

# GRADUATE CATALOG



**2007-08**



F R E E D - H A R D E M A N   U N I V E R S I T Y





# **FREED-HARDEMAN UNIVERSITY GRADUATE STUDIES CATALOG**

**2007-2008**

**Henderson, Tennessee**

**38340-2399**

**(731) 989-6000**

*Freed-Hardeman University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's and master's degrees.*

**“Teaching How to Live  
and How to Make a Living”**

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

*Freed-Hardeman University admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Freed-Hardeman does not discriminate on the basis of handicap, race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

*Except for certain exemptions and limitations provided for by law, the university, in compliance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex in admissions, in employment, or in the educational programs and activities which it operates with federal aid. Inquiries concerning the application of Title IX may be referred to Dr. Samuel T. Jones, Freed-Hardeman University, or to the Director of the Office for Civil Rights of the Department of Education, Washington, D.C. 20202.*

# An Invitation To Graduate Study

*Milton R. Sewell, President*

Christian higher education provides a valuable service to the nation, the church, the home, and the individual by offering academic excellence while strengthening moral and spiritual values. To help in attaining these goals, quality graduate programs offering teacher education, ministerial preparation, and counselor training are available at Freed-Hardeman University. The university offers the Master of Education, Education Specialist, Master of Ministry, Master of Arts in New Testament, Master of Divinity, Master of Business Administration, and Master of Science in Counseling. These programs are well-designed and are taught by Christian professionals.

You are invited to join the growing number of individuals who accept the challenge of earning a master's degree at Freed-Hardeman.

Below is a quick reference listing of key administrators, faculty, and staff. Please contact us if we can assist you.

Chief Executive Officer, Public Relations, Religious Life	Milton R. Sewell, President; 989-6001
Chief Operating Officer, Daily Administrations	Dwayne H. Wilson, Executive Vice President; 989-6094
Chief Academic Officer	Samuel T. Jones, Vice President for Academics; 989-6004
Chief Financial Officer, Physical Plant	Richard Taylor, Jr., Vice President for Business Services; 989-6006
Gifts, Bequests, Public Relations	Dave Clouse, Vice President for University Advancement; 989-6019
Planning, Technology	Barry England, Chief Information Officer for Planning and Technology; 989-6003
Admissions, Student Services	Wayne Scott, Vice President for Enrollment Management; 989-6651
Registrar	Larry Oldham; 989-6649
Freshman Advising; Counseling,	Nancy Bennett; 989-6062
Disability Services	Nadine McNeal, Director; 989-6644
Dean of Students	Steve Browning, 989-6052
Financial Aid, Student Employment	Larry Cyr, Director; 989-6662
Career Planning	Monda K. Alexander, Director; 989-6950
Alumni Relations	Betsy Hesselrode, Director; 989-6021
Public Relations	Jud Davis, Director; 989-6023
School of Arts & Humanities	W. Stephen Johnson, Dean; 989-6632
School of Biblical Studies	William R. Smith, Dean; 989-6622
School of Business	C. Ray Eldridge, Dean; 989-6091
School of Education	John Sweeney, Dean; 989-6074
School of Sciences & Mathematics	Allen Walker, Dean; 989-6032
Honors College	Rolland Pack, Dean; 989-6057

## **TOLL FREE TELEPHONE NUMBERS**

Operator	1-800-348-3481
Admissions	1-800-630-3480
Associates	1-888-348-6216
Bible Book Store	1-800-342-1869
Career Resource Center	1-800-348-1490
Development	1-800-630-3481
Financial Aid	1-800-630-3481
Graduate Counseling	1-888-348-5986
Graduate Education	1-800-639-3480
Graduate Ministry, New Testament, Divinity	1-888-348-5959
President's Office	1-800-776-3489
Registrar's Office	1-888-348-6217
School of Education	1-888-348-6116
Sports Center	1-888-348-6238
Student Services	1-888-348-6246

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# The Graduate Programs

*Samuel T. Jones, Vice President for Academics*

After much planning by university personnel, the Board of Trustees approved the expansion of graduate studies to further prepare leaders to meet the challenges of the next century. The offering of graduate studies at Freed-Hardeman University provides higher level educational opportunities within a tradition that has already stood the test of time.

Since June 1989, students have been able to pursue programs leading to the Master of Ministry and the Master of Education degrees. Beginning in the fall semester 1994, graduate programs in New Testament and in Counseling were offered. An Education Specialist degree was added in the fall of 2005. In the fall semester 2005, the Master of Divinity and the Master of Business Administration were offered. Faculty have been carefully selected to teach in these areas, and academic policies have been developed that will insure programs of high quality. Opportunities will be provided to strengthen and extend the preparation of baccalaureate graduates and others seeking further intellectual development.

## General Information

### Purpose Statement

**Freed-Hardeman University is a private institution, associated with churches of Christ, dedicated to moral and spiritual values, academic excellence, and service in a friendly, supportive environment. The purpose of the university is to provide every student an undergraduate or graduate education permeated with these Christian values.**

### Aims

In accomplishing its purpose, the university pursues the following three aims.

**Freed-Hardeman provides higher education with a Christian perspective:**

- by recognizing the Bible as the inspired and authoritative Word of God
- by presenting Jesus, the Christ, as the model for personal behavior,
- by viewing each person as a special creation of God, possessing an everlasting soul, with ultimate accountability to God,
- by promoting racial harmony, religious unity, and respect for individual differences through Christian love and biblical teaching, and
- by offering programs, activities, and worship opportunities that strengthen the university community.

**Freed-Hardeman provides educational opportunities through excellent undergraduate and graduate programs:**

- by employing a qualified, caring Christian faculty,
- by teaching students to be critical thinkers who communicate effectively,
- by offering a balanced education in the liberal arts and sciences as well as specialization in a chosen discipline,
- by offering academic enrichment opportunities to strengthen individual students,
- by equipping students for advanced study and career challenges, and
- by instilling in students a lasting desire for learning.

**Freed-Hardeman provides service to the individual, home, church, community, and world:**

- by facilitating spiritual, intellectual, social, and physical growth,
- by recognizing the home as the basic unit of society and helping students develop skills for healthy Christian families,



- by encouraging students to love the church and preparing them for active service in a local congregation,
- by offering programs to strengthen and encourage growth of the church, and
- by teaching students to become effective citizens of the local and world communities.

## Motto

**“Teaching how to live and how to make a living.”**

## Nature of the Institution

Freed-Hardeman is primarily an undergraduate, residential institution enrolling full-time students of traditional college age who come to Henderson, Tennessee, from the southeast and from more than two-thirds of the United States and from several other countries. There are alumni living in all fifty states and in more than thirty-five other countries. The university also seeks to serve commuting, part-time, and older adult students on-campus and through selected distant learning programs as resources and technology permit. Precollege and lifelong learning programs are offered. The university offers a limited number of master's-level graduate programs as resources, needs, and interest permit, offering advanced preparation for service. Most research is focused on institutional or instructional improvement. Arts, science, and professional degrees are conferred.

The goals of the university can best be pursued when a qualified Christian faculty teaches and inspires students to learn and when all instruction and activities recognize and honor biblical truth and principles. The university is governed by a self-perpetuating board of trustees who are members of churches of Christ and who hold the institution in trust for its founders, alumni, and supporters. Freed-Hardeman, its faculty, and its students receive support from alumni, churches, and other friends and provide a variety of services to businesses, churches, nonprofit organizations, and to the general public.

Freed-Hardeman seeks to provide a liberal arts education for all students primarily through its general education and general degree requirements. Courses are offered by twelve academic departments organized into six schools—Arts and Humanities, Biblical Studies, Business, Education, Sciences and Mathematics, and the Honors College.

## History...

Freed-Hardeman University traces its origins to the 1869 charter of the Henderson Male and Female Institute as a high school and college. Through charter revisions and a new charter in 1907, successor institutions on the present campus have been the Henderson Masonic Male and Female Institute, West Tennessee Christian College, Georgie Robertson Christian College, and the National Teachers Normal and Business College. The institution was renamed in 1919 for A.G. Freed, who had earlier served as president and teacher in Georgie Robertson Christian College and was the first president of NTN&BC, and for N.B. Hardeman, who had served as teacher in GRCC and teacher and vice president in NTN&BC.

Freed-Hardeman and its predecessors have prepared teachers since 1870 and ministers since at least 1885. In the early years of the institution, the teacher-training courses were more disciplinary than pedagogical and teacher certification was based on passing subject area examinations. Freed-Hardeman was approved as a teacher training institution at the two-year level by the Tennessee State Board of Education in 1925. Two years of college work, including eighteen hours of education courses, earned students permanent elementary education certifications in Tennessee for several years. State approval was reaffirmed under the newly-adopted state standards in 1952. Institutional and program approval to provide teacher certification in elementary education and in selected secondary education subject areas, beginning with the 1976 graduating class, was granted by the state in February of 1976 after a pilot self-study and state examination of curricula under the standards of the National Association of State Directors of Teacher Education and Certification (NASDTEC). National accreditation of teacher education was granted in 1982, retroactive to 1981. Programs have been resubmitted and reapproved again recently under revised state standards. State board policies developed and implemented in the 1990s reformed and extended teacher preparation, requiring disciplinary rather than professional undergraduate majors. The graduate degree will complement the reduced professional component at the undergraduate level.

Ministerial education, which began to receive specific attention after 1885, was also based on liberal arts and general education—complemented by Bible studies. West Tennessee Christian College, for example,

recommended that those preparing to preach pursue the classical course, which included English, Greek, and Latin languages, literature, mathematics, natural science, and mental and moral science. Continuing education began after 1925 with special short courses for preachers and since 1937 has been offered most notably through the week-long Annual Bible Lectureship. In recent years, summer short courses, extension courses in such fields as counseling and personal evangelism, the summer Christian Training Series, forums for church workers, and special programs for youth ministers have offered lifelong learning opportunities for educators, ministers, Bible teachers, and other church workers.

In 1908, A.G. Freed articulated his aim as president of the National Teachers Normal and Business College. He wanted "to provide a thorough education under the influence of primitive Christianity." The theme of thoroughness can be traced to Freed-Hardeman University's first predecessor, the Henderson Male and Female Institute. Since the 1950s, the university has used the motto, "Teaching how to live and how to make a living." As a senior institution, character, career, and liberal arts education have been pictured as the sides and base of a triangle, which conceptualizes the balanced education that Freed-Hardeman University and its predecessors have sought to offer.

The university has been regionally accredited since 1956. In 1976, Freed-Hardeman University obtained Level II accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. This accreditation was reaffirmed in 1981. Under the leadership of Dr. E. Claude Gardner, president from 1969-1990, graduate degrees, which had been offered by turn-of-the-century predecessors, were reinstituted. In June 1990 the university was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award master's degrees. Accreditation to offer bachelor's and master's degrees was reaffirmed in June 1991, and again in December 2001.

## Location and Facilities...

The university is located in a clean, quiet, West Tennessee county seat town of approximately 5,500 citizens. Henderson is fortunate to have more than adequate educational, medical, protective, and business services and facilities. The county high school is regionally accredited. The university is adjacent to the city and county courthouses and office buildings and the central business district. Light industry is located away from the campus. The campus consists of about 120 acres with twenty-six main buildings.

## Programs of Study...

Students may enroll in courses leading to either a **Master of Ministry, Master of Arts in New Testament, Master of Business Administration, Master of Education, or Education Specialist** degree. The Master of Education degree offers majors in Curriculum and Instruction, School Counseling, Administration and Supervision, and in Special Education. Each of these degrees requires 37 semester hours. An advanced degree above the masters level, a 34-hour Education Specialist degree, is offered in the School of Education's graduate program. On June 1, 1997, FHU began offering a 48-hour **Master of Science in Counseling** program and degree. A 36-hour **Master of Business Administration** and an 86-hour **Master of Divinity** were added to the graduate programs of study in the fall of 2005. Scheduling of courses generally accommodates full- and part-time students, including those employed. At least twelve hours of graduate study in each program will be offered in the summer, fall, and spring terms in order to provide the opportunity for full-time students to complete the degrees in a timely fashion. Transient and non-degree seeking students will be accepted on a case-by-case basis. In the spring of 2000 three Graduate Certificate Programs were approved. These Certificate Programs are: Clinical Mental Health Counseling, Counseling for Church Leaders, and Marital and Family Therapy. These Certificate Programs are described under the Masters of Science in Counseling program of study.

## Administration of the Graduate Studies Programs...

Dr. Samuel T. Jones, Vice President for Academics, coordinates the graduate studies programs. Policies governing the graduate programs are developed by the Graduate Council. This council is representative of the faculty and functions on a continuous basis. Dr. Elizabeth A. Saunders is Director of Graduate Studies in Education, Dr. Gayle Michael Cravens is Director of Graduate Studies in Counseling, Dr. Earl D. Edwards is Director of Graduate Studies in Bible, and Dr. Thomas W. DeBerry is Director of Graduate Studies in Business. Matters pertaining to graduate teacher education are reviewed and approved by the Teacher Education Committee before being presented to the Graduate Council.

## **Accreditation and Affiliations...**

Freed-Hardeman University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane; Decatur, GA 30033-4097; Telephone number 404-679-4501) to award bachelor's and master's degrees.

National accreditation of the elementary and secondary teacher education programs was granted by the National Council for the Accreditation of Teacher Education in 1982, retroactive to September, 1981. Reaccreditation was granted by NCATE in March, 1992, which included the Master of Education post-baccalaureate program. The Council on Social Work Education accredited the school's bachelor degree social work program in 1981. This was reaffirmed in 1989, in 1997, and most recently in 2004. The Association of Collegiate Business Schools and Programs (ACBSP) accredited the university's undergraduate business program in 1994.

Freed-Hardeman University is an institutional member of the Southern Association of Colleges and Schools, the Tennessee College Association, the Tennessee Independent Colleges Fund, the Tennessee Council of Private Colleges, the Tennessee Association of Colleges for Teacher Education, the American Association of Colleges for Teacher Education, the North American Association of Summer Sessions, and the Associations of Independent Liberal Arts Colleges for Teacher Education (National and State).

Freed-Hardeman University will seriously consider any written student complaints regarding its accreditation status. Each complaint should be sent to the President and will be reviewed by the President and his cabinet of Vice Presidents, and a written response will be prepared and sent to the student. If this does not satisfactorily resolve the concern, the student will be given an opportunity to meet with the President and his cabinet to explore solutions to the concern. The President may choose to invite the Chairman of the Board of Trustees to attend this meeting if circumstances justify the need for the Chairman's presence. A written record of any complaints and responses will be maintained in the President's office for review by accreditation association officials or peer reviewers.

# Student Services

You will be expected, as a student at Freed-Hardeman University, to help realize the ideal of a Christian university by contributing to the friendliness, courtesy, and wholesomeness for which the school is known. The academic and spiritual commitments of students and teachers are manifested in mutual respect, in cooperativeness, and in the assuming of appropriate responsibilities.

## Institutional Governance

The Board of Trustees is the governing body of Freed-Hardeman University. Through their adoption of fundamental statements of purpose and policy, the board seeks to ensure the accomplishment of the aims of the institution. The President is appointed by the Board of Trustees as the executive officer of the university and is responsible for the operation and development of the university as a whole and for each of its parts.

## THE GRADUATE COUNCIL

The Graduate Council is responsible for developing policies on admission, retention, and graduation requirements. The Council reviews the courses of study for each degree and provides suggestions that may strengthen the curriculum. Eligibility requirements for faculty teaching graduate courses are formulated and approved by the Council.

The Council is composed of two faculty from each degree program, faculty members who meet the criteria for teaching in the graduate program and who hold the terminal degree, the Director of Graduate Studies in Education, the Director of Graduate Studies in Bible, the Director of Graduate Studies in Business, and the Director of Graduate Studies in Counseling. The Vice President for Academics who may teach graduate classes also serves as an ex officio member of the Council.

Each director of a graduate program will serve on the Council as long as he/she remains a director. The two faculty representatives from each program will serve for two years. Replacements will be recommended to the Graduate Council by the faculty who teach in the program and the director. The Graduate Council will vote whether or not to accept the faculty recommended. The chair of the Graduate Council will serve for two years and will be elected by the Council from among the directors of the programs.

## General Expectations and Regulations

In return for the privilege of enrolling in Freed-Hardeman University, you pledge to abide by the policies and regulations set forth in the catalog and in the *Graduate Student Handbook* during your enrollment. Responsible channels for seeking change or for requesting exceptions are provided.

## CONDUCT

You will be expected to respect the property of others and of the university and to avoid any form of cheating, false reporting, plagiarism, or willful destruction or misappropriation of records or property. Computer accounts of others are not to be entered without written authorization.

In keeping with the ideals of a Christian university, profanity, reading obscene or pornographic literature, illicit sex, dancing, gambling, and such like are forbidden. The possession, sale, or use of drugs, including alcohol, is prohibited. The use of tobacco is not permitted. Firearms, hunting knives, and ammunition are prohibited on campus by state law. Fireworks are illegal. Students are expected to obey local, state, and federal laws.

You will be expected to abide by a dress and grooming code which emphasizes Christian modesty and good taste. Dress should be appropriate to the occasion—church, class, or recreation. **Shorts are not permitted in classes at any time or in campus buildings.** Tank tops are limited to athletic activities. The health, comfort, and well-being of each student and of his classmates require that standards of personal cleanliness be maintained and that dormitory rooms be kept clean and orderly. The university reserves the right to inspect university-owned quarters under proper supervision and safeguards.

You are expected to observe university regulations while on campus and when participating in university activities.

## HOUSING

Graduate students may apply to live in the university residence halls under conditions described under Financial Information.

You will be responsible for keeping your room locked and for any breakage or damage. Repainting, repairs, and replacements will be charged to the one doing the damage or, if this cannot be ascertained, to the occupant(s) of the room. Residence hall hours are included in the undergraduate student handbook. The university cannot be responsible for damage to or loss of students' personal property due to theft, mischief, fire, water, etc.

## AUTOMOBILES

An automobile brought to campus must be properly licensed and insured. You must register the car (permits are available at the Student Services Office), display a university decal, and park in a designated area. Fines may be imposed for violation of automobile regulations.

## Services and Facilities

### FOOD SERVICES

Aramark operates Gano Dining Hall and the Lion's Pride (the university's snack bar), both located in the Student Services Building. Gano Dining Hall offers a regular meal line and a deli line, soup and salad bar, and desserts. The Lion's Pride offers short orders, snacks, and light meals.

