of Christian Ministry (3 Credits)
- BBL, CST, GRD, INT, MBA, MIN or ORG Electives (9 credits)

Spiritual Formation Concentration
- CST 5344 - Spiritual Classics (3 Credits)
- MIN 5512 - Facilitating Spiritual Formation (3 Credits)

Crown College Graduate School of Ministry Student Handbook 2023-2024

- CST or MIN Electives (9 credits)

Theological Studies Concentration
- BBL 5310 - Jesus & Gospel Literature (3 Credits)
  or
- CST 5238 - Jesus and Apologetics (3 Credits)

- CST 5340 - Contemporary Theological Issues (3 Credits)
- BBL or CST Electives (9 credits)

Urban Ministry Concentration
- GRD 5013 - Leadership and Culture (3 Credits)
- INT 5520 - Foundations in Principles of Holistic Ministry (3 Credits)
- MIN 5312 - Gospel Ministry in Global Cities (3 Credits)

- INT 5521 - Methods of Community Organizing and Community Development (3 Credits)
  or
- MIN 5218 - Social & Cultural Foundations for Ministry (3 Credits)

- MIN 5310 - Foundations of Church Planting (3 Credits)
  or
- MIN 6214 - Advanced Homiletics (3 Credits)

Advanced Standing (Accelerated Programs)
SAS Accelerate MACS Program -Update 7/1/2023

Program Overview:
Crown's accelerated master's degree programs transfer six graduate courses into the MACS and complete that degree in year five. Students who are accepted into the accelerated Master of Arts in Christian Studies program will substitute the following graduate courses into the undergraduate degree requirements.

Admission Requirements:
Students must have a cumulative GPA of 3.0 or higher to apply through the BTMS department and be approved by the SOS CM department. A graduate application must be completed, and all graduate work must earn at least a C grade to transfer into the master's degree. Students must graduate with their bachelor's before the final 18 credit hours of the master's degree.

Financial Aid:
Accelerated students may be eligible for scholarships during their undergraduate and graduate program.

B.S. Next Generation Ministry Leadership, Discipleship Ministries, Youth/Social Ministry

SAS Undergraduate Course	Graduate Course for MACS Degree
BIB 434 Romans	BBL 5225 Paul & Romans (Elect)
CHM 306 Diversity in the Church	MIN 5218 Social & Cultural Foundations for Ministry
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
CHM 328 The Great Commission	CST 5234 Theology of Missions & Outreach (Elect)
THE 349 Alliance Ministries	CST 5222 Alliance Distinctives

5th Year:

MIN 5230 Teaching for Ministry	CST 6218 Biblical Theology
CST 6212 Hermeneutics & Theological Research	CST 5224 History of the Church
Elective	BBL 6320 Luke/Acts: Mission of Christ & the Church

B.S. in Worship Ministry

SAS Undergraduate Course	Graduate Course for MACS Degree
BIB 434 Romans	BBL 5225 Paul & Romans (Elect)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
MUS 342X Biblical Perspectives of Worship	CST 5342 Theology & Practice of Worship (Elect)
CHM 328 The Great Commission	CST 5234 Theology of Missions & Outreach (Elect)
THE 349 Alliance Ministries	CST 5222 Alliance Distinctives

5th Year:

MIN 5218 Social & Cultural Found of Ministry	CST 6218 Biblical Theology
CST 6212 Hermeneutics & Theological Research	CST 5224 History of the Church

Elective	BBL 6320 Luke/Acts: Mission of Christ & the Church

B.A. Biblical and Theological Studies

SAS Undergraduate Course	Graduate Course for MACS Degree
BIB 434 Romans	BBL 5225 Paul & Romans (Elect)
HIS 332 Church History	CST 5224 History of the Church
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
CHM 328 The Great Commission	CST 5234 Theology of Missions & Outreach (Elect)
THE 3XX Theological Perspectives of Cultural Thought	CST 5340 Contemporary Theological Issues (Elect)