### LIBRARY FACILITIES

The Freed-Hardeman University Library is composed of the Loden-Daniel Library, built in 1973, and the Lawhorn Library, built in 1956. An adjoining library annex which holds the Audiovisual Department is in the Draughon Education Center. The library is the support structure of the university's academic programs. Library holdings include in excess of 155,500 volumes, 228,000 microforms, and 26,000 periodicals, plus an extensive collection of audiovisual material. In addition, special collections include the Restoration and Rare Collections that contain letters, notes, and materials pertaining to church and restoration history. The library belongs to the Online Catalog Library Center (OCLC) through the Southeastern Library Network (SOLINET). This affiliation enables the library to obtain interlibrary loans for faculty, staff and students. Membership in the West Tennessee Academic Library Consortium (WeTALC) provides access to materials outside the library's immediate holdings as well as vital input into the area's academic arena.

Access to the library's holdings can be found on LIONET, the online catalog, and is available from the library's home page, <http://www.fhu.edu/library>. The library's home page also offers information on and access to electronic databases, Internet resources, and other resources, such as the library's hours and a month-by-month list of new items added to the collection.

The library offers accommodations for reading, studying, and viewing audiovisuals. In conjunction with a large juvenile book collection located on the second floor of the library, there are many teacher resources available. There is also a word processing lab as well as public network access points. The library has several rooms available for group study and media viewing in the library annex. Other services offered are reference help, information services, interlibrary loans, and photocopying. Librarians conduct library instruction and orientation sessions at the request of professors as well as individualized instruction for any student or other patron on a variety of library resources, including the electronic databases and searching the Internet. ID/Library Cards are required for book check-out.

The **Instructional Resources Center** is a small library and laboratory facility primarily for teacher-education faculty and students. It is located on the ground floor of the Gardner Center across the hall from the Graduate School of Education offices. In addition to a reserve section, it contains a collection of school textbooks, professional texts, children's literature, posters, and science and math kits available for checkout. A checkout period of one week for kits and two weeks for books is extended. A variety of supplies and equipment is provided for making instructional materials such as bulletin board supplies, bookbinding supplies, art paper, and transparencies. Lamination and die-cut services are provided by lab workers, and a fee for each item is charged. An opaque projector and copier are available for student use.

## COMPUTER SERVICES

Freed-Hardeman University has advanced voice, data, and video networks connecting twenty-five major buildings. Network jacks in offices, classrooms, laboratories, and residence hall rooms provide access to these networks. Telephone service is provided in each student room. Campus and local telephone service is included in room charges; long-distance service is billed monthly to the student and is available so long as bills are paid promptly. Basic and campus cable TV service is included in room charges. Computer access is available from off campus.

Four major student computer laboratories and several smaller departmental laboratories are available each day and many evenings during school terms. Loden-Daniel library offers computers for students to access the internet for research and has a word processing laboratory. These services are available for all students during all library hours.

## COUNSELING SERVICES

Faculty who are trained in professional counseling are available to assist students in analyzing personal, family, social, and religious concerns which may trouble or impede their progress. Those needing such services should contact the director of personal counseling. Telephone 731-989-6060 to set up appointments.

## CAREER RESOURCE CENTER

**The Career Resource Center** is located in the Burks Center, also known as the student center, on the lower floor of the Student Services Building.

The Career Resource Center maintains a Web page ([www.fhu.edu/crc](http://www.fhu.edu/crc)).

Available year-round to all current students and alumni, the Career Resource Center coordinates a variety of resources for the various aspects of career decisions. Employers, as well as graduate and professional schools, are assisted with publicity of their opportunities and hosted for on-campus job recruiting events.

**Career planning assistance** includes the exploration of majors and career options; examination of interests, skills, and values as related to career choices; occasions to observe and interview persons in jobs of interest; promotion of internships, co-ops, or part-time work for insights and practical experience, and profile information on job markets and employers.

**Job search media services** include strategies for organizing and conducting the job search, resume writing and printing, interviewing preparation and process, Web pages for job announcements, job fairs and individual on-campus recruiting events, company profiles, salary surveys, professional attire and business etiquette training.

**Each graduate is required** to complete a brief placement survey.

Non-confidential student teaching evaluations are archived in the Career Resource Center. **Each graduate may have two sets of placement credentials mailed or faxed without charge.** A request by an applicant to have the credentials sent to a school system must include (1) the **name** of the alumnus (maiden and married if applicable), (2) **current mailing address and telephone number**, (3) **graduation date**, and (4) **the complete name, address, and fax number (if applicable) to whom the credentials are to be sent.** A fee of \$7.00 is charged for each request after the complimentary two. Student teaching evaluations will be retained for three (3) years in the CRC, longer in the School of Education.

# Financial Information

Freed-Hardeman University is a nonprofit private institution, operating without direct tax support. It must generate income from the following sources: student tuition and fees, grants, private gifts, endowment earnings, and auxiliary enterprises. This section of the catalog will define the cost of Christian education at Freed-Hardeman University, explain the university policy for meeting financial obligations, and explore areas of assistance available to the students.

## BUSINESS OFFICE HOURS

The Business Office is open every week day from 8:30 a.m. until 4:30 p.m. Those involved in classes on Saturday or during evenings may secure services from the Business Office by requesting assistance through their instructors. A photo I.D. is required of all registered FHU students. I.D.s can be obtained in the office of Student Development.

## APPLICATION FEE

There is a \$32 application fee.

## TUITION

The tuition cost is \$334 per graduate hour. This rate also applies to any undergraduate courses required for the master's degree or for teacher licensure when taken by accepted graduate students who have already earned a bachelor's degree. It does not apply to students working toward a second undergraduate degree or major.

**Full-time** graduate students (taking nine or more graduate hours) desiring to take additional undergraduate courses **NOT** required in their graduate program pay \$370 per semester hour for these undergraduate courses. **Part-time** graduate students (taking fewer than nine graduate hours) pay \$370 per semester hour for nonrequired undergraduate courses.

## TECHNOLOGY FEE

Technology is a significant part of Freed-Hardeman University's graduate programs. Students benefit from varied technologies including electronic library services and resources, access to numerous computer labs, e-mail accounts, state-of-the-art campus network, multi-media instructional equipment, administrative software and hardware supporting all academic programs, online access to student's account and student's grades, and others. Each student registering for graduate credit will be assessed a technology fee of \$10 per graduate credit hour.

## HOUSING

Graduate students may apply to live in the university residence halls. Additional information may be obtained through the office of the Dean of Students, (731) 989-6052.

## MEALS

Full-time graduate students living in university housing have the option of participating in the various meal plans in Gano Dining Hall or the Lion's Pride, the university snack bar. The university employs Aramark to operate the campus food facilities.

*Lion Bucks*, mentioned below, are the same as dollars that may be spent in the Lion's Pride Snack Shop or Gano Dining Hall. Any *Lion Bucks* left at the end of the fall semester will roll over to the spring term. However, at the end of each spring semester any unused *Lion Bucks* at that time will be lost. Resident students as well as commuters may purchase additional *Lion Bucks* at any time during the fall and spring semesters at the business office. For \$100 (including tax), 100 *Lion Bucks* can be added to any meal plan. For \$50 (including tax), 50 *Lion Bucks* can be added to any meal plan or purchased separately.



## SPECIAL CHARGES

The following special fees and charges are made per semester where applicable:

Graduate application fee.....	\$32
Student teaching .....	\$160
Internship fee (MCO and MED) .....	\$160
Counseling Practicum .....	\$160
Nonrequired undergraduate hours in excess of 9 graduate hours .....	\$370
Audit charges per graduate hour.....	\$145
Room for full-time residents, per semester.....	\$1,850
Private room for full-time residents: additional 50% per semester .....	\$2,775
Board: Plan A (per semester-21 meals per week + 20 <i>Lion Bucks</i> ) .....	\$1,430
Plan B (per semester-any 15 meals per week - No <i>Lion Bucks</i> ) .....	\$1,350
Plan C (per semester-15 meals per week + 80 <i>Lion Bucks</i> ) .....	\$1,430
Plan D (per semester-10 meals per week + 60 <i>Lion Bucks</i> )..	\$1,350
Plan S (per semester-7 meals per week + 40 <i>Lion Bucks</i> ; for students who have completed 90 hours or more at the beginning of the semester) .....	\$710
Late registration fee .....	\$47
Graduation fee .....	\$80
Honor Stole for graduation (if rented) .....	\$28
Honor Stole for graduation (if purchased) .....	\$77
Master of Science in Counseling Comprehensive Exam for Graduation .....	\$40
Key deposit (refundable) .....	\$6
Key replacement.....	\$25
Yearbook (Optional).....	\$33
ID card (Required for library services and admission to certain events) .....	No Charge
Lost or broken ID card replacement .....	1st-3rd: \$25; 4th-following: \$50
Special Examination .....	Fee varies by test
Placement File (after the second) .....	\$5
Technology fee, per credit hour .....	\$10

*Charges are subject to change without notice if conditions warrant.*

## WAIVERS

**Senior Citizens.** Persons aged 62 or over may register for one or more on-campus courses without tuition charge. This waiver does not apply to special charges, private lessons, or room and board. It also does not apply to short courses, topical seminars (numbered 599), extension courses, or special noncredit courses.

The **wife of a full-time ministerial student** may enroll as a special (part-time, noncredit) student in Bible courses without charge.

## TITLE IV REFUND POLICY

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have “earned” only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Office of Business Services encourages you to read this policy carefully. If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the business office to see how your withdrawal will affect your financial aid.

- 1) This policy shall apply to all students who withdraw, drop out or are expelled from Freed-Hardeman University, and receive financial aid from Title IV funds:
  - a) The term “Title IV Funds” refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Unsubsidized FFEL loans, subsidized FFEL loans, FFEL PLUS loans, Federal Direct PLUS loans, Federal Pell Grants, Federal SEOG, Leveraging Educational Assistance Partnership Grants (LEAP).
  - b) A student’s withdrawal date is:



- i) the date the student began the institution's withdrawal process, or officially notified the institution of intent to withdraw; or
  - ii) the midpoint of the period for a student who leaves without notifying the institution; or
  - iii) the student's last date of attendance at a documented academically-related activity.
- 2) Refunds on all institutional charges, including tuition and fees, will be calculated using the institutional refund policy published in the FHU Catalog.
- 3) Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. Title IV aid and all other aid is viewed as 100% earned after that point in time.
- a) The percentage of Title IV aid earned shall be calculated as follows:

$$\frac{\text{NUMBER OF DAYS COMPLETED BY STUDENT}}{\text{TOTAL NUMBERS OF DAYS IN TERM*}} = \% \text{ OF TERM COMPLETED}$$

The percent of term completed shall be the percentage of Title IV aid earned by the student.

\* *The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.*

- b) The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program shall be 100% minus the percent earned.
- c) Unearned aid shall be returned first by FHU from the student's account calculated as follows:

$$(\text{TOTAL INSTITUTIONAL CHARGES} \times \% \text{ OF UNEARNED AID}) = \text{AMOUNT RETURNED TO PROGRAM(S)}$$

Unearned Title IV aid shall be returned to the following programs in the following order:

- |                               |                                  |
|-------------------------------|----------------------------------|
| 1. Unsubsidized Stafford Loan | 4. Federal Pell Grant            |
| 2. Subsidized Stafford Loan   | 5. Federal SEOG                  |
| 3. Parent Loans               | 6. Other Title IV grant programs |
| to Undergraduate Students     |                                  |
| (PLUS)                        |                                  |

Exception: no program can receive a refund if the student did not receive aid from that program.

- d) When the total amount of unearned aid is greater than the amount returned by FHU from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:

- |                                |                                    |
|--------------------------------|------------------------------------|
| 1. Unsubsidized Stafford Loan* | 4. Federal Pell Grant**            |
| 2. Subsidized Stafford Loan*   | 5. Federal SEOG**                  |
| 3. Parent Loans                | 6. Other Title IV grant programs** |
| to Undergraduate Students      |                                    |
| (PLUS)*                        |                                    |

\* *Loan amounts are returned with the terms of the promissory note.*

\*\* *Amounts to be returned by the student to federal grant programs with receive a 50% discount.*

- 4) Refunds and adjusted bills will be sent to the student's home address on file in the Registrar's Office following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.
- 5) Institutional and student responsibilities in regard to the return of Title IV funds.
  - a) FHU's responsibilities in regard to the return of Title IV funds include:
    - i) providing each student with the information given in this policy;
    - ii) identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
    - iii) returning any Title IV funds that are due the Title IV programs.
  - b) The student's responsibilities in regard to the return of Title IV funds include:
    - i) becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
    - ii) returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- 6) The fees, procedures, and policies listed above supersede those published previously and are

subject to change at any time.

- 7) Any notification of a withdrawal or cancellation of classes should be in writing and addressed to the Registrar's Office. Such notification may be made by facsimile.

If you would like examples of the refund policy, contact the Office of Business.

## Institutional Refund Policy

Refunds are issued as listed below. The university is not obligated to refund expenses if the withdrawal is unnecessary or due to the student's misconduct.

### Refund Policy for Course Withdrawal

If a student withdraws from an individual course (and remains enrolled in a course or courses) before the university drop-add date, he/she will receive a full tuition refund. If a student withdraws from a graduate course after the university drop-add date, but within five business days after the first class meeting, he/she will receive a fifty (50) percent tuition refund and will receive a grade of "W" for the course. If a student withdraws after the five business days, there will be no tuition refund. The university drop-add date is ten days after classes begin for the semester.

### Refund Policy for Summer Courses and January Short Courses

If a graduate student officially withdraws from a Summer Course or from a January Short Course by the end of the business day following the first class meeting, he/she will be fully refunded for both tuition and technology.

If a graduate student withdraws from a Summer Course or from a January Short Course after the first business day, but before the next class meeting, he/she will receive a 50% refund of tuition, but no technology.

After the second class meeting, no refunds will be made.

### Refund Policy for Complete Withdrawal

Room and board refunds are determined on a weekly basis over a 15-week term during the regular year and a five-week term during the summer. No credit will be issued if the withdrawal is within two weeks of the end of regular term.

In the event of a student withdrawing from the university, all institutional scholarships and aid shall be refunded to the university on a pro rata basis, based on the number of days the student attended.

There are no refunds of special fees, such as late registration, or examination fees.

Refunds will be mailed approximately four weeks after an official withdrawal or after the residence hall is vacated.

#### AFTER CLASSES BEGIN, CHARGES WILL BE MADE ON THE FOLLOWING BASIS:

##### FALL/SPRING SEMESTERS:

After first week of classes .....	10%
second week of classes.....	20%
third week of classes .....	40%
fourth week of classes .....	60%
fifth week of classes.....	80%

#### WITH SATURDAY CLASSES, CHARGES WILL BE MADE ON THE FOLLOWING BASIS:

After first class meeting.....	20%
second class meeting.....	50%
third class meeting.....	80%

##### SUMMER TERMS:

Each class meeting will count as a week of classes.

**Full charges will be made after these times.**

There are no refunds of special fees, such as late registration, change of schedule, or examination fees. Refunds will be mailed approximately four weeks after an official withdrawal or course drop.

## Paying Your Account

Please refer to the financial information detailed in this catalog under Financial Information to determine the approximate charges for each semester. In addition to tuition and fees, remember to estimate a reasonable amount for textbooks and class supplies. From this total, deduct scholarships, grants, or loans that have been awarded as part of the financial aid package. (Aid awards are usually based on the academic year and will be credited to your account proportionately, i.e., half of the award or offer for each semester you are enrolled as a full-time student or as indicated in the award announcement.) For information concerning financial aid adjustments, contact the financial aid office or review the information provided with your offer of financial aid. The toll free number for financial aid is 800-630-3481.

**Students who have registered and selected classes must have their financial arrangements made by August 10, 2007, for the fall semester, and by January 4, 2008, for the spring semester.** The charges for tuition, fees, room and board, must be paid by these dates to prevent the student's classes from being dropped out of the system. Students who register for fall classes after August 10, or for spring classes after January 4, must pay their bill in full the day they register.

**After determining the amount of financial aid you will receive, and if financial aid does not cover all of the charges for the semester, the balance may be paid by:** (1) Sending a check to FHU Business Office, 158 E. Main St., Henderson, TN 38340; (2) Paying by credit card online at [www.fhu.edu](http://www.fhu.edu); or (3) Paying through Tuition Management Systems (TMS). TMS is an off-campus company the university has contracted with to assist families wanting to spread out payments for school costs. There is an enrollment fee of \$65, and no interest is charged during the school year. You may contact TMS at 800-722-4867, or [www.afford.com](http://www.afford.com). Also, the contract with TMS may be increased at any time to cover any additional balance that arises from changes that are made.

**Any combination of the options mentioned above is acceptable to pay the bill in full.**

**Bookstore charges and other miscellaneous charges the student incurs will be due upon receiving the monthly statements or viewing the statement online. Any unpaid amount from a previous monthly statement will be subject to a 1% per month (12% per year) service charge. Accounts must remain current to maintain charging privileges. If there are any questions about the student's account, you may contact the business office at 731-989-6008, or e-mail [mcathey@fhu.edu](mailto:mcathey@fhu.edu).**

Transcripts are not released by the university until all outstanding accounts are paid. If, after a student leaves FHU, an obligation is due that requires an outside collection agency, the responsible party agrees to pay collection agency fees, court costs and attorney fees for collecting the outstanding balance.

## STUDENT LOANS AND WORK STUDY

The school year at Freed-Hardeman University begins with the summer term and goes through the following spring term. A Free Application for Federal Student Aid (FAFSA) must be completed each school year to be eligible for government sponsored student loans and work study. The FAFSA may be obtained from the Office of Financial Aid by calling (731) 989-6662 or 1-800-630-3481 and a copy will be mailed to you. The FAFSA may be returned to the Office of Financial Aid for processing or may be completed over the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

## STAFFORD LOANS

Under the federally-guaranteed loan program, you may borrow from a bank or other financial institution an amount needed for graduate studies. The university certifies your application, and the federal government through a state agency guarantees repayment. Under current regulations, you may borrow up to \$8,500 per academic year in a subsidized loan **if you are taking at least a half-load (minimum of five semester hours) of courses. The Office of Financial Aid will mail applications upon request.**

You need not begin repayment of a Stafford Loan until the first day of the sixth month after you complete or discontinue your graduate study. The federal government will pay the interest on the loan while you are in school. The interest rate is fixed at 6.8%.

## UNSUBSIDIZED LOAN FOR STUDENTS

A full-time graduate student may borrow under the Unsubsidized Stafford Loan program up to \$12,000 per academic year. This loan is not based upon need, but must be held within the total cost of education minus any other financial assistance. The amount will vary dependant upon credit hour load.

The interest rate is fixed at 6.8%. The interest accrues from the beginning of the loan but can be deferred and capitalized if desired. Repayment begins immediately after a student drops below half-time and can extend up to 10 years.

## LOAN DISBURSEMENTS

Loan disbursements for graduate students who have previously withdrawn from graduate work at FHU in prior semesters will be made with 1/2 of the loan proceeds disbursed from the lender at the beginning of the semester (from 10 days prior to the beginning of the semester to 10 days after the beginning of the semester) and the second half will be disbursed after the 60% point in time of the semester. All necessary loan documents would be required prior to disbursement.

All other students will have their loans disbursed at the beginning of the semester (10 days prior to the beginning of the semester to 10 days after the beginning of the semester) providing that the student has completed all the necessary loan documents.

## FEDERAL WORK-STUDY PROGRAM

Work-study may be available. The number of hours per week is based on the need of the student and availability of funds and jobs. Completion of the FAFSA is required for the Federal Work-Study program.

## Scholarships and Assistantships

Scholarships and assistantships may be applied for through the directors of the programs. Those who apply early will have a higher probability of obtaining help. Applications are encouraged to be submitted up to six months before one plans to enroll in classes.

The following factors will be considered in granting scholarships and assistantships:

- 1) the student's grade point average in previous work;
- 2) the evidence of professional promise seen in the student; and
- 3) the student's need for financial aid.

Criteria for assistantships will include evidence of the ability to serve the university in some useful capacity. A ministerial student must meet qualifications given by grantors of certain scholarships. Those qualifications may include stipulations regarding religion, sex, reputation, and potential.

## Annually Designated Scholarships

Annually designated scholarships are awarded on an annual basis, and the award is based on the amount of money donated that year to the scholarship. Below are the annually designated scholarships available listed under the major or office by which they are awarded.

### GRADUATE BIBLE

The **EARL EDWARDS SCHOLARSHIP** was established by Dr. Earl Edwards and is awarded to graduate Bible students.

The **HAMPTON GRADUATE SCHOLARSHIP** was established by Gary Hampton through the proceeds from the sales of his book. The scholarship is for graduate Bible majors.

The **PEACHTREE GRADUATE SCHOLARSHIP** was established by the elders at the Peachtree Georgia Church of Christ for a needy graduate student who is preparing for a career in preaching.

The **JAY AND NAN SATTERFIELD AWARDED SCHOLARSHIP** was established by Jay and Nan Satterfield of Milan, Tennessee. Fifty percent of the scholarship is for graduate Bible majors preparing to preach and fifty percent is for graduate Bible majors who are currently preaching part-time.

## Endowed Scholarships

Two-thirds of Freed-Hardeman University's endowment is composed of scholarships. All scholarship funds are combined and invested by the Investment Committee of Freed-Hardeman University. Freed-Hardeman University's Investment Committee of the Board of Trustees has established a five-percent spending policy on endowed funds. Therefore, awards from endowed funds will not exceed an amount above five-percent of the total invested amount of the fund. These scholarships have the same recipient requirements as the academic scholarships and are awarded by the director of Financial Aid.

## **GRADUATE BIBLE**

The **ALICE GOULD SCHOLARSHIP** was established by Alice Gould of Marion, Illinois, and is awarded to graduate students in Bible.

The **DENNIS-BURTON SCHOLARSHIP** was established by Mrs. Mary Thomas Burton Dennis in honor of her late husband Roy J. Dennis, and is awarded to graduate students in Bible.

The **FAIRLANE CHURCH OF CHRIST SCHOLARSHIP** was established by the elders of the Fairlane church of Christ in Shelbyville, Tennessee, and is awarded to graduate students in the Master of Ministry program.

The **McCONNELL CHURCH OF CHRIST SCHOLARSHIP** was established by the elders of the McConnell Church of Christ in Martin, Tennessee, to assist students majoring in Bible who are preparing to become preachers.

The **NOLA MERLE LUSK ROCHELLE SCHOLARSHIP** was established by gifts from the estate of Ted Rochelle and is awarded to graduate students in Bible at Freed-Hardeman University.

The **POLK FAMILY MEMORIAL SCHOLARSHIP** was established in memory of Kym Polk and is awarded to graduate students in Bible who are training to become preachers.

The **WILBUR HUGH AND ROMIE SMITH SCHOLARSHIP** was established by Mrs. Smith to provide financial assistance to students in the Graduate Ministry program.

## **GRADUATE BUSINESS**

The **JOE AND MALINDA IVEY SCHOLARSHIP** was established by Joe and Malinda Ivey for minority students who are pursuing a Master's in Business Administration.

## **VETERAN'S BENEFITS**

Veterans and their dependents may be eligible for benefits. Veterans with more than six months of active duty in the United States Armed Forces may be entitled to monthly payments plus an allowance for dependents for full-time or part-time study. Financial assistance may also be available to children of deceased or disabled veterans. (Need is not a criterion for these benefits.) For further information, see your veteran's service officer, or write the registrar at Freed-Hardeman University.

# Admissions

Freed-Hardeman University seeks students for graduate admission who have demonstrated by their academic performance, other achievements, and personal conduct, that they are qualified for advanced study and may be expected to be a credit to the university and of service to their communities and professions.

Freed-Hardeman University does not discriminate on the basis of disability, race, color, or national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. Except for certain exemptions and limitations provided for by law, the university, in compliance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex. The university enrolls students of any or no religious affiliation. As a private, church-related institution, the university is permitted to consider information on the student's conduct and confidential references on ability, reputation, and the apparent potential of the applicant. Religion, sex, and reputation may be considered in placement in churches and church-related roles. Admission is a privilege granted by the university rather than a right to be assumed by those presenting minimal qualifications.

## General Admission Information

Applications cannot be processed until **ALL** required materials are received. As soon as all materials have been received, the applicant will be notified that his/her file is complete. It is appropriate to assume that the application is incomplete until such notification is received.

Admission, when granted, will be valid only if the applicant enrolls during the term indicated on his/her application.

All application materials become property of Freed-Hardeman University, and will not be returned to the applicant.

All admission categories require an application and application fee.

**Additional Information for Counseling Program.** Soon after all application materials have been received, the application will be given a preliminary review. If it is clear that the applicant cannot be accepted, he/she will be notified immediately. If the applicant is considered to be potentially acceptable, he/she will be invited to an interview with the Graduate Counseling Admissions Committee.

## Regular Admission

An applicant must have completed an appropriate baccalaureate degree from a regionally accredited institution. An applicant must submit official undergraduate and graduate transcripts of credit earned from all institutions of higher education previously attended.

**The following criteria exist for regular admission:**

**For the Bible programs (Master of Ministry, Master of Arts in New Testament, and Master of Divinity),** an applicant must have (1) a minimum cumulative grade point average of 3.0, and (2) either a minimum score of 440 on both the verbal and the quantitative writing parts of the Graduate Record Examination (GRE), or minimum score of 380 on the Miller Analogies Test (MAT), or a minimum score of 80 percent on the FHU Comprehensive Bible Test.

**For the Master of Business Administration program,** an applicant must have either a minimum cumulative grade point average of 3.0 or a minimum score of 450 on the Graduate Management Admissions Test (GMAT), with his/her grade point average multiplied by 200 plus the GMAT score totaling a minimum of 1,050. In addition, no applicant with a GMAT score of below 350 may be admitted to this program.

**For the Master of Counseling program,** an applicant must have (1) a minimum cumulative grade point average of 3.0, and (2) either a combined minimum verbal and quantitative score of 800 on the GRE, or a minimum score of 380 on the MAT.

**For the Master of Education program,** an applicant must have (1) a minimum cumulative grade point average of 3.0, and (2) either a combined minimum verbal and quantitative score of 800 on the GRE, or a National Teachers Examination (NTE) of 651 CS, 647 GK, and 643 PK on Core Battery, or a minimum score of 380 on the MAT.

Notice that students with GRE/MAT/GMAT/NTE scores older than ten years may be required to retake one of the entrance examinations for graduate admission. The decision will be at the discretion of each program director. Freed-Hardeman University will not accept scores on the MAT if the applicant has been administered the test more than three times in a two-year period.

If an applicant does not meet these criteria, the applicant may request conditional admission as described under **Conditional Admission**. This is granted on an individual basis depending on policies of specific programs.

While no particular undergraduate major is specified as an admissions requirement for Freed-Hardeman University's graduate programs, the following **prerequisites** do apply:

Students applying for admission to the **Graduate Bible** programs will be required to have at least 18 semester hours in Bible and/or religion at the undergraduate level.

The **Accounting program in the Master of Business Administration** requires prerequisites in undergraduate accounting.

The **Master of Counseling** student will be required to have the equivalent of 12 semester hours in Behavioral Science (Psychology, Sociology, Social Work, Family Studies) with a grade point average of 3.0 or better at the undergraduate level.

**Additional requirements for the Master of Counseling, the Master of Education, and the Graduate Bible programs include the following:**

**Written Statement.** A statement of approximately 200 words from the student specifying personal goals and how the program at Freed-Hardeman University will contribute to those goals will be required as indicated in the application materials.

**Recommendation Forms.** Each student must provide recent recommendation for admission forms from two or three individuals as indicated in the application materials.

**Also, the Master of Counseling program** requires a resume describing the applicant's work experience or academic vita.

**TOEFL (Test of English as a Foreign Language).** The Test of English as a Foreign Language (TOEFL) is offered in three formats. A score of 500 on the paper-based exam, or a score of 173 on the computer-based exam, or a score of 61 on the Internet-based exam is required of all students for whom English is a second language.

## Conditional Admission

To register under conditional admission, the applicant must have completed an appropriate baccalaureate degree from a regionally accredited institution. Applicants must submit official undergraduate and graduate transcripts of credit earned from all institutions of higher education previously attended. To be considered for conditional admission, the applicant generally must have a **minimum cumulative grade point average of 2.5, and a minimum score on appropriate admissions tests.**

For the **Master of Business Administration program**, a potential applicant whose cumulative grade point average is below 2.5 may retake undergraduate courses to effectively raise the applicant's grade point average from what it was at the time of graduation. Once higher grades have been earned on retaken courses sufficient to produce a grade point average that would have been at least 2.5, application for conditional admission may be submitted.

For the **Master of Education program**, a potential applicant whose cumulative grade point average is below 2.5 must submit a letter to the director specifying a rationale for the cumulative grade point average, goals, and how the program will contribute to these goals. The letter and other documentation in the student's file will be considered by the Admission/Appeal Committee composed of the director and the coordinators of the Administration and Supervision Program and the School Counseling Program.

For the **Graduate Bible program**, a written statement of approximately 200 words specifying goals and how the program will contribute toward these goals and letters of recommendation from two or three individuals is required. Applicants for the **Graduate Bible programs** who are graduates of non-regionally-accredited institutions must score a minimum of 80 percent on the FHU Comprehensive Bible Test. Bachelor's degree graduates of foreign, nationally-accredited, or pre-accredited (candidates for regional accreditation) institutions may be granted conditional admission.



For the **Master of Counseling Program**, a written statement of approximately 200 words specifying goals and how the program will contribute toward these goals and letters of recommendation from two or three individuals is required. A potential applicant whose cumulative grade point average is below 2.5 may retake undergraduate courses to effectively raise the applicant's grade point average from what it was at the time of graduation. Once higher grades have been earned on retaken courses sufficient to produce a grade point average that would have been at least 2.5, application for conditional admission may be submitted. Bachelor's degree graduates of foreign, nationally-accredited, or pre-accredited (candidates for regional accreditation) institutions may be granted conditional admission.

A student granted conditional admission may register for a maximum of twelve graduate semester hours; a student may not register for additional courses after completing the maximum of twelve graduate semester hours without first obtaining regular admission status. A student admitted conditionally may be granted regular admission status only after completing the twelve graduate semester hours with all grades of A or B; for the **Master of Business Administration program**, these twelve graduate semester hours must be completed with a minimum grade point average in these courses of 3.5.

## Transient Admission

An applicant who wishes to take a number of courses for renewal of certification or licensure **may apply for Transient Admission**. The applicant must have completed an appropriate baccalaureate degree from a regionally accredited institution. Applicants must submit official undergraduate and graduate transcripts of credit earned from all institutions of higher education previously attended. **A minimum cumulative grade point average of 2.5 is required.** Acceptance will be on a case-by-case basis.

## Special Admission

Special Admission may be available for undergraduate senior students with a **minimum cumulative grade point average of 3.0** who are within nine (9) semester hours of meeting the requirements for an appropriate baccalaureate degree from a regionally accredited institution. Applicants must submit official undergraduate transcripts of credit earned from all institutions of higher education previously attended. The student is not considered a graduate student and may take no more than nine (9) graduate semester hours. Graduate courses taken by qualified undergraduates cannot be used for bachelor's degree requirements. Any financial aid awarded for this special admission category will be awarded on the basis of an undergraduate credit hour.

## Graduate Certificate Admission

Applicants interested in one of the three certificate programs must have completed an undergraduate baccalaureate degree from a regionally accredited institution and be enrolled in one of FHU's graduate programs or have completed a graduate degree from a regionally accredited university. Applicants must submit official undergraduate and graduate transcripts of credit earned from all institutions of higher education previously attended. The applicant must complete the graduate application process and include the application fee.

As a graduate certificate student, one may enroll in any of the courses listed in the certificate program for which he/she has applied.

Students in Graduate Certificate Programs **are** eligible for federal financial aid.

## Readmission Policy

A former Freed-Hardeman student who plans to re-enroll must submit a new application for readmission. After any period of academic or disciplinary suspension, one must apply to the director of the intended program of study for readmission. In addition to the application, the student should submit a letter stating what plans are being made to ensure academic success. Readmission is not guaranteed or automatic.

## Transfer Credits

A student who has earned graduate credit from a regionally accredited institution(s) may transfer a maximum of six (6) semester hours into an approved degree program, or three (3) hours for certificate programs. These must be approved by the appropriate director of graduate studies. Some summer workshops, short courses, video courses, etc. may not be accepted as transfer credit.



The Master of Divinity student may transfer in (from any accredited institution) as many as 42 hours of A's and B's, which will count toward degree requirements as long as, in the director's judgment, those courses are reasonable substitutes for core or elective courses.

The University is not obligated to accept any courses for transfer of credit. Transfer courses must reflect and be similar to courses within the program of study the student is entering. Only grades of A or B will be accepted. The coursework must not have been used to satisfy a requirement for any degree previously granted (exception in Graduate Bible). Graduate credit from foreign universities is not accepted because of academic and procedural differences between U.S. regionally accredited and foreign institutions. Official transcripts are required before courses can be evaluated, approved, and accepted.

## Non-Degree-Seeking Students

A college graduate not planning to enroll in a degree program may register as a non-degree-seeking graduate student. An applicant must have completed an appropriate baccalaureate degree from a regionally accredited institution. An applicant must submit official undergraduate and graduate transcripts of credit earned from all institutions of higher education previously attended. The applicant must complete the graduate application process and include the application fee.

As a non-degree-seeking student, one may enroll for any graduate course for which he/she has the necessary prerequisite course work, with the approval of the director of the program of study offering the course. Certain courses may not be available to non-degree-seeking graduate students. The Director of the program of study may restrict enrollment in the course or give scheduling preference to degree-seeking students.

If an applicant is planning to pursue a degree program, he/she should not enroll as a non-degree-seeking student. While non-degree-seeking students may subsequently apply for a degree program, there is no assurance they will be admitted. In addition, the program of study, at the discretion of the director, may approve a maximum of 12 credit hours of course work (with grades of "B" or higher) taken in non-degree-seeking status to count toward the master's degree.

**Non-degree-seeking students are NOT eligible for federal financial aid.**

## Application For Admission and Application Fee

To obtain an application form, write to the appropriate director of graduate studies at Freed-Hardeman University, Henderson, TN 38340; or go online to <http://web.fhu.edu>.

Dr. Elizabeth A. Saunders, Master of Education, 731-989-6087 or 1-800-639-3480

Dr. Earl D. Edwards, Master of Ministry, Master of Arts in New Testament, or Master of Divinity, 731-989-6626

Dr. Gayle Michael (Mike) Cravens, Master of Counseling, 731-989-6638.

Dr. Thomas W. DeBerry, Master of Business Administration, 731-989-6659.

**A non-refundable application fee must be included with the completed application form and the other required materials listed above. Send all application materials to the appropriate program director.**

# Academics

Freed-Hardeman is a Christian university. Each student needs to know the academic expectations and policies of the university and is personally responsible for meeting the requirements for any degree. We expect our students to behave in a Christian manner and in accordance with university standards.

## Academic Policies

The Graduate Council is responsible for developing policies and regulations affecting graduate curricula and requirements leading to graduate credits, certification, and degrees.

The Council is composed of two faculty from each program in which a degree is offered, faculty members who meet the criteria for teaching in the graduate program and who hold the terminal degree, the Director of Graduate Studies in Education, the Director of Graduate Studies in Bible, the Director of Graduate Studies in Business, and the Director of Graduate Studies in Counseling.

While every effort will be made to conform to catalog announcements, the university reserves the right to adapt its programs and policies as necessary. Students having matters of concern should see the appropriate director of graduate studies.

## UNIT OF CREDIT

The unit of credit is the semester hour. One semester hour of credit represents approximately fifteen hours of lecture-discussion activity and examinations.

## STUDENT LOAD

**Full-Time Load.** For academic purposes, a student enrolled in 9-13 graduate semester hours is classified as a full-time student.

**Maximum Load.** No student may register for more than 13 graduate hours during a semester or summer term. Students employed full-time may not register for more than seven hours while working without the permission of the appropriate director of graduate studies.

## SHORT COURSE OFFERINGS

Short courses are offered in each graduate program. See the graduate schedules for exact dates each course will be offered.

## LEVELING COURSE WORK

Courses required to bring the student up to graduate school level will not count in the hours required for the master's degree.

## ADVISING AND COUNSELING

Advising and counseling are available. The directors of each graduate program will provide help with academic, career, or personal concerns. The directors and other professionals are prepared to assist you in analyzing personal, family, social, and religious concerns which may trouble you or impede your progress. In the event you need the assistance of a professional counselor, please contact the director of personal counseling.