5th Year: ⌗

Elective	CST 6218 Biblical Theology
CST 6212 Hermeneutics & Theological Research	MIN 5218 Social & Cultural Foundations of Min.
CST 5222 Alliance Distinctives	BBL 6320 Luke/Acts: Mission of Christ & the Church

B.A. Pastoral Leadership

SAS Undergraduate Course	Graduate Course for MACS Degree
HIS 332 Church History	CST 5224 History of the Church
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
PRC 332 Expository Preaching	MIN 5510 The Biblical Communicator (Elect)
THE 349 Alliance Ministries	CST 5222 Alliance Distinctives
CHM 306 Diversity in the Church	MIN 5218 Social & Cultural Foundations for Ministry

5th Year: ⌗

MIN 5218 Social & Cultural Foundations of Min.	CST 6218 Biblical Theology
CST 6212 Hermeneutics & Theological Research	Elective

Elective	BBL 6320 Luke/Acts: Mission of Christ & the Church

SAS Accelerated MDIV Program -Update 7/1/2023

Program Overview:
Crown's accelerated master's degree programs transfer twelve graduate courses into the MDIV and then complete that degree in year five & six. Students accepted into the accelerated Master of Divinity program will substitute the following graduate courses into the undergraduate degree requirements.

Admission Requirements:
Students must have a cumulative GPA of 3.0 or higher to apply through the BTMS department and be approved by the SOS (School of Online Studies) CM department. A graduate application must be completed, and all graduate work must earn at least a C grade to transfer into the MDIV. Students must graduate with their bachelor's before the final 36 credit hours of the master's degree.

Financial Aid:
Accelerated students may be eligible for scholarships during their undergraduate and graduate program.

B.S. Next Generation Ministry Leadership, Discipleship Ministries, Youth/Social Ministry

SAS Undergraduate Course	Graduate Course for MDIV Degree
BIB 434 Romans	BBL 5225 Paul & Romans (BBL Elect)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
CHM 306 Diversity in the Church	MIN 5218 Social & Cultural Foundations for Ministry
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
CHM 455X Christian Counseling	MIN 5215 Pastoral Counseling
CHM 326 Gospel and Culture	CST 5234 Theology of Missions & Outreach
DSC 359 Developing Multi-Year Discipleship	MIN 5230 Teaching for Ministry
HIS 332 Church History	CST 5224 History of the Church
PST 342 Principles of Ministry Leadership	MIN 5210 Management and Admin of Christian Ministry (Elect)
PRC 332 Expository Preaching	MIN 5510 The Biblical Communicator

Crown College Graduate School of Ministry Student Handbook 2023-2024

THE 349 Alliance Ministries	CST 5222 Alliance Distinctives (CST Elect)
CHM 420 Philosophy of Ministry	MIN 5821 Philosophy of Christian Ministry (Elect)

Year Five and Six (online):

CST 6216 History & Theology of Christian Min	CST 6218 Biblical Theology
BBL 5220 NT Greek for Biblical Research (4 cr)	BBL 5221 OT Hebrew for Theological Research (4 cr)
CST 6212 Hermeneutics & Theological Research	BBL Elective
MIN 6920 Supervised Capstone Project I	MIN 6922 Supervised Capstone Project II
MIN 6909 Calling & Vocation Assessment I (1 cr)	Elective
Elective	Elective

B.S. Worship Ministry

SAS Undergraduate Course	Graduate Course for MDIV Degree
BIB 434 Romans	BBL 5225 Paul & Romans (BBL Elective)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
CHM 306 Diversity in the Church	MIN 5218 Social & Cultural Foundations for Ministry
THE 332 Theology II	CST 5235 Theo of Christ & the Church (CST 5223)
CHM 455X Christian Counseling	MIN 5215 Pastoral Counseling
CHM 326 Gospel and Culture	CST 5234 Theology of Missions & Outreach
CHM 302X Church Development Strategies	CST 5229 Transformational Strategic Leadership (Elect)
HIS 332 Church History	CST 5224 History of the Church
PST 342 Principles of Ministry Leadership	MIN 5210 Management and Admin of Christian Ministry (Elective)
PRC 332 Expository Preaching	MIN 5510 The Biblical Communicator
MUS 342X Biblical Perspectives of Worship	CST 5342 Theo & Practice of Worship (CST Elective)
MUS 232 Technology in Worship	MDM 6010 Worship Technology (Elective)