Each student is referred to the director or adviser of his graduate program for assistance in planning his program, in registration, and in reviewing his progress. The director or assigned advisor should approve each semester's schedule and any changes made. Students may be referred to the Vice President for Academics for additional assistance. **The student is, however, personally responsible for meeting catalog requirements, following handbook policies in their handbook, and seeking written approval of any exceptions.**

## REGISTRATION

After a schedule of classes has been approved by an official adviser, you may register through the director of your chosen graduate program. Students must follow the registration schedule of their particular program and register prior to the beginning of a class or within the add/drop period.

## LATE REGISTRATION

Students who enroll full-time after the scheduled registration date are charged a late registration fee. Requests to enroll in a class after the first week the class has met must be approved by the appropriate program director and teacher. The student is responsible for work missed and/or any make-up work assigned.

## CHANGE OF SCHEDULE

You may change your schedule during a period specified in the catalog calendar by adding or dropping a course or courses. Changes require permission of your program director and the instructors involved. Tuition will be prorated according to the schedule of charges in this catalog under "Financial Information: Tuition."

## WITHDRAWAL FROM A COURSE OR FROM THE UNIVERSITY

To withdraw from a course after the end of the drop-add period or to withdraw from the university, a student should contact the Director of the Graduate Program and follow his/her instructions.

# Grades and Grade Point Average

## GRADES

Achievement and the quality of work of the student in each course are indicated as follows:

Grade	Significance	Quality Points per Graduate Semester Hour
A	Excellent	4
B	Good	3
C	Satisfactory (Marginal)	2
D	Unacceptable Grade	0
F	Failure	0
I	Incomplete	0
E	Withdrew Failing	0
X	Absent from Final Examination	

The following grades are not used in determining scholarship level or satisfactory progress.

W	Withdrew
N	Noncredit
R	Repeated
S	Satisfactory
U	Unsatisfactory

S and U grades are used when it is not feasible to evaluate achievement more precisely or when work is still in progress and not overdue.

N is the grade assigned for a course audited or otherwise taken without credit. If an auditor stops attending, W is assigned.

R is the grade assigned a course which is being repeated or duplicated. Credit will not be given twice for the same course or a similar one which duplicates the content of the first. The last grade earned will be the one used to determine if requirements have been met and in calculating averages unless the student withdraws passing. A failing grade (E or F) may be removed only by repeating the course failed.

I and X grades are given only when necessary and not for the convenience of students who wish for more time than their classmates. They are calculated as failing grades unless removed. **A student who has an I grade must make it up by midterm of the following semester.** An acceptable excuse for an absence from an examination must be presented and an examination taken as soon as possible. A fee may be charged for a make-up examination.

After a final grade has been submitted, it cannot be changed except when it is quite clear that a major error has been made. Students will not be given additional time to raise a grade.

## GRADE POINT AVERAGE

Scholarship level is expressed in terms of a grade point average (G.P.A.) calculated by dividing total quality points earned by GPA credits. Semester and cumulative averages are recorded on the permanent academic record and on semester grade reports. Averages are used to determine honors, academic probation and suspension, renewal of academic scholarships, and eligibility for certificates and degrees.

## GRADE REPORTS

Grade reports are available on IQ Web. Each student should review low grades promptly with his/her adviser.

Official notice of academic probation or suspension can be found on IQ Web, subject to correction of any errors in recording or processing grades. Confirmation by letter may follow.

## CLASS ATTENDANCE

Class attendance is required. The class attendance policy shall be in the written syllabus distributed to all class members by the second meeting of that class. The policy is subject to review by the Vice President for Academics. Excessive absences, regardless of the reason, may result in grade reductions or failure in the class.

## GOOD ACADEMIC STANDING

The student must maintain a cumulative GPA of 3.0 to remain in good academic standing. No grade below C will be counted toward degree requirements. Grades below C may result in academic suspension or termination at the discretion of the Graduate Council.

## ACADEMIC PROBATION AND SUSPENSION

Should the student's cumulative grade point average fall below 3.00, he/she will be placed on academic probation. A student on academic probation will not be allowed to enroll for more than 9 hours during any term the probation applies.

The student on probation is required to achieve a 3.00 cumulative GPA the following semester enrolled. Failure to do so will result in suspension from the program. A student on suspension must reapply for admission to the appropriate director.

A course in which a student has earned a grade of C or below may be repeated. The last grade earned will be the grade for the course.

## DISHONESTY AND CHEATING

**Academic dishonesty is not in keeping with Christian principles. The following are some forms of academic dishonesty:**

**Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This applies to all forms of work submitted for credit or hours.

**Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

**Facilitating academic dishonesty**—intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

**Plagiarism**—the adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgement.

A student who is dishonest in a course may be given an "F" and dropped from the course. Taking books from the library in any way other than that prescribed and removing pages from books and publications is dishonest. Attempts to by-pass the library security system is dishonest and may be grounds for suspension.

## STUDENT RECORDS

All student records which are not specifically exempted by Section 438 of the General Education Provision Act are available upon request to all present and former students. A list of student records and their location is maintained in the Registrar's office. All requests for examination of student records should be

made in writing and directed to the Registrar, Freed-Hardeman University, Henderson, Tennessee 38340. Requests are normally granted within two weeks of receipt of the request. All examinations of student records will take place in the office of the Registrar with a representative of the university present.

After examining his or her record, the student or former student may request that certain records be removed based on grounds that the records in question are inaccurate, misleading, or otherwise in violation of the student's rights. Should the request by the student be refused, the student shall have the right to a formal hearing before a committee appointed by the President within 60 days of such request being submitted in writing. Any student has the right to request a copy of any material contained in his or her record. The cost of each page to be reproduced shall be \$1.00.

Unless the student files a written objection with the records office, the university may release the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and similar information. The university regards as similar information which may be used in publications and news releases or released upon request the following: high school attended, photograph, maiden name, sex, marital status, number of children, race, citizenship, candidacy for graduation, classification, parents' names and addresses, degree objective, student's class schedule, activities, church affiliation, and student organization memberships.

Grades, reports of excessive absences from class, and other information relating to the current status of a student may be sent directly to the parent(s) or guardian(s) who claim(s) a son or daughter as a dependent on the federal income tax return. This procedure is followed until such time as a parent or guardian informs the records office that the student is no longer a dependent. Any such change in status should be reported immediately to the Registrar.

Unless a student or graduate files a written objection or request with the Career Resource Center, that office may release to employers, graduate and professional schools, and government agencies the names and addresses of graduates by major, by race, and/or by academic standing (rank, grade, average, etc.). Resumes and other credentials will be released by the Career Resource Center by special authorization by the student or with the student's general permission upon request by prospective employer.

## ACADEMIC GRIEVANCE PROCEDURE

Any grievance concerning grades, competencies, course syllabi, absence from class, admission to a program, or any other academic matter should be discussed with the teacher or director of the program as appropriate. If the grievance is not resolved satisfactorily with the teacher or director, the next step is to register the complaint within seven days of student's notification of the decision in question in writing to the department chair or dean where no department exists. If, after the completion of the procedure described above, the grievance has not been equitably resolved, then within 48 hours an appeal in writing must be submitted to the Vice President for Academics. A hearing will be scheduled with the Graduate Council which will serve as the appeals committee. The recommendation of the Graduate Council will be made to the Executive Vice President, and this will be the final step in the grievance procedure.

## ADMISSION TO CANDIDACY

All programs of study require each degree-seeking student to apply for and be admitted to candidacy in order to complete the program of study leading to the master's degree. **The candidacy process is used to review a student's progress and compliance with academic policies.**

Programs of study requiring candidacy may establish their own guidelines for the process. Contact the director of graduate studies in the student's area of study for specific information.

In general, a student should apply for admission to candidacy at the completion of six graduate courses at Freed-Hardeman University (18 semester hours; 18-24 hours for M.S. in Counseling students) with an average grade of B. Grades below C will not be counted in the 18/24 hours. The student will be required to submit a written request for candidacy status. The request will be submitted to the director of graduate studies in the student's area of study and must be accompanied by written recommendations from two teachers with whom the student has taken graduate courses at Freed-Hardeman University.

At the time the request is made for admission to candidacy, the student will file a degree plan with his adviser which shows how all requirements will be met. **Candidacy status is required in order to exceed a total of 24 graduate hours.**

## GRADUATION REQUIREMENTS

A cumulative GPA of 3.0 on all graduate credits with no grade lower than a "C" is specified, except for the Education Specialist Degree which requires a 3.5 GPA for graduation. No more than six (6) semester hours of grades of "C" may be applied toward graduation requirements.

Specific course requirements which must be met are listed under each program of study.

Participation in commencement ceremonies is required unless an exemption is granted by the Vice President for Academics.

## APPLICATION FOR DEGREE

Application for graduation should be made within two weeks of the first day of classes of the last semester of work. The application form is available online at <http://web.fhu.edu>. A list of other requirements for graduation are available online.

## COMPREHENSIVE EXAMINATIONS

A written comprehensive examination will be required for most degrees. The comprehensive examination will be prepared by a nationally recognized testing organization or at least three members of the graduate faculty who have taught the student. The examination will normally be administered during the student's last semester (except in the case of Master of Divinity students who have taken the comprehensive examinations at the 36-hour level) and candidates will be notified of the time and place of the examination at least one month prior to the examination. An oral examination or interview may be required in addition to the written examination.

Master of Arts in New Testament and Master of Divinity students who write a thesis will do both written and oral exams based TOTALLY on the thesis materials. Comprehensive exams for Bible students who do not write a thesis will be based on three courses the student has taken and those three courses will be selected by the program director.

The Master of Divinity student who has passed comprehensive examinations at the Master of Ministry or Master of Arts in New Testament level will not be expected to repeat them.

Faculty who contributed in creating the examination will score the examination as "pass" or "fail." Reasons will be stipulated when a grade of "fail" is given.

Students will be notified by the director of the program if they passed or failed the comprehensive examination immediately (Bible), within 10 days (Education), or 14 days (Counseling) after the examination has been written.

Students who fail the examination will be given an opportunity to take it again the following semester. Students who fail the comprehensive examination twice must petition the Graduate Council for permission to take the exam again.

## TIME LIMIT

All work for the Master of Education and Master of Science in Counseling degrees must be completed within a period of six (6) calendar years. All work for the Master of Ministry, the Master of Arts in New Testament, and the Master of Business Administration degrees must be completed within a period of eight (8) calendar years. The limit for the Master of Divinity is twelve (12) calendar years from the time of entry into the program unless the student has relevant hours from a previous graduate degree which are older than twelve years and which, in the director's judgment, should be counted.

## THESIS

Students who write a thesis in partial fulfillment of the requirements for the **Master of Education** or **Master of Arts in New Testament** degrees must hold "regular admission" status, submit a written thesis proposal to the appropriate director, and after receiving the director's approval, present a thesis which reflects original investigation, and then defend it orally.

The **Master of Divinity** student has an option of doing either a thesis or an internship. If such a student chooses to do a thesis, the student must likewise hold "regular admission" status, have a GPA of 3.00 or above on at least 24 hours, submit a proposal, etc. Students who anticipate graduate studies beyond the master's level are encouraged to write a thesis instead of doing an internship. Detailed instructions regarding thesis writing may be obtained in the office of the appropriate director.

The **Master of Divinity** student who has done an acceptable thesis or internship at the **Master of Ministry** or **Master of Arts in New Testament** level will **not** be expected to repeat it.

## APPEALS

Any exceptions to any requirements or regulations would require approval by the Graduate Council. A Request for Exceptions or Exemptions form should be obtained from the Office of Academics, completed, and returned to the Vice President for Academics.

## TRANSCRIPTS

An official photocopy transcript of the student's permanent academic record of work attempted and grades and credit earned will be issued on request of the student. The first is free; a fee of \$5.00 is charged for each subsequent request. Direct transcript requests to the Registrar, or go online to <http://web.fhu.edu>. Transcripts will not be issued for students or graduates whose accounts are delinquent.

## AUDITING A COURSE

Up to five (5) students will be allowed to audit for no credit any courses in the Bible/Counseling-related programs at the one-half tuition rates. These students will be admitted on a case-by-case basis after meeting with and being approved by the Director of Graduate Studies in Bible or the Director of Graduate Studies in Counseling.

**Waiver:** The spouse of a Master of Ministry, Master of Arts in New Testament, or Master of Divinity student who is carrying at least 6 credit hours may enroll as a special (part-time, non-credit) student in any graduate Bible course without charge. Any student enrolled for credit in the education or counseling graduate programs may audit undergraduate Bible courses with permission of the instructor without charge.

## PROGRAMS OF STUDY IN BIBLE

**Dr. William R. Smith, *Dean***

**Dr. Earl D. Edwards, *Director***

Dr. Clyde M. Woods

Dr. W. Stephen Johnson

Dr. Samuel E. Hester

Dr. D. Ralph Gilmore

Dr. David L. Lipe

Dr. David W. Powell

Dr. Mark Blackwelder

Dr. Kevin L. Moore

Dr. Terry L. Edwards

Dr. Kevin J. Youngblood

Stanley R. Mitchell

*Assisting:*

Dr. Roy G. Sharp

C. David South

Dr. Kippy L. Myers

Dr. B. J. Naylor

Dr. Larry D. Mathis

### The Master of Ministry

The **Master of Ministry (M.Min.)** is designed for students who wish to have advanced study in the work of a pulpit minister. Others who would benefit would be Bible school teachers, youth ministers, writers of Bible school literature, counselors, and people in the helping fields. The student who earns the **Master of Ministry** degree will complete 31 hours of course work and five hours of internship for a total of 36 semester hours. For more information call (731) 989-6626.

#### COURSE OF STUDY FOR M.MIN. DEGREE\*

##### Required Courses

MIN	500	Introduction to Graduate Studies	2 hours
MIN	515	Seminar in Job (or any other O.T. course)	3
MIN	516	Seminar in Gospel of John, <b>OR</b>	3
MIN	517	I, II Thessalonians and Philippians, <b>OR</b>	(3)
MIN	518	I, II Peter and Jude, <b>OR</b>	(3)
MIN	519	The Corinthian Correspondence	(3)
MIN	525	Religious Communication, <b>OR</b>	3
MIN	526	Advanced Preaching	(3)
MIN	535	Family Ministry, <b>OR</b>	3
MIN	536	Ministerial Counseling <b>OR</b>	(3)
MIN	599A	Suffering and the Human Condition	(3)
MIN	545	Leadership in the Church, <b>OR</b>	3
MIN	546	Education Program of the Church	(3)
MIN	547	Missions in the Church, <b>OR</b>	3
MIN	555	Contemporary Ethics	(3)
MIN	565	Internship	5

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25 hours

Electives taken from other MIN courses

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11

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36 hours

*\*See the director for a pattern of course offerings for the year.*

### Master of Arts in New Testament

The **Master of Arts in New Testament (M.A.)** is designed for students who wish to deepen their knowledge of the New Testament. These would include pulpit preachers, assistant preachers, educational directors, Bible school teachers, counselors and people in the helping fields. The student who earns the **Master of Arts in New Testament** degree will complete 30 hours of course work and a six-hour thesis for a total of 36 hours. For more information, call (731) 989-6626.



**COURSE OF STUDY FOR M.A. IN NEW TESTAMENT DEGREE\*****Required Courses**

MNT	500	Introduction to Graduate Studies	2 hours
MNT	515	Seminar in Job (or any other O.T. course)	3
Two of the following four courses:			6
MNT	516	Seminar in Gospel of John	(3)
MNT	517	I, II Thessalonians and Philippians	(3)
MNT	518	I, II Peter and Jude	(3)
MNT	519	The Corinthian Correspondence	(3)
MNT	527	Advanced Introduction to New Testament**	3
MNT	531	Elementary Greek I***	3
MNT	532	Elementary Greek II***	3
MNT	533A,B	Greek Readings****	3
MNT	534	Greek Exegesis	3
MNT	585	Thesis	6

32 hours

4

36 hours

Electives taken from other MNT courses

\* See the director for a pattern of course offerings for the year.

\*\* A student who has passed BIB 420 Critical Introduction to the New Testament at the undergraduate level may substitute one hour of independent study in the area of New Testament Introduction, and add two more elective hours.

\*\*\* A student who has passed Elementary Greek I and II at the undergraduate level with a minimum grade of B may be exempted from these two courses and substitute 6 more hours of electives.

\*\*\*\* This course is taught at least twice in any given cycle and features different New Testament books each time.

**Master of Divinity Degree**

The **Master of Divinity (M.Div.)** is designed for students who desire advanced study in the Bible and religion. These would include pulpit preachers, assistant preachers, educational directors, Bible school teachers, counselors, and those who wish to eventually teach in Christian education. The student who earns the **Master of Divinity** degree will complete 80 hours of course work, plus either a 6-hour internship or a 6-hour thesis, for a total of 86 hours. For more information, call 731-989-6626. (This includes a pattern of course offerings over a three-year span.)

**COURSE OF STUDY FOR M.DIV. DEGREE**

Note: No single course can be used to satisfy more than one of the following requirements.

**Required Courses:**

MDV	500	Introduction to Graduate Studies	2 hours
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**One of the following:**

MDV	527	Advanced Introduction to New Testament	(3)
MDV	537	Advanced Introduction to Old Testament	(3)

**Two of the following:**

MDV	541	Elementary Hebrew I	(3)
MDV	542	Elementary Hebrew II	(3)
MDV	543	Hebrew Readings	(3)
MDV	544	Hebrew Exegesis (on request)	(3)

**Three of the following four:\***

MDV	531	Elementary Greek I	(3)
MDV	532	Elementary Greek II	(3)
MDV	533	Greek Readings	(3)
MDV	534	Greek Exegesis	(3)

**Old Testament--Three of the following:**

MDV	511	Seminar in Genesis	(3)
MDV	512	Old Testament Wisdom Literature	(3)
MDV	513	Prophets I: Pre-Exilic	(3)
MDV	515	Seminar in Job	(3)

<b>New Testament--Three of the following:</b>	<b>9</b>
MDV 516 Seminar in John	(3)
MDV 517 I, II Thessalonians & Philippians	(3)
MDV 518 I, II Peter & Jude	(3)
MDV 519 The Corinthian Correspondence	(3)
MDV 520 Life of Paul	(3)
MDV 521 Romans, Galatians	(3)
MDV 598 The Hebrews Letter (Independent Study)	(3)
<b>Apologetics--Two of the following:**</b>	<b>6</b>
<i><b>Metaphysics</b></i>	
MDV 570 Philosophy of Religion	(3)
MDV 571 History of Apologetics	(3)
MDV 572 Deity of Christ	(3)
MDV 573 Symbolic Logic	(3)
<i><b>Epistemology</b></i>	
MDV 571 History of Apologetics	(3)
MDV 572 Deity of Christ	(3)
MDV 573 Symbolic Logic	(3)
MDV 576 Advanced Christian Evidences	(3)
MDV 577 Biblical Text, Canon, & Inspiration	(3)
MDV 578 Seminar in Epistemology	(3)
MDV 596 Hermeneutics	(3)
<i><b>Axiology</b></i>	
MDV 555 Contemporary Ethics	(3)
MDV 573 Symbolic Logic	(3)
MDV 579 Values in Human Thought and Action	(3)
MDV 599A Suffering & the Human Condition	(3)
<b>Ministry--One of the following:</b>	<b>3</b>
MDV 535 Family Ministry	(3)
MDV 536 Ministerial Counseling	(3)
MDV 599A Suffering & the Human Condition	(3)
<b>One of the following:</b>	<b>3</b>
MDV 525 Religious Communication	(3)
MDV 526 Advanced Preaching	(3)
MDV 545 Leadership in the Church	(3)
MDV 546 Education Program of the Church	(3)
<b>Missions--Two of the following:</b>	<b>6</b>
MDV 525 Religious Communication	(3)
MDV 528 New Testament World	(3)
MDV 545 Leadership in the Church	(3)
MDV 547 Missions in the Church	(3)
MDV 548 Contextualization	(3)
MDV 549 Muslim Evangelism	(3)
MDV 550 Missionary Anthropology	(3)
MDV 598 Intercultural Communication (Independent Study)	(3)
<b>Church History--Two of the following:</b>	<b>6</b>
MDV 591 History of the Reformation Movement	(3)
MDV 592 History of the Restoration Movement	(3)
MDV 593 History of the English Bible	(3)
MDV 594 Systematic Christian Doctrine I	(3)
MDV 595 Systematic Christian Doctrine II	(3)
MDV 596 Hermeneutics	(3)
<b>One of the following:</b>	<b>3</b>
MDV 525 Religious Communication	(3)
MDV 526 Advanced Preaching	(3)
MDV 528 New Testament World	(3)
MDV 529 Expository Preaching	(3)
MDV 540 Introduction to Christianity	(3)

<b>One of the following:</b>	<b>6</b>
MDV 565 Internship	(6)
MDV 585 Thesis***	(6)
<b>Plus Electives</b>	<b>15</b>
<b>TOTAL HOURS</b>	<b>86 hours</b>

*\*The student who wishes may take three courses in Hebrew rather than Greek. Likewise, a student who wishes to do so may substitute a readings-level course in a modern language like Spanish or French, or similar for either Hebrew or Greek readings. However, the student who opts for an emphasis in either Old Testament or New Testament is encouraged to take not just the three required, but at least four courses in the relative language.*

*\*\*The student with an Apologetics emphasis must have at least one course in each of the three major areas: Metaphysics, Epistemology, and Axiology. If the student has had some of the required courses at the undergraduate level, then those courses will be avoided at the graduate level.*

*\*\*\* A student must have a 3.00 GPA on the first 24 hours to qualify for thesis writing.*

**AREAS OF EMPHASIS IN THE MASTER OF DIVINITY**

An emphasis is optional, but if a student selects one, it requires 15 hours, as follows:

**A. Old Testament**

Advanced Introduction to Old Testament, the first three Hebrew Language courses, and one Old Testament text course.

**B. New Testament**

Advanced Introduction to New Testament, the first three Greek language courses, and one New Testament text course.

**C. Biblical Languages**

Three language courses in one of the Biblical languages, and two in the other. The third course in one's preferred Biblical language may be substituted by a readings course of a modern language (graduate or undergraduate level B or above) which is approved by the director.

**D. Apologetics**

Advanced Christian Evidences; Values in Human Thought and Action; Biblical Text, Canon and Inspiration; Philosophy of Religion; and one other course listed under **Apologetics**.

**E. Ministry**

Any five of the courses listed under **Ministry**.

**F. Missions**

Any five of the courses listed under **Missions**.

**G. Church History**

History of the Reformation Movement, History of the Restoration Movement, one of the Systematic Doctrine courses, plus at least two others in this section.

**Graduate Certificate in Counseling for Church Leaders**

The School of Biblical Studies and the Department of Behavioral Sciences and Masters of Science in Counseling Program offers a Graduate Certificate in Counseling for Church Leaders. Ministers, associate ministers, youth ministers, family life ministers and/or elders who have interest or duties in counseling are encouraged to enroll in this certificate program. The interdisciplinary design of the certificate is reflected in a combination of graduate Bible and counseling courses. Students will gain an understanding of basic counseling skills, using scripture in counseling and specific areas of counseling that church leaders are often called upon to perform. The certificate program will give students an opportunity to strengthen and refine their skills whether for members inside the congregation or as an outreach for those in need. Students who successfully complete the Graduate Certificate in Counseling for Church Leaders will be better prepared to meet individual and family needs of those seeking help and support within a church context. This certificate can be taken for audit or graduate credit. Those students completing the Graduate Certificate (for credit) will

be presented their certificate and recognized at the appropriate graduation ceremony. If you are interested in obtaining this certificate, see the Graduate Counseling office.

## **COURSE OF STUDY FOR GRADUATE CERTIFICATE IN COUNSELING FOR CHURCH LEADERS**

### **Required Courses:**

MIN	535	Family Ministry (OR)	3 hours
COU	599D	Premarital Counseling	(3)
MIN	536	Ministerial Counseling (OR)	3
COU	599F	Counseling for Church Leaders	(3)
MIN	545	Leadership in the Church	3
COU	570	Crisis Counseling	3
COU	599C	Biblical Anthropology and Counseling	3
COU	599E	Grief Counseling (OR)	3
COU	599G	Suffering and the Human Condition	(3)
COU	599H	Domestic Abuse, Violence and Addictions	3
COU	605	Internship (Counseling in Congregational Setting)	6

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27 hours

## **Description of Courses...**

### **MINISTRY, NEW TESTAMENT, AND DIVINITY**

#### **MIN/MNT/MDV 500. Introduction to Graduate Studies. 2 hours. F, Sp.**

The student is introduced to graduate level education with "hands-on" experience in the use of library resources and tools needed for effective research and writing including proper documentation of research projects. The student must take this course in the first or second regular semester of his enrollment.

#### **MIN/MNT/MDV 511. Seminar in Genesis. 3 hours. Sp.**

A preliminary to the Law of Moses, Genesis introduces the entire redemptive covenant message of Scripture. This Old Testament course probes the text and theology of this crucial book as foundational for understanding the life and thought of the ancient Hebrews.

#### **MIN/MNT/MDV 512. Old Testament Wisdom Literature. 3 hours. F. 08.**

An overview of the themes and theology of the books of Psalms, Proverbs, Ecclesiastes, and Song of Solomon followed by exegesis of select passages from each book. Special attention is given to the poetic nature of this literature, as well as to its relationship to cognate literature from the ancient Near East.

#### **MIN/MNT/MDV 513. Prophets I: Pre-Exilic. 3 hours. F. 07.**

A study of selections from the writings of the pre-exilic prophets: Isaiah, Jeremiah, Lamentations, Amos, Hosea, Micah, Jonah, and Nahum. Major prophetic themes are emphasized along with the study of the nature and work of the prophets.

#### **MIN/MNT/MDV 515. Seminar in Job. 3 hours. Su.**

This Old Testament text study probes the historical significance and the practical relevance of the book of Job. Special emphasis is given to the sovereignty of God and to the problem of suffering.

#### **MIN/MNT/MDV 516. Seminar in Gospel of John. 3 hours. F.**

The major introductory questions to the Gospel of John will be discussed. The seminar will focus on an in-depth study of key passages. Applications for the twentieth century minister will be emphasized.

#### **MIN/MNT/MDV 517. I, II Thessalonians and Philippians. 3 hours. Sp.**

Study will be given to the background of the epistles and then verse-by-verse exegesis will be done with special attention to problems like the second coming of Christ.

#### **MIN/MNT/MDV 518. I, II Peter and Jude. 3 hours. F.**

Emphasis will be placed on the authorship and the background of the epistles and then a verse-by-verse exegesis will be done with attention to the "false teachers" and other such problems mentioned in the epistles.

**MIN/MNT/MDV 519. The Corinthian Correspondence. 3 hours. F.**

Study will be given to the background of the epistles and then a verse-by-verse exegesis will be done with special attention to problems like the Lord's Supper, the woman's veil, the resurrection, etc.

**MIN/MNT/MDV 520. Life of Paul. 3 hours. Su. Even years.**

The course will examine the life, thought, work, and influence of Paul of Tarsus through a study of primary literature (his own letters) and secondary literature (letters about him; i.e., *Acts of the Apostles*). It will especially be concerned with placing Paul, the communities he addressed, and the literature by or related to him within their religious and social-historical contexts in the Greco-Roman world.

**MIN/MNT/MDV 521. Romans/Galatians. 3 hours. F. 08. Short Course.**

Introductory matters, including questions of chronology, destination, audience, and occasion will be treated. The student will be led through an exegesis of selected passages, consideration of difficult texts, and attention to the teaching of the Gospel, salvation, and man's responsibility to God as presented in these epistles.

**MIN/MNT/MDV 525. Religious Communication. 3 hours. Su.**

An examination of communication as it is employed in the work of the local church. Attention will be given to the application of public relations, media, and computer techniques.

**MIN/MNT/MDV 526. Advanced Preaching. 3 hours. Sp.**

The preparation and presentation of topical, textual, and expository sermons in the context of local preaching. Training will include preparation for weddings, funerals, and speaking for special occasions.

**MIN/MNT/MDV 527. Advanced Introduction to New Testament. 3 hours. Sp.**

The origin, background, authorship, and design of New Testament books with some attention to the synoptic problem and general introduction to the New Testament. If the student has passed BIB 420 at undergraduate level, he will add one hour of Independent Study (in the area of New Testament introduction) and two more hours of electives.

**MIN/MNT/MDV 528. New Testament World. 3 hours. F. 09.**

The politics, society, culture, philosophies, and religions of the Greco-Roman world of the time of Christ. Backgrounds of early Christianity, its history and archeology from the 2nd century BC to the 2nd century AD. (Same as BIB 452.)

**MIN/MNT/MDV 529. Expository Preaching. 3 hours. Sp. 2010.**

Study is made of the expository method; emphasis is placed on preaching from the Bible text; opportunity is given for practice, evaluation, and correction. (Same as BIB/COM 435.)

**MIN/MNT/MDV 531. Elementary Greek I. 3 hours. F.**

This course includes a study of forms, vocabulary, elementary syntax and it also includes reading/translation of some of the less difficult books of the New Testament.

**MIN/MNT/MDV 532. Elementary Greek II. 3 hours. Sp.**

A continuation of MIN/MNT/MDV 531.

**MIN/MNT/MDV 533 A, B. Greek Readings. 3 hours. F, Su.**

Readings in selected books of the New Testament (A=John; B=principally from Paul). Different New Testament books will be rotated each semester so that the student may take the course a second time as an elective. Emphasis is on vocabulary and grammar and development of facility of reading. Prerequisite: MIN/MNT/MDV 531 and MIN/MNT/MDV 532.

**MIN/MNT/MDV 534. Greek Exegesis. 3 hours. Sp. Su.**

Work on exegeting even more difficult passages of the New Testament by emphasis on history, methods, and tools of New Testament exegesis. Prerequisites: MIN/MNT/MDV 531, MIN/MNT/MDV 532, and MIN/MNT/MDV 533.

**MIN/MNT/MDV 535. Family Ministry. 3 hours. Sp.**

The development of family enrichment programs with a view to ministering to the needs of each family. It will also teach the student how to get each family involved in the life and activity of the congregation.

**MIN/MNT/MDV 536. Ministerial Counseling. 3 hours. Su.**

Designed to acquaint students with current theories and practices in counseling as needed by ministers and other church workers.

**MIN/MNT/MDV 537. Advanced Introduction to the Old Testament. 3 hours. F. 09.**

The origins, authorship, outline, and religious values of Old Testament books are considered, with some attention given to general introduction of the Old Testament. A thorough study is made of critical problems concerning the Pentateuch, Isaiah, and Daniel.

**MIN/MNT/MDV 540. Introduction to Christianity. 3 hours. F, Sp.**

Exploration of the roots of New Testament Christianity in Judaism, its planning, prophecy, beginning, development, and crystallization in various cultures is the focus. The course is designed to give an overview of God's plan for the church in the world. Students in Biblical programs will present and defend the results of their assigned research projects on major themes central to living in the modern/post-modern world. (Same as EDU 540.)

**MIN/MNT/MDV 541. Elementary Hebrew I. 3 hours. F.**

Essential principles of the Hebrew language and grammar, acquisition of vocabulary, use of parts of speech, and development of ability to read the narrative portions of the Hebrew Bible. (Same as BIB 461.)

**MIN/MNT/MDV 542. Elementary Hebrew II. 3 hours. Sp.**

A continuation of MIN/MNT/MDV 541. Prerequisite: MIN/MNT/MDV 541 Elementary Hebrew I. (Same as BIB 462.)

**MIN/MNT/MDV 543. Hebrew Readings. 3 hours. Su.**

A study in the translation and exegesis of select narrative and poetic passages from the Hebrew Bible. Special attention is given to advanced Hebrew syntax and its application to Old Testament interpretation. Prerequisites: MIN/MNT/MDV 541 and MIN/MNT/MDV 542 Elementary Hebrew I and II.

**MIN/MNT/MDV 544. Hebrew Exegesis. 3 hours. On demand.**

Work on exegeting even more difficult passages of the Old Testament by emphasis on history, methods, and tools of Old Testament exegesis. Prerequisites: MIN/MNT/MDV 541 and 542 Elementary Hebrew I and II, and MIN/MNT/MDV 543 Hebrew Readings.

**MIN/MNT/MDV 545. Leadership in the Church. 3 hours. Su.**

Leadership principles from the business world and from Scripture applied to the church, qualifications of effective spiritual leaders and methods of developing them, and consideration of the urgency of developing leaders. (Same as EDU 517.)

**MIN/MNT/MDV 546. Education Program of the Church. 3 hours. Sp.**

Attention to the principles used to develop and strengthen the education program of the church. Goals, organization, curriculum, facilities, and teachers are major units of study that are included.

**MIN/MNT/MDV 547. Missions in the Church. 3 hours. F.**

The Biblical basis of missions, its practice in history, in Catholicism, in Protestantism, and in churches of Christ. The practical principles which need to be mastered to be effective in missions, and anthropological/cultural aspects of mission work.

**MIN/MNT/MDV 548. Contextualization. 3 hours. Sp. 08.**

An examination of the critical issues involved in presenting and applying the Gospel in other cultural contexts. Particular emphasis will be given to balancing faithfulness to the Biblical text with meaningfulness within culture.

**MIN/MNT/MDV 549. Muslim Evangelism. 3 hours. Sp. 2010. Short Course.**

The history of Islam, the Koran, basic Muslim doctrines compared and contrasted with Bible doctrine, and a study of evangelism among Muslims. (Same as BIB 436.)

**MIN/MNT/MDV 550. Missionary Anthropology. 3 hours. F. 07.**

An examination of basic anthropological insights with application to the missionary enterprise. Culture change and cross-cultural adaptation will be addressed, as well as world view, urbanization, modernization, and westernization of less-developed cultures. (Same as BIB 431.)

**MIN/MNT/MDV 555. Contemporary Ethics. 3 hours. F.**

A study of contemporary theories in philosophical ethics with an emphasis on Biblical applications to current problems in values.

**MIN/MDV 565 A, B, C, D, E, F. Internship. 1, 2, 3, 4, 5, 6 hours. F., Sp., Su.**

This course requires extensive time spent in practical “hands-on” work in a supervised program of some local church. The particular church, program, and supervisor must be approved by the course instructor and the Director of Graduate Studies in Bible. Approximately 40 hours of preparation, work, and evaluation, exclusive of travel, will be required for each hour of credit. Internships are available in Ministerial Counseling, Teaching (Job, John, or I,II Thessalonians & Philippians), Religious Communication, Education Program, Missions, Preaching, Family Ministry, and Church Leadership.

**MIN/MNT/MDV 570. Philosophy of Religion. 3 hours. Su. 2010. (Short Course in F. 08.)**

Study and evaluation of classical and contemporary arguments regarding such issues as the existence of God, the essence and attributes of God, the nature of religious faith and its relationship to reason, the use of religious language, and the relationship between divine sovereignty and free will. Focus will be on Western rational conceptions, but alternative approaches will also be studied.

**MIN/MNT/MDV 571. History of Apologetics. 3 hours. Su. 09.**

This course includes a study of apologetics in the New Testament, and a survey of apologists and apologetic systems which will help the student to develop a foundation for contemporary Christian apologetics. Emphasis will be placed on reading key New Testament texts through the lens of an apologist with evangelistic concerns. Students will be exposed to the history of apologetics, not simply through an account of names and dates, but through a practical introduction to historic challenges to the Christian faith and a review of exemplary responses.

**MIN/MNT/MDV 572. Deity of Christ. 3 hours. Su. 2010.**

This course begins by considering both Biblical and non-Biblical information supporting the historicity of Christ. It then explores the various claims made by Christ Himself concerning His deity and examines the Biblical testimony which supports these claims. Further evidence indicating that Jesus is the divine Son of God is also considered.

**MIN/MNT/MDV 573. Symbolic Logic. 3 hours. Su. 08.**

An introduction to the use of symbolic logic as a tool to constructing and evaluating formal and informal deductive arguments, introducing the student to the terminology and chief concepts of logic. This course will emphasize the use of deductive logic in the Gospels.

**MIN/MNT/MDV 576. Advanced Christian Evidences. 3 hours. Sp. Even years. Short Course.**

Advanced apologetics: the study of evidences which prove the Christian faith is from God. Attention is given to systems of thought which oppose the Christian world view, and possible responses are considered. Classical and contemporary arguments for the existence of God, the inspiration of the Bible, and the deity of Christ are considered in detail.

**MIN/MNT/MDV 577. Biblical Text, Canon, Inspiration. 3 hours. F., Even Years. ( Su. 2010.)**

A study of the nature and origin of the Biblical text (including a brief consideration of textual criticism), the definition and extent of the canon, and the definition and nature of inspiration.

**MIN/MNT/MDV 578. Seminar in Epistemology. 3 hours. Su. 08.**

This course will focus on such important Biblical concepts as truth, faith, revelation, and knowledge which provide a context for evaluating theories of knowledge.