Year Five and Six (online):

CST 6216 History & Theology of Christian Min	CST 6218 Biblical Theology
BBL 5220 NT Greek for Biblical Research (4 cr)	BBL 5221 OT Hebrew for Theological Research (4 cr)

CST 6212 Hermeneutics & Theological Research	BBL Elective
MIN 6920 Supervised Capstone Project I	MIN 6922 Supervised Capstone Project II
MIN 6909 Calling & Vocation Assessment I (1 cr)	MIN 5230 Teaching for Ministry
Elective	Elective

B.A. Biblical & Theological Studies

SAS Undergraduate Course	Graduate Course
BIB 434 Romans	BBL 5225 Paul & Romans (BBL Elect)
HIS 332 Church History	CST 5224 History of the Church
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
CHM 326 Gospel and Culture	CST 5234 Theology of Missions & Outreach
THE 3XX Theological Perspectives of Cultural Thought	CST 5340 Contemporary Theological Issues (Elect)
BIB 330 Galatians	BBL 5229 Interpret Issues in Galatians (BBL Elect)
BIB 430X Greek for Ministry	BBL 6220 NT Greek Exegesis (BBL Elect)
CHM 455X Christian Counseling	MIN 5215 Pastoral Counseling
DSC 359 Developing Multi-Year Discipleship	MIN 5230 Teaching for Ministry
PRC 332 Expository Preaching	MIN 5510 The Biblical Communicator
THE 349 Alliance Ministries	CST 5222 Alliance Distinctives (Elect)

Year Five and Six: ⌷

CST 6216 History & Theology of Christian Min	CST 6218 Biblical Theology
BBL 5220 NT Greek for Theolog Research (4cr)	BBL 5221 OT Hebrew for Theological Research (4 cr)
CST 6212 Hermeneutics & Theological Research	MIN 5218 Social & Cultural Foundations for Ministry
MIN 6920 Supervised Capstone Project	MIN 6922 Supervised Capstone Project II
MIN 6909 Calling & Vocation Assessment I (1 cr)	Elective
Elective	Elective

B.A. Pastoral Leadership

Crown College Graduate School of Ministry Student Handbook 2023-2024

SAS Undergraduate Course	Graduate Course
BIB 430X Greek for Ministry	BBL 6220 NT Greek Exegesis (BBL Elective)
BIB 434 Romans	BBL 5225 Paul and Romans (BBL Elective)
CHM 301 Spiritual and Leadership Development	MIN 6211 Spiritual Formation for Leaders
CHM 326 Gospel and Culture	CST 5234 Theology of Missions & Outreach
CHM 420 Philosophy of Ministry	MIN 5821 Philosophy of Christian Ministry (Elective)
DSC 359 Developing Multi-Year Discipleship	MIN 5230 Teaching for Ministry
HIS 332 Church History	CST 5224 History of the Church
THE 332 Theology II	CST 5235 Theology of Christ & the Church (CST 5223)
CHM 455X Christian Counseling	MIN 5215 Pastoral Counseling
PRC 332 Expository Preaching	MIN 5510 The Biblical Communicator
THE 349 Alliance Ministries	CST 5222 Alliance Distinctives (CST Elective)
PST 342 Principles of Ministry Leadership	MIN 5210 Management & Admin of CM (Elective)

Year Five and Six: ▨

CST 6216 History & Theology of Christian Min	CST 6218 Biblical Theology
BBL 5220 NT Greek for Theological Research	BBL 5221 OT Hebrew for Theological Research (4 cr)
CST 6212 Hermeneutics & Theo Research (4 cr)	MIN 5218 Social & Cultural Foundations for Ministry
MIN 6920 Supervised Capstone Project I	MIN 6922 Supervised Capstone Project II
MIN 6909 Calling & Vocation Assess I (1 cr)	Elective
Elective	Elective