**MIN/MNT/MDV 579. Values in Human Thought & Action. 3 hours. F. 09. (Short Course Su. 08.)**

An exploration of value issues and opportunities for further learning in the liberal arts and sciences. This course will focus on Christian perspectives in value questions which the student will confront in art, music, literature, economics, science, politics, and other related areas. Graduate students present and defend the results of their research on various assigned topics. (Same as IDS 495.)

**MNT/MDV 585. Thesis. 1-6 hours. F., Sp., Su.**

The thesis for the Master of Arts in New Testament/Master of Divinity is written under the guidance of a faculty mentor and allows the student to do deeper research on a topic in his/her area of interest. The



student is also examined on the topic by the committee which administers oral comprehensives. A \$30 thesis fee is charged.

**MIN/MNT/MDV 591. History of Reformation Movement. 3 hours. Su. 09.**

The events, teachings, and leading figures of the Reformation Movement from its beginning to 1800. Particular attention is given to separation from Catholicism, the development of various denominations, and the rise of the restoration plea.

**MIN/MNT/MDV 592. History of Restoration Movement. 3 hours. F. 08.**

The events, teachings, and leading figures of the Restoration Movement from its beginning until the present. Focus is made on the origins, geographical spread of the movement, and various departures.

**MIN/MNT/MDV 593. History of the English Bible. 3 hours. Su. 2010 Short Course.**

A study of the history of the Bible's development with emphasis on its translation into the English language. Modern English translations will be surveyed and evaluated within the context of their stated goals and methodologies.

**MIN/MNT/MDV 594. Systematic Christian Doctrine I. 3 hours. Sp. Even years.**

An introduction to systematic theology, including its necessity, method, and nature. The nature of God, revelation, and humanity are studied with an emphasis on the Biblical foundation of each.

**MIN/MNT/MDV 595. Systematic Christian Doctrine II. 3 hours. Su. Even years.**

The nature of Christ, the church, salvation, and last things are studied with an emphasis on the Biblical foundations of each.

**MIN/MNT/MDV 596. Hermeneutics. 3 hours. F. 07.**

This course studies the general principles requisite for proper Biblical interpretation. It also examines special principles necessary for properly interpreting different types of literary genre. Attention is given to examples of legitimate interpretation and opportunity is given for application of principles by students. (Same as BIB 441.)

**MIN/MNT/MDV 598. Independent Study. 1, 2, 3, or 4 hours. Su., F, Sp.**

The graduate student undertakes a research project of a practical nature under the direct supervision of a member of the graduate faculty in ministry. The number of hours credit will be determined by the length of the study and the extent of the student's involvement in the study.

## **TOPICAL SEMINARS**

A topical seminar is a graduate course devoted to a significant topic of current interest to several students and an instructor. Most summer short courses will be topical seminars. Topical seminars are offered on sufficient demand and may not be scheduled each year.

**MIN/MNT/MDV 599A. Suffering and the Human Condition. 3 hours. Sp.**

Human suffering is one of the most difficult experiences to understand and endure. Those in counseling and ministry are frequently faced with the psychological and physical problems of human suffering. This course explores how we deal with concerns in our own lives and the lives of others. It combines both theory and practice in an examination of the various elements of suffering. This course is an attempt to find value in suffering from a Christian perspective and help formulate a "theology of suffering" from Scripture that will result in successful interventions of the sufferer. (Same as COU 599G.)



# PROGRAMS OF STUDY IN BUSINESS

**Dr. C. Ray Eldridge, *Dean***  
**Dr. Thomas W. DeBerry, *Director***  
 Dr. James Q. Edmonds  
 Dr. Rickey A. Brooks  
 Dr. Richard T. Brown

Dr. Keith W. Smith  
 Mr. Kenneth O. Moran  
 Mr. R. Mark Scott  
 Mr. Mark H. Steiner

## Master of Business Administration

The **Master of Business Administration (M.B.A.)** is designed for students who seek advanced study in business. Students may choose a program in accounting or leadership. The M.B.A. requires 36 hours of course work. The **accounting program** is designed primarily for those students wishing to take the Uniform Certified Public Accountant Examination, but require credit hours beyond the bachelor's degree. The accounting program requires prerequisite courses in undergraduate accounting. The **leadership program** is a unique course of study applicable to leaders in all organizations.

Effective fall 2007, the M.B.A. is available through (1) a totally online format, (2) a totally traditional classroom format, or (3) a mixed approach (online and traditional). Courses are scheduled to enable a student to complete the M.B.A. in approximately a year if the student uses the mixed approach. Using either the totally online format or the totally traditional classroom format lengthens the minimum completion time to approximately two years. Only the leadership program is currently accessible totally online; while core courses are available online or in the classroom, courses specific to the accounting program continue to be taught exclusively in a traditional classroom format.

Students are encouraged to access the following website on a recurring basis for routinely updated information about this program: <http://web.fhu.edu/Academics/Business/Graduate+Business/>.

### COURSE OF STUDY FOR M.B.A.

ACC 530	Accounting for Decision Making	3	hours
BUS 550	Analytical Tools for Decision Making	3	
*BUS 554	Legal and Ethical Issues in Decision Making	3	
**BUS 559	Strategic Decision Making	3	
ECO 570	Global Economic Environment	3	
FIN 580	Financial Management	3	
MGT 540	Integrated Resource Management	3	
MIS 520	Information Systems Management	3	
MKT 560	Marketing Management	3	
<b>Choose Emphasis Area (Accounting or Leadership)</b>		<b>9</b>	
<i>Accounting Program</i>			
ACC 532	Seminar in Accounting Theory	(3)	
ACC 533	Taxation of Entities	(3)	
ACC 534	Seminar in Auditing Theory	(3)	
<i>Leadership Program</i>			
LDR 542	Personal Leadership	(3)	
LDR 543	Leading Teams and Organizations	(3)	
LDR 544	Managing Careers in Organizations	(3)	

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33-36 hours

\*Note: Waived for students with undergraduate course in business law

\*\* Note: Includes an on-campus colloquium, required for all students.

## Description of Courses

### **ACC 530. Accounting for Decision Making. 3 hours.**

An intensive review of financial and managerial accounting concepts with emphasis on the managerial viewpoint. Uses various quantitative techniques to analyze financial and managerial information for planning, controlling, and decision-making purposes.

### **BUS 550. Analytical Tools for Decision Making. 3 hours.**

The study of various quantitative methods used in business decision making. Topics include a study of statistical theory and procedure, including descriptive statistics and statistical inference, and linear programming. The course focuses on the application of knowledge to real-world problem solving and utilizes Microsoft Excel for assignments and exams.

### **BUS 554. Legal and Ethical Issues in Decision Making. 3 hours.**

A general introduction to legal and ethical issues relevant to general managers. A primary focus of the course will be on how legal and ethical issues influence the decision making of managers in the context of employment law. Students will explore the relationship of personal values and business decisions and the social responsibilities of managers.

### **BUS 559. Strategic Decision Making. 3 hours.**

A capstone course that integrates the major subject matter areas covered in the M.B.A. core. Integration is accomplished within the context of studying the strategic management process. The course relies heavily on cases that deal with the wide range of policy, strategic, and implementation issues faced by companies operating in both domestic and global markets. Prerequisites: 21 graduate semester hours or permission of instructor.

### **ECO 570. Global Economic Environment. 3 hours.**

An examination of the economic forces, institutions, and policies that govern and shape the global environment in which business operates. Emphasis is placed on the evolution of international trade and current trends in the global economy. Topics include motivations for international trade, risk assessment, trade policies, fiscal and monetary policies, exchange rates, and comparative economic systems.

### **FIN 580. Financial Management. 3 hours.**

An examination of the vital role of active financial management within an organization and the impact of financial decisions to a firm's long-term competitiveness and viability. Emphasis will be placed on financial statement analysis, working capital management, financial forecasting, capital budgeting, required rates of return theory and calculation methods, operational and financial leverage decisions, long-term financing alternatives, and profit-distribution methods.

### **MGT 540. Integrated Resource Management. 3 hours.**

Integrating traditional, total quality, just-in-time, and constraint management philosophies with current practices in services and manufacturing. A systems perspective on long- and short-term planning, scheduling, implementing, controlling, and measuring operations that produces goods or services, provides customer satisfaction, and supports the organization's competitive edge. Emphasis on supply-chain and continuous-improvement processes.

### **MIS 520. Information Systems Management. 3 hours.**

Study of the rapidly changing capabilities of technology and its impact on an organization's ability to gain competitive advantage. The course focuses on the strategic management of information and builds the skills necessary to analyze business strategies and processes, identify IT-related problems and opportunities, specify required IT capabilities, and manage the design, implementation, and evaluation of IT solutions. Same as ACC 520.

### **MKT 560. Marketing Management. 3 hours.**

An examination of the role of marketing in an organization and how effective marketing creates value for customers. Emphasis is on making strategic marketing decisions in the context of general management. Major topics include market segmentation and targeting, management of the Four Ps, marketing research, sustainable competitive advantage, strategic planning in competitive and dynamic markets, and social and ethical issues in marketing.

## **ACCOUNTING TRACK...**

### **ACC 520. Information Systems Management. 3 hours.**

Study of the rapidly changing capabilities of technology and its impact on an organization's ability to gain competitive advantage. The course focuses on the strategic management of information and builds the skills necessary to analyze business strategies and processes, identify IT-related problems and opportunities, specify required IT capabilities, and manage the design, implementation, and evaluation of IT solutions. Same as MIS 520.

### **ACC 532. Seminar in Accounting Theory. 3 hours.**

An examination of the background and applications of modern accounting theory, with emphasis on the authoritative pronouncements that influence accounting practice and generally accepted accounting principles. Prerequisite: ACC 331 Intermediate Accounting II, or equivalent.

### **ACC 533. Taxation of Entities. 3 hours.**

A study of the tax laws relating to partnerships, estates, trusts, and corporations, including S corporations. An emphasis on research methodology for tax planning. Prerequisite: ACC 430 Principles of Taxation, or equivalent.

### **ACC 534. Seminar in Auditing Theory. 3 hours.**

Study of audit theory, introduction to auditing research, case studies, and special topics. Prerequisite: ACC 436 Principles of Auditing.

### **ACC 535. Advanced Accounting. 3 hours.**

A study of the specialized areas of business combinations and consolidated financial statements. The course includes accounting for partnerships and an extensive examination of accounting for government and not-for-profit entities. Same as ACC 435. Prerequisite: ACC 331 Intermediate Accounting II.

## **LEADERSHIP TRACK...**

### **LDR 542. Personal Leadership. 3 hours.**

The course improves leadership self-awareness and competencies through in-depth self-examination of skills, abilities, personality, attitudes, values, and behaviors. Examines leadership principles, theories, and models and their application to personal leadership capabilities. Integrates insights and learning by developing a personalized-leadership development plan and participating in projects and exercises to increase personal leadership skills.

### **LDR 543. Leading Teams and Organizations. 3 hours.**

Leadership in organizations. While the previous course in this sequence focuses on exploring one's own skills, abilities, interests, and self-development plans, this course focuses on leading and developing others in organizational settings. Specific topics include developing employees as individuals, leading teams, servant leadership, service to one's community, leading organizations, and building careers of substance.

### **LDR 544. Managing Careers in Organizations. 3 hours.**

This course demonstrates that proper employee management has the potential to be a source of sustainable competitive advantage for organizations. The course examines the major issues in career training and development, specifically: (1) to increase students' understanding of theory and research in the area of career development; (2) to increase students' skills in managing their own careers; and, especially, (3) to increase students' skills in developing the careers of their subordinates.

## **ADDITIONAL COURSES...**

### **ACC 599A. Special Topics in Accounting. 3 hours.**

The intensive study of a current accounting topic that culminates in a significant research project completed under the supervision of a faculty member.

### **ECO 599A. Special Topics in Economics. 3 hours.**

The intensive study of a current economics topic that culminates in a significant research project completed under the supervision of a faculty member.

**FIN 599A. Special Topics in Finance. 3 hours.**

The intensive study of a current finance topic that culminates in a significant research project completed under the supervision of a faculty member.

**LDR 599A. Special Topics in Leadership. 3 hours.**

The intensive study of a current leadership topic that culminates in a significant research project completed under the supervision of a faculty member.

**MGT 599A. Special Topics in Management. 3 hours.**

The intensive study of a current management topic that culminates in a significant research project completed under the supervision of a faculty member.

**MIS 599A. Special Topics in Information Systems Management . 3 hours.**

The intensive study of a current information systems topic that culminates in a significant research project completed under the supervision of a faculty member.

**MKT 599A. Special Topics in Marketing. 3 hours.**

The intensive study of a current marketing topic that culminates in a significant research project completed under the supervision of a faculty member.

# PROGRAM OF STUDY IN COUNSELING

**Dr. W. Stephen Johnson, *Dean***

**Lisa Beene\*, M.S.S.W., *Department Chair***

**Dr. Gayle Michael Cravens\*, *Director***

Dr. Mark H. Crowell\*

Dr. Mark P. Finton\*

Dr. Daniel P. "Jake" Morris\*

Dr. Melanie H. Morris\*

Nita S. Mehr\*, M.S.S.W.

Dr. Dana Baldwin\*

Ryan N. Fraser

Assisting:

Dr. Larry D. Mathis

Dr. Patrick Chapman

*\*Currently licensed by State of Tennessee Department of Health*

## Master of Science in Counseling

The **Master of Science in Counseling** is designed to meet the needs of college graduates who desire training in counseling-psychotherapy and wish to provide such services to individuals, couples, groups, and families. Freed-Hardeman University's interdisciplinary M.S. in Counseling program integrates elements of the core mental health professions with principles of the Christian faith to produce graduates ready for the clinical practice of professional counseling.

The **Master of Science in Counseling** requires that students satisfactorily complete 48 semester hours of course work and pass a comprehensive exam. Included in the 48 hours are two practicums of 150 supervised hours of counseling and counseling-related activities. All counseling supervision is performed by well-trained counselor-supervisors. The program is designed to be completed in two calendar years of full-time study or completed part-time within six years of first enrollment. For more information call 731-989-6638.

**Career Opportunities.** A master's degree in counseling (with advanced graduate work and licensure where required) may lead to employment in a variety of settings, such as community agencies, children and family services agencies, churches, counseling clinics, business-employee assistance programs, and private practice. Further study at the doctoral level may prepare students for faculty positions at various schools, colleges, and universities.

**Note:** Students **will be required** to carry **liability insurance** once accepted into the program. Coverage is offered through the American Counseling Association or a number of other agencies. To gain ACA coverage, a student would need to join the American Counseling Association as a student member. If a student does not want ACA insurance coverage, other carriers are available for student perusal and selection.

## National Certification and State Licensure

Freed-Hardeman University has **designed** the **Master of Science in Counseling** with National Certification and State Licensing Requirements as its model.

### NATIONAL CERTIFICATION (NATIONAL BOARD OF CERTIFIED COUNSELORS):

- A. Hold a Master's Degree in Counseling from a regionally accredited university.
- B. Complete a minimum of 48 semester hours within the required coursework.
- C. Complete two academic terms of field experience in a counseling setting.
- D. Document two years of postmaster's counseling experience.
- E. Provide two professional reference assessments.
- F. Pass the National Counselor Examination.

## STATE LICENSURE (QUALIFICATIONS FOR TENNESSEE LICENSURE WITH MENTAL HEALTH SERVICES PROVIDER DESIGNATION):

- A. Prior to submitting an application, each of the following qualifications must be met by a candidate for professional counselor with Mental Health Services Provider designation:
  1. Be at least 18 years of age.
  2. Must provide evidence that he is highly regarded in moral character and professional ethics (Rule 0450-1-.05).
  3. Meet the following educational requirements prior to the date of application:
    - (a) Sixty (60) graduate semester hours, based upon a program of studies with a major in counseling, completed from an institution accredited by the Southern Association of Colleges and Schools, the Counsel for Accreditation of Counseling and Related Educational Programs, or a comparable accrediting body;
    - (b) The graduate coursework should include, but is not limited to, the following core areas (one course may satisfy study in more than one of the study areas):
      - (1) Theories of human behavior, learning and personality
      - (2) Abnormal behavior and psychopathology
      - (3) Theories of counseling and psychotherapy
      - (4) Evaluation and appraisal procedures
      - (5) Group dynamics, theories and techniques
      - (6) Counseling techniques
      - (7) Ethics
      - (8) Research
      - (9) Use of the DSM
      - (10) Treatment and treatment planning
      - (11) Clinical practicum or internship (pursuant to T.C.A. 63-22-104):
  4. Complete 1000 hours of **post-masters** professional experience, including 100 hours of supervised experience obtained pursuant to Rule 0450-1-.10(5);
  5. Pass the examination pursuant to Rule 0450-1-.08.
- B. For the purpose of mental health service provider designation pursuant to T.C.A. 63-22-150, "has completed a minimum of nine (9) graduate semester hours of coursework specifically related to diagnosis, treatment, appraisal and assessment of mental disorders" will be interpreted to mean passing nine (9) semester hours, either during the course of a graduate degree or as post-graduate work, in courses which include diagnosis, treatment and treatment planning, appraisal and assessment of mental disorders, psychopathology, and the use of the DSM, were the entire focus of the course or comprised a substantial portion of the course work.

## COURSE OF STUDY FOR A M.S. DEGREE MAJOR IN COUNSELING

### Required Courses:

COU	000	Orientation to Graduate Studies in Counseling	0 hours
COU	500	Counseling Foundations	3
COU	501	Clinical Intervention I	3
COU	502	Clinical Intervention II	3
COU	505	Life-Cycle Development	3
COU	510	Theories of Counseling and Psychotherapy	3
COU	514	Psychopathology I (Abnormal Behavior)	3
COU	520	Assessment I	3
COU	525	Marriage and Family Counseling	3
COU	530	Group Counseling	3
COU	535	Ethical Issues in Counseling	3
COU	540	Research Methods in Counseling	3
COU	545	Practicum I	3
COU	550	Career Counseling	3

COU 555	Theories of Personality	3
COU 560	Counseling Diverse Populations	3
COU 600	Practicum II	3
		<hr/> 48 hours

## Graduate Certificate Programs

The Department of Behavioral Sciences and Masters of Science in Counseling Program offers a post-graduate certificate program for students desiring licensure as an LPC/Mental Health Service Provider. The certificate requires 21 hours of graduate work plus an internship. **The Graduate Certificate in Clinical Mental Health Counseling** (courses for Tennessee Mental Health Service Provider) enables professionals with an “appropriate (as described in Tennessee State Law) degree” to complete courses which will satisfy academic requirements for state licensure.

A **Graduate Certificate in Gerontology** is available through the Department of Behavioral Sciences and Masters of Science in Counseling Program. This certificate program offers specialized training for practitioners in serving aging adults. The various healthcare providers who complete this program will be better equipped to meet the complex needs of the aging population and their families. The area of gerontology is predicted to be one of the fastest growing areas within the human services healthcare and counseling job markets. Older people make up an increasingly larger segment of the population, as the average life expectancy in the U.S. has grown from 47 years in 1900 to 76 years currently. This trend will continue until the elderly population reaches 80 million in 2050 (one in five Americans will be 65 or older). Every facet of life is touched by these changes, including the family, economy, health services delivery, government, the private sector, businesses, and religious institutions. These trends result in a demand for professionals with knowledge and expertise in aging. Due to these trends, the M.S. in Counseling Program offers a 27-hour Certificate of Gerontology.

The School of Biblical Studies and the Department of Behavioral Sciences and Masters of Science in Counseling Program offers a **Graduate Certificate in Counseling for Church Leaders**. Ministers, associate ministers, youth ministers, family life ministers and/or elders who have interest or duties in counseling are encouraged to enroll in this certificate program. The interdisciplinary design of the certificate is reflected in a combination of graduate Bible and counseling courses. Students will gain an understanding of basic counseling skills, using scripture in counseling and specific areas of counseling that church leaders are often called upon to perform. The Certificate program will give students an opportunity to strengthen and refine their skills whether for members inside the congregation or as an outreach for those in need. Students who successfully complete the Graduate Certificate in Counseling for Church Leaders will be better prepared to meet individual and family needs of those seeking help and support within a church context. This certificate can be taken for audit or graduate credit.

Those students completing a graduate certificate will be presented an official certificate when the program of study is completed.

### GRADUATE CERTIFICATE IN GERONTOLOGY

#### Required courses:

COU 611	Foundations of Gerontology	3 hours
COU 612	Sociological Aspects of Aging	3
COU 613	Biological Aspects of Aging	3
COU 614	Psychological Aspects of Aging	3
COU 615	Assessment and Case Management	3
COU 616	Counseling the Aging	3
COU 617	Nutrition for the Aging	3
COU 618	Community-Based Services for the Aging	3
COU 619	End-of-Life Care with Older Adults	3
		<hr/> 27 hours

### GRADUATE CERTIFICATE IN CLINICAL MENTAL HEALTH COUNSELING

#### Required Courses:

COU 515	Psychopathology II	3 hours
COU 521	Assessment II	3

COU	570	Crisis Counseling <b>OR</b>	3
COU	565	Addictions Counseling	(3)
COU	575	Agency Counseling	3
COU	585	Psychopharmacology	3
COU	590	Counseling and the Law	3
COU	599B	Diagnosis & Treatment Planning	3
COU	605	Internship (Clinical Mental Health Setting)	6
			<hr/> 27 hours

## GRADUATE CERTIFICATE IN COUNSELING FOR CHURCH LEADERS

### Required Courses:

MIN	535	Family Ministry <b>OR</b>	3 hours
COU	599D	Premarital Counseling	(3)
MIN	536	Ministerial Counseling <b>OR</b>	3
COU	599F	Counseling for Church Leaders	(3)
MIN	545	Leadership in the Church	3
COU	570	Crisis Counseling	3
COU	599C	Biblical Anthropology and Counseling	3
COU	599E	Grief Counseling <b>OR</b>	3
COU	599G	Suffering and the Human Condition	(3)
COU	599H	Domestic Abuse, Violence and Addictions	3
COU	605	Internship (Counseling in Congregational Setting)	6
			<hr/> 27 hours

## Description of Courses

### COUNSELING CORE COURSES

#### COU 500. Counseling Foundations. 3 hours.

This course provides an intensive look at the profession of counseling and the professional roles, tasks-responsibilities, and identity of the counselor. This course also includes an opportunity for an in-depth understanding of the many aspects of professional counseling including similarities and differences of other mental health professions, educational preparation, professional counseling organizations, ethical standards, legal aspects of counseling, and state and national credentialing. The course emphasizes self-awareness and growth as it related to becoming an effective facilitator of individual, group, and family change.

#### COU 501. Clinical Intervention I. 3 hours.

The development of basic counseling techniques with an introduction to counseling theory, philosophy and principles as applied to skill development. Lab required.

#### COU 502. Clinical Intervention II. 3 hours.

This course develops advanced counseling techniques. Skills for diagnosis, case conceptualization, treatment planning, intervention and evaluation of treatment will be targeted. A number of counseling approaches-techniques will be examined for student development, demonstration, and possible integration. Lab required.

#### COU 505. Life-Cycle Development. 3 hours.

A thorough survey of the specified divisions of the life cycle from early childhood to death. Topics include life-cycle theories of development, developmental tasks, normal-abnormal behavior, models of moral, intellectual, social, and physical development and learning theories will be explored. Counseling strategies for specific concerns in the life cycle will be emphasized.

#### COU 510. Theories of Counseling and Psychotherapy. 3 hours.

An intensive study of selected theories of counseling and psychotherapy with a review and critique of motivation and process dynamics of each theory in light of current research and theory. Students are encouraged to begin to identify and personalize their own theoretical approach.

#### COU 514. Psychopathology I. 3 hours.

An in-depth study of abnormal behavior including the theories of psychopathology, etiology, and epidemiology of mental disorders. The course, prognosis, and cultural differences of each mental disorder are



given special attention. Students will be introduced to the DSM-IV approach to defining and diagnosing mental disorders.

**COU 515. Psychopathology II. 3 hours.**

An in-depth study of the DSM-IV approach to diagnosing mental disorders. Emphasis will be given to DSM-IV criteria, case studies, and differential diagnosis of mental disorders.

**COU 520. Assessment I. 3 hours.**

A study of the administration, scoring, and interpretation of assessment-appraisal instruments used in counseling. Emphasis is on the use of test results in counseling with individuals and families. Case note fundamentals and report writing are also studied.

**COU 521. Assessment II. 3 hours.**

An intensive study of the application of assessment-appraisal techniques in counseling. Emphasis is on the selection, administration, scoring, and interpretation of personality assessment instruments. Synthesis of various forms of data into a comprehensive assessment report will also be studied. Prerequisite: COU 520 Assessment I.

**COU 525. Marriage and Family Counseling. 3 hours.**

A study of the dynamics of marriage and family relationships with emphasis on understanding of the structure and function of marriage, the various aspects of the marital relationship, family systems, and the way in which the counselor may approach marriage and family counseling as a creative, preventative, and healing avenue.

**COU 530. Group Counseling. 3 hours.**

A study of the principles of group counseling dynamics, theory and techniques. Students participate in face-to-face task groups. Emphasis is placed on developing competencies in self-intervention and growth as well as competence in processes of small group phenomena.

**COU 535. Ethical Issues in Counseling. 3 hours.**

An in-depth study of professional ethics, legalities, and professional issues relating to the professional practice of counseling.

**COU 540. Research Methods in Counseling. 3 hours.**

An introduction to research methods and their application to research problems with emphasis on the conceptualization, design, completion, and evaluation of research in counseling. Prerequisite: 12 hours of counseling courses.

**COU 545. Practicum I. 3 hours.**

The student works in a face-to-face relationship with a client under the supervision of a field supervisor. A minimum of 150 clock hours is required for this practicum. Weekly campus meetings are also required. Weekly meetings will be organized and directed by the graduate faculty. An additional fee of \$160 is charged. Prerequisites: COU 500, COU 501, COU 502, COU 510, COU 514 or COU 515, COU 535, and Liability Insurance.

**COU 550. Career Counseling. 3 hours.**

This course will review concepts, issues, and trends in the field of career education. It is designed to consider the role of the counselor in the career decision-making process, as well as current issues in the facilitation of career decisions for women and men across the lifespan. Topics will include, but may not be limited to: selected theories of career-life planning and development; techniques designed to bring about greater awareness of needs, ethnicity, values, interests, and abilities related to career decision-making; and a range of techniques counselors may choose to facilitate work with clients.

**COU 555. Theories of Personality. 3 hours.**

Representative theories of personality are analyzed for their contribution to understanding human growth and development, psychopathology and behavior change. The relationship of theory to assessment and research is examined.

**COU 560. Counseling Diverse Populations. 3 hours.**

This course is designed to address societal changes, influences and trends, human roles, societal subgroups, social mores, and diversity of life-styles. Social change and individual/societal responses, and multicultural

issues are examined. Other major issues addressed include religion, racial issues, ethnicity, gender issues, sexual preference, aging issues, and subgroup/cultural communication patterns. Methods of addressing the provision of counseling services and alleviating those concerns are explored. Because of the nature of this course it will be team taught.

**COU 565. Addictions Counseling. 3 hours.**

This course provides an intensive understanding of the etiology, progress and counseling strategies for addictive disorders. Emphasis will be given to the DSM IV classification of addictive disorders, the interaction of addiction within and upon the family system, and effective techniques for counseling addicted persons and their families. Prerequisite: Admission to M.S. program or approval to take courses.

**COU 570. Crisis Counseling. 3 hours.**

An examination of the theory, practice, cultural dynamics, and legal implications of crisis intervention as applied to crisis-induced dysfunctional behavior. Recognizing crisis situations and having knowledge of crisis intervention strategies and brief therapy techniques will be the main objective of this course. Prerequisite: Admission to program or approval to take course.

**COU 575. Agency Counseling. 3 hours.**

An advanced study of the clinical skills and administrative knowledge unique to Mental Health Counselors in Agency Settings (i.e. Community Mental Health Centers, profit/non-profit counseling service agencies, psychiatric settings and private practice) with varied clientele. Included are the topics, concepts and skills of "community" assessment, program development, administration, delivery and evaluation. Prerequisite: Admission to program or approval to take course.

**COU 580. Legal and Ethical Issues in Education. 3 hours.**

A study of the laws, court decisions, codes of ethics, and ethical issues having direct implications on the school counselor and administrator in the professional setting.

**COU 585. Psychopharmacology for Counselors. 3 hours.**

A course designed to teach the prospective counselor about the history and development of psychopharmacologic agents, the biochemical nature of the central nervous system and the relationship of the system of psychopharmacology. The legitimate use of medications, the importance of treatment for some psychological disorders, and coordinating treatment amongst professionals will also be examined.

**COU 590. Counseling and the Law. 3 hours.**

This course will provide an overview of the American legal system, with special attention given to legal terminology, how to minimize legal problems, how to deal with members of the legal profession, preparing for court appearances, and handling a legal audit. The primary focus of the course is on avoiding malpractice. Topics include informed consent, confidentiality/privileged communication, duty to warn, duty to report, record keeping, and risk management. As time and interest permit, additional topics related to employment law will be discussed.

**COU 598. Independent Study. 1-3 hours.**

A cooperatively planned reading-research course or special project guided and evaluated by a member of the graduate counseling faculty. May be repeated as needed. Prerequisite: student must have "regular admission" status, have completed 12 graduate hours with 3.0 or above GPA, and complete required forms with appropriate signatures before the drop/add date of the semester for which the credit is to be earned **OR** gain special permission from the director of the Program for Special Circumstances, i.e., Conference Credit, etc. It is the student's responsibility to develop a proposal, initiate contact with a faculty member willing to serve as mentor and see that all requirements are met.

**COU 600. Practicum II. 3 hours.**

A continuation of Practicum I. The student works in a face-to-face relationship with a client under the supervision of a field supervisor. One-hundred-fifty (150) clock hours of counseling and counseling-related activities is the minimum requirement for successful completion. Weekly campus meetings are also required. Weekly meetings will be organized and directed by the graduate faculty. An additional fee of \$160 is charged. Prerequisite: COU 545 Practicum I, Completion of Core course work, and Liability Insurance.

**COU 605. Internship. 6 hours.**

A field-based clinical-counseling experience supervised by a qualified, licensed mental health professional at a site selected by special arrangement with the intern, the program director, and a mental health agency. Interns

spend a minimum of 600 clock hours over one semester for six credit hours. Specific emphasis is placed on direct contact with consumers of mental health counseling services. The internship includes all activities a regularly employed mental health counselor would perform. It provides interns with an opportunity to develop and apply clinical diagnostic skills and counseling skills in a practical setting. An additional fee of \$160 is charged. Prerequisites: Completion of core coursework (including and passing practicums with a 3.0 GPA or better), admission to candidacy and completion of final coursework as specified in the student's degree plan (ex. transfer work), and permission of the program director.

**COU 611. Foundations of Gerontology. 3 hours.**

This foundational course begins an in-depth study of the aging process. Emphasis on how the greater social, family, physical, psychological, and spiritual contexts interplay and shape one's aging processes. Particular focus will be on helping various professionals create a positive, holistic, and applied understanding of aging.

**COU 612. Sociological Aspects of Aging. 3 hours.**

This course allows for an in-depth analysis of the current literature and research related to the demographic, social, and cultural aspects of aging in the United States and other cultures.

**COU 613. Biological Aspects of Aging. 3 hours.**

This course is structured for an in-depth examination of the human anatomy and physiology with implications of normal and abnormal age-related changes, needs, and concerns.

**COU 614. Psychological Aspects of Aging. 3 hours.**

A core course that examines the psychological aspects associated with aging. Topics include theories of aging, intellectual functioning, stress and personal adjustment, coping with illness, motivation, family dynamics, and one's role in later life.

**COU 615. Assessment and Case Management. 3 hours.**

This practitioner-oriented course focuses on the development of the knowledge and skills required to effectively assess and respond to the multi-dimensional needs of older adults and to coordinate and implement services from a range of resources and programs. Case management strategies addressed include: case finding, prescreening, intake, goal setting, treatment planning, capacity building, care plan, coordination-implementation, treatment evaluation, reassessment, and termination. Situations commonly encountered in at-risk elders are examined using standard protocols.

**COU 616. Counseling the Aging. 3 hours.**

The goal of this course is to understand the predictable and normal dependencies of aging. Both positive and pathological conditions will be examined. Advanced counseling techniques and specialized treatment interventions effective with older adults and their families will be addressed. Topics usually needing specialized counseling include, but are not limited to, retirement, finances, health, legal documents, and bereavement concerns.

**COU 617. Nutrition for the Aging. 3 hours.**

This course is an in-depth study of the physiological and biochemical changes of aging persons, their nutritional needs, concerns, and dietary management for the gerontological client. Advanced principles of human nutrition and the relatedness of nutrition, health, disease, and wellness are examined. Emphasis is placed on dietary goals, food pyramid and recommended allowances; psychosocial influences and perceptions related to diverse populations; nutrition, nutritional risk factors and related diseases. Nutrition education and promotion methods are also addressed.

**COU 618. Community-Based Services for the Aging. 3 hours.**

This course examines the range of community-based policies and programs which affect health impaired and well older adults and their families. Specific attention is given to the areas of health, nutrition, housing, employment, retirement, supportive living, protective services, and advocacy programs for older adults. Resources and supportive services to caregivers are also addressed.

**COU 619. End-of-Life Care with Older Adults. 3 hours.**

This course focuses on issues involved with end-of-life, especially the roles of various health care providers, family, caregivers, and the patients involved in death and dying processes. This program will provide the professional with the skills and knowledge required in this broad yet specialized area of care to stay current with emerging trends.

**TOPICAL SEMINARS**

A topical seminar is a graduate course devoted to a significant topic of current interest to several students and an instructor. Most summer short courses will be topical seminars. Topical seminars are offered on sufficient demand and may not be scheduled each year.

**COU 599A. Counseling Children and Adolescents. 3 hours.**

A topical seminar designed to develop skills in counseling children and adolescents individually and in family therapy. Coordination of services with other agencies, work with the juvenile court system and the use of assessment instruments with this age group will be studied.

**COU 599B. Diagnosis and Treatment Planning. 3 hours.**

The foundation of an effective treatment plan is the data gathered through biopsychosocial assessment. Data can be obtained from interviews, client history and records, testing or collateral contacts. This course presents specific steps for developing an effective treatment plan based on assessment data and recognizing the uniqueness of each client. Plans will include a variety of interventions and approaches based on both behavioral problems and/or DSM IV diagnosis. The case study method will also be used to develop such plans in class for discussion and presentation. Prerequisite: Permission of instructor, or COU 514 and COU 515 Psychopathology I and II.

**COU 599C. Biblical Anthropology and Counseling. 3 hours.**

This topical seminar is designed to help increase the student's appreciation for the Scriptures as an adequate handbook to meet the needs and concerns of the "human condition." This course will examine methods of integration of Scripture and counseling methods. This course also provides an intensive investigation into the Judeo-Christian doctrine of man with emphasis on the multifaceted nature of man in God's image, human choice, the fall, human sin, suffering, and sin related problems. Sin related problems which entrap people will be examined from a biblical perspective along with church and para-church methods of counseling.

**COU 599D. Premarital Counseling. 3 hours.**

A topical seminar designed to introduce the student to the concepts, various models, resources, and process for leading couples through premarital preparation. The student will become familiar with the theological issues as well as the practical implications of having a Christian marriage and family in today's society.

**COU 599E. Grief Counseling. 3 hours.**

This topical seminar provides content on the concepts of human attachment, loss, death, dying, and bereavement. Special clinical attention is given to the processes of grief therapy in resolving pathological grief and facilitating grief related to special kinds of losses. Grief is studied within the context of family systems.

**COU 599F. Counseling for Church Leaders. 3 hours.**

This course is intended to give the church leader basic counseling skills needed in a church setting. A basic introduction to counseling principles and concepts will be given from a strong, but not exclusive, Christian perspective. The church leader will gain a fundamental knowledge of psychopathology, so as to know how and when to make a referral. Topics that have special application to a church setting will be pursued, e.g., basic counseling within the congregation, marital and family counseling, Christian family life, conflict management, crisis counseling, the problem of suffering, counseling in the hospital (i.e. intensive care unit), dealing with anger, abuse, family dysfunction, spiritual disorders, Christian stewardship, affairs, divorce, and ethics.

**COU 599G. Suffering and the Human Condition. 3 hours.**

Human suffering is one of the most difficult experiences to understand and endure. Those in counseling and ministry are frequently faced with the psychological and physical problems of human suffering. This course explores how we deal with concerns in our own lives and the lives of others. It combines both theory and practice in an examination of the various elements of suffering. This course is an attempt to find value in suffering from a Christian perspective and help formulate a "theology of suffering" from Scripture that will result in successful interventions of the sufferer. (Same as MIN/MNT/MDV 599A.)

**COU 599H. Domestic Abuse, Violence and Addiction. 3 hours.**

This topical seminar provides an understanding of the etiology, progress and counseling strategies for working with abusive and addictive disorders.

# PROGRAM OF STUDY IN EDUCATION

**Dr. John D. Sweeney, Dean**  
**Dr. Elizabeth A. Saunders, Director**  
**Dr. Thomas E. Hughes, Director**  
**Dr. Ileene J. Huffard, Director**  
**Dr. Sharen L. Cypress, Coordinator**  
 Dr. Ronald P. Butterfield  
 Dr. William (Bo) Miller  
 Dr. Gene Reeves, Jr.  
 Dr. Marie C. Johnson  
 Dr. Karen L. Cypress  
 Dr. Linda H. Wright (part-time)  
 Dr. Kathryn Clayton (part-time)  
 Dr. M. Monte Tatom

*Assisting:*  
 Dr. Lela M. Foxx  
 Dr. Delaney Smith  
 Dr. Randy S. Shannon  
 Dr. Amy Balentine  
 Dr. Steven Marvin  
 Dr. Jeff Cozzens

## Master of Education

The Master of Education (M.Ed.) is designed for those who are teaching, preparing to teach and/or adding areas of licensure to their credentials. It also offers opportunities for advanced study to people in education support roles and education-related fields. It is possible for a person who holds a non-education baccalaureate degree to meet Tennessee licensure requirements while completing the Master of Education (M.Ed.) program. For more information call (731) 989-6082 or 1-800-639-3480.

## Conceptual Framework—Teaching Licensure Program

### *REFLECTIVE EDUCATORS SEEKING TO SERVE*

The graduate program at Freed-Hardeman University is guided by a conceptual framework which has its roots in the historical mission of the institution, competencies established by the State of Tennessee, research-based practice and practice proven over years of successfully preparing teachers for K-12 classrooms.

1. Reflective educators seeking to serve know the academic content of their discipline.
2. Reflective educators seeking to serve find opportunities to serve using Jesus Christ as a model.
3. Reflective educators seeking to serve continually reflect on and evaluate their choices and actions.
4. Reflective educators seeking to serve create instructional opportunities that are adapted to diverse learners.
5. Reflective educators seeking to serve use a variety of instructional strategies that recognize and address variation in learning styles.
6. Reflective educators seeking to serve create a learning community in which students assume responsibilities for themselves and one another.
7. Reflective educators seeking to serve know and use effective verbal, nonverbal, and media communication techniques.
8. Reflective educators seeking to serve use technology as a tool to enhance student learning.
9. Reflective educators seeking to serve know their respective codes of professional ethics.

### MEMPHIS PROGRAM

Freed-Hardeman University offers a number of graduate classes on the campus of Harding Graduate School (1000 Cherry Road) each semester. Students in the initial teaching licensure program can take most required classes at this site. However, students must take a minimum of ten graduate hours on the campus of Freed-Hardeman University.

A graduate office is located in Memphis at Harding Graduate School. The phone number there is 901-683-5714. You may also call the main graduate office in Henderson at 1-800-639-3480.

**BIBLE COURSE**

A requirement of the Graduate Studies in Education Program is the successful completion of a Bible course, **MIN 540 Introduction to Christianity**, through which the student is exposed to a basic overview of the Bible. The Bible serves as a foundation for personal conduct and ethical behavior in an educational setting.

Another requirement of the Graduate Studies in Education Program is the successful completion of the course, **EDU 500 Introduction to Graduate Studies**, through which the student is provided an orientation to the university, graduate studies, use of library resources, preparation of a portfolio, and advising. **NOTE:** Students cannot go beyond six hours in their program without completing this course.

**NOTE:** Freed-Hardeman University is a private, Christian university. The School of Education reserves the right to deny admission or drop from its programs those who fail to meet program criteria, whose personal conduct is seen as not in harmony with Christian education, or who, for other reasons, are not seen as able to successfully serve as an educator.

## Master of Education Major in Curriculum and Instruction (Non-Licensure Program)\*

**PLAN I requires a core (7 hours) and a concentration (12 hours), plus electives (12 hours), and a 6 hour thesis for a total of 37 hours.**

**PLAN II requires a core (7 hours) and a concentration (12 hours) and 18 hours selected from electives for a total of 37 hours.**

### COURSE OF STUDY FOR M.Ed. MAJOR IN CURRICULUM AND INSTRUCTION (NON-LICENSURE PROGRAM)\*

#### I. Required Core

EDU	500	Introduction to Graduate Studies	1 hour
EDU	501	Research Methods	3
MIN	540	Introduction to Christianity	3
			<hr/>
			7 hours

#### II. Required Concentration

EDU	503	Developmental Psychology	3 hours
EDU	505	Instructional Theory and Design	3
EDU	506	Computer Applications in Education	3
EDU	508	Foundations of Curriculum	3
			<hr/>
			12 hours

#### III. Electives:

EDU	510	Diagnosis/Remediation of Math Difficulties	3 hours
EDU	511	Diagnosis/Remediation of Reading Difficulties	3
EDU	512	Procedures in Classroom Management	3
EDU	513	Education Law	3
EDU	520	Instructional Strategies K-4	3
EDU	521	Reading in the Content Area	3
EDU	522	Thesis	6
EDU	523	Internship (Curriculum & Instruction)	3,6
EDU	525	Learning Theory and Principles	3
EDU	526	Inclusive Teaching	3
SPE	544	Managing Special-Needs Children	3
SPE	547	Assessment in Special Education	3
SPE	548	Consultation with School, Family, & Community	3
SPE	561	Characteristics/Needs Exceptional Children I (Modified)	3
SPE	565	Techniques and Strategies I (Modified)	3
SPE	597	Practicum in Special Education	3
EDU	598	Independent Study	3
EDU	599A	Counseling Children and Adolescents	3

\* *Note: School counseling and school administration courses may be taken as electives upon approval.*

## Master of Education Major in Curriculum and Instruction (Teaching Licensure Program)

This plan consists of 37 hours of course work and a 12-hour student teaching semester. The total program takes four semesters, two of which could be summers.

**Purpose.** The Master of Education/Licensure Program provides a comprehensive program of teacher preparation and licensure for persons who already hold a baccalaureate degree. Licensure may be attained for elementary grades K-6 and in secondary areas where it is offered by FHU under Tennessee's new licensure standards.

An evaluation of undergraduate transcripts is necessary to assure state competencies are met. Tuition for any required undergraduate courses will be the same as for graduate courses.

**Program Outcome.** The successful student will exit the program with the Master of Education Degree (M.Ed.) with a major in Curriculum and Instruction and licensure to teach.

**Schedule Overview.** Each program participant will be able to earn the M.Ed. degree with a major in Curriculum and Instruction plus meet licensure requirements. Fall and spring classes will be scheduled on Monday, Tuesday, and Thursday evenings (typically beginning at 5:00 p.m. or later) and on designated Saturdays. Summer classes, however, meet both during the day and in the evening.

**Admission to Teacher Education Program.** At the end of 12 graduate semester hours, those seeking teaching licensure must do the following:

1. Submit an application for admission to the Teacher Education Program. (This will also be considered application for candidacy status.)
2. Submit recommendations of graduate faculty at FHU with whom the student has had graduate classes.
3. Submit a plan outlining the completion of the program.
4. Have a GPA on 12 or more graduate hours of 3.0 or above.
5. Be a member of a professional organization.
6. Submit an updated portfolio for review.
7. Participate in an interview with an appropriate advisor. At this time, the advisor will:
  - a. Review the application, portfolio, faculty recommendations and other materials.
  - b. Conduct an interview with each applicant.
  - c. Make a recommendation to the Teacher Education Committee for formal action.

*NOTE: Admission to the graduate program does not assure a student that he/she will be admitted to the Teacher Education Program, Administration Program, or the School Counseling Program, all leading to licensure. In addition to academic ability, such factors as disposition, reliability, honesty, and suitability for the professional position being sought will be considered. Even if not admitted to the licensure program, the student may be provided an opportunity to complete requirements for the graduate degree.*

Students must have a minimum 3.0 graduate GPA, and the required Praxis examinations must be passed before a recommendation will be made for a teaching license. Praxis tests related to the specific licensure sought must be taken prior to program completion. During the 2003-04 academic year a one hundred percent pass rate was achieved by program completers as defined by Title II of the Higher Education Act. Registration materials may be obtained in the Office of the Dean. Students should plan to take the required tests prior to student teaching and must register well in advance of the test date.

### COURSE OF STUDY FOR M.Ed. MAJOR IN CURRICULUM AND INSTRUCTION (TEACHING LICENSURE PROGRAM)

The following courses are required for those seeking either secondary or elementary licensure.



**I. Required Core**

EDU	500	Introduction to Graduate Studies	1 hour
EDU	501	Research Methods	3
MIN	540	Introduction to Christianity	3
			<hr/> 7 hours

**II. Required Concentration**

EDU	503	Developmental Psychology	3 hours
EDU	505	Instructional Theory & Design	3
EDU	506	Computer Applications in Education	3
EDU	508	Foundations of Curriculum	3
			<hr/> 12 hours

**III. Other Courses (Required to meet state competencies)****K-6 License:**

EDU	507A	Practicum in Instructional Strategies	3 hours
EDU	510	Diagnosis and Remediation of Math Difficulties	3
EDU	511	Diagnosis and Remediation of Reading Difficulties	3
EDU	512	Procedures in Classroom Management	3
EDU	520	Instructional Strategies K-4	3
EDU	526	Inclusive Teaching	3
EDU	530	Professional Reflective Seminar	1
			<hr/> 19 hours

**7-12 License and K-12 Art, Music, & P.E.**

EDU	507B	Practicum in Instructional Strategies	3 hours
EDU	512	Procedures in Classroom Management	3
EDU	521	Reading in the Content Area	3
EDU	526	Inclusive Teaching	3
EDU	530	Professional Reflective Seminar	1
EDU	580	Legal and Ethical Issues in Education <b>OR</b>	3
EDU	513	Education Law	(3)
EDU	525	Learning Theory and Principles	3
			<hr/> 19 hours

**IV. Student Teaching**

EDU	524	Enhanced Student Teaching	12 hours
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1. Admission to Teacher Education Program and Candidacy status
2. Minimum of 24 graduate hours applicable to the teaching licensure program
3. Successful completion of: EDU 507 Practicum in Instructional Strategies, EDU 510 Diagnosis and Remediation of Math Difficulties, EDU 511 Diagnosis and Remediation of Reading Difficulties or EDU 521 Reading in the Content Area, EDU 512 Procedures in Classroom Management, and EDU 520 Teaching Strategies K-4.
4. Cumulative graduate grade point average of 3.0 or above
5. Acceptable application to student teaching submitted by the required date
6. Approval of the Teacher Education Committee

**NOTE:** Two years of experience as a classroom teacher may be approved as a substitute for student teaching on an individual basis. Teaching experience being used to substitute for student teaching must be formally approved at the beginning of the student's licensure program. To be considered, the following must be true:

1. The teaching experience was as a full-time teacher of record in a public K-12 school for a full two years.
2. Employment was as a regular classroom teacher in K-12 by the school district (not outside agencies/institutions).
3. Both years were within the same grade levels as the initial teaching licensure being sought.



## Master of Education Major in Curriculum and Instruction (Special Education Emphasis)

The Special Education Licensure Program is designed as a means by which practicing educators can earn a Master of Education (M.Ed.) with a major in Curriculum and Instruction and add the special education endorsement to their existing license. An introductory course in special education on an undergraduate level is a prerequisite to this program.

### COURSE OF STUDY FOR M.Ed. MAJOR IN CURRICULUM AND INSTRUCTION (SPECIAL EDUCATION EMPHASIS)

#### I. Required Core

EDU	500	Introduction to Graduate Studies	1 hour
EDU	501	Research Methods	3
EDU	503	Developmental Psychology	3
EDU	505	Instructional Theory and Design	3
EDU	506	Computer Applications in Education	3
EDU	508	Foundations of Curriculum	3
SPE	544	Managing Special-Needs Children	3
SPE	547	Assessment in Special Education	3
SPE	548	Consultation with School, Family, & Community	3
SPE	561	Characteristics and Needs of Exceptional Children	3
SPE	565	Techniques and Strategies I	3
SPE	597	Practicum in Special Education	3
MIN	540	Introduction to Christianity	3
			<hr/> 37 hours

## Master of Education Major in Special Education (Teaching Licensure Program)

This plan consists of 37 hours of course work and a 12-hour student teaching semester. The total program takes four semesters, two of which could be summers.

**Purpose.** The Master of Special Education/Licensure Program provides a comprehensive program of teacher preparation and licensure for persons who already hold a baccalaureate degree. Licensure may be attained for special education grades K-12.

An evaluation of undergraduate transcripts is necessary to assure state competencies are met. Tuition for any required undergraduate courses will be the same as for graduate courses.

**Program Outcome.** The successful student will exit the program with the Master of Special Education Degree with a major in Special Education and licensure to teach.

**Schedule Overview.** Each program participant will be able to earn the Master's degree with a major in Special Education plus meet licensure requirements. Fall and spring classes will be scheduled on Monday, Tuesday, and Thursday evenings (typically beginning at 5:00 p.m. or later) and on designated Saturdays. Summer classes, however, meet both during the day and in the evening.

**Admission to Teacher Education Program.** At the end of 12 graduate semester hours, those seeking teaching licensure must do the following:

1. Submit an application for admission to the Teacher Education Program. (This will also be considered application for candidacy status.)
2. Submit recommendations of graduate faculty at FHU with whom the student has had graduate classes.
3. Submit a plan outlining the completion of the program.
4. Have a GPA on 12 or more graduate hours of 3.0 or above.
5. Be a member of a professional organization.
6. Submit an updated portfolio for review.

7. Participate in an interview with an appropriate advisor. At this time, the advisor will:
  - A. Review the application, portfolio, faculty recommendations, and other materials.
  - B. Conduct an interview with each applicant.
  - C. Make a recommendation to the Teacher Education Committee for formal action.

*Note: Admission to the graduate program does not assure a student that he/she will be admitted to the Teacher Education Program, Administration Program, or the School Counseling Program, all leading to licensure. In addition to academic ability, such factors as disposition, reliability, honesty, and suitability for the professional position being sought will be considered. Even if not admitted to the licensure program, the student may be provided an opportunity to complete requirements for the graduate degree.*

Students must have a minimum 3.0 graduate GPA and the required Praxis examinations must be passed before a recommendation will be made for a teaching license. Praxis tests related to the specific licensure sought must be taken prior to program completion. During the 2003-04 academic year, a 100% pass rate was achieved by program completers as defined by Title II of the Higher Education Act. Registration materials may be obtained in the office of the dean. Students should plan to take the required tests prior to student teaching and must register well in advance of the test date.

## **COURSE OF STUDY FOR M.Ed. MAJOR IN SPECIAL EDUCATION (TEACHING LICENSURE PROGRAM)**

EDU	500	Introduction to Graduate Studies	1 hour
MIN	540	Introduction to Christianity	3
EDU	501	Research Methods	3
EDU	503	Developmental Psychology	3
EDU	505	Instructional Theory & Design	3
SPE	544	Managing Special-Needs Children	3
SPE	547	Assessment in Special Education	3
SPE	548	Consultation with School, Family, & Community	3
SPE	561	Characteristics and Needs of Exceptional Children (Modified)	3
SPE	578	Technology and the Special Education Teacher	3

### **Modified**

EDU	511	Diagnosis and Remediation of Reading Difficulties	3
SPE	543	Diagnostic Teaching	3
SPE	565	Techniques & Strategies I (Modified)	3

### **Comprehensive**

SPE	571	Techniques & Strategies I (Comprehensive)	3
SPE	583	Health and Related Issues	3
SPE	595	Practicum in a Comprehensive Setting	3

### **Additional Courses Required for Licensure**

EDU	524	Enhanced Student Teaching	12
EDU	530	Professional Reflective Seminar	1

Students may complete either the Modified or Comprehensive Track, or both. Hours required for the degree in Special Education would be 37 hours.

### **Student Teaching**

EDU	524	Enhanced Student Teaching	12 hours
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1. Admission to Teacher Education Program and Candidacy status;
2. Minimum of 24 graduate hours applicable to the teaching licensure program;
3. Successful completion of all SPE courses;
4. Cumulative graduate grade point average of 3.0 or above;
5. Acceptable application to student teaching submitted by the required date;
6. Approval of the Teacher Education Committee.

**NOTE:** Two years of experience as a classroom teacher may be approved as a substitute for student teaching on an individual basis. Teaching experience being used to substitute for student teaching must be formally approved at the beginning of the student's licensure program. To be considered, the following must be true:

1. *The teaching experience was as a full-time teacher of record in a public K-12 school for a full two years.*
2. *Employment was as a regular classroom teacher in K-12 by the school district (not outside agencies/institutions).*

## Conceptual Framework—Advanced Programs

### REFLECTIVE EDUCATORS SEEKING TO SERVE

1. Reflective educators seeking to serve meet and exceed academic and technical standards.
2. Reflective educators seeking to serve hold and set high expectations for self, staff, and students.
3. Reflective educators seeking to serve understand the need for and become an effective change agent.
4. Reflective educators seeking to serve encourage and build communication and positive relationships between the school and the community.
5. Reflective educators seeking to serve require and become involved in continuous school improvement.
6. Reflective educators seeking to serve demonstrate leadership in modeling and expecting professional and ethical conduct.
7. Reflective educators seeking to serve demonstrate comprehensive understanding of established and emerging counseling/leadership theories.
8. Reflective educators seeking to serve understand, promote, and provide the services for the domains of academics, career, and social/emotional needs of students.

## Master of Education Major in Administration and Supervision, with requirements for licensure

The Administration and Supervision Masters Program and the add-on Licensure Program are designed as a means by which by which practicing educators seeking to be administrators can earn a Master of Education (M.Ed.) with a major in administration and supervision and licensure as an administrator (Beginning Administrator Endorsement PK-12). Standard knowledge, skills, and dispositions common to both principals and supervisors are categorized into the required courses, including reflection, research, theories of leadership, applications and processes, professionalism, changes and improvements, and instructional leadership.

This is a 34-hour program consisting of a 22-hour core in curriculum and instruction and 12 hours of upper-level administration/supervision courses. The add-on licensure requires an administrative internship and course (695A) and passing of the PRAXIS Leadership Test, along with appropriate recommendations for the program.

### ADMISSIONS CRITERIA (ADMINISTRATION/SUPERVISION PROGRAM)

1. Submission of petition to the Director of Graduate Studies in Education for formal admission.
2. Full admission to Master of Education program by acceptance of the admissions committee.
3. Twelve hours of the curriculum and instruction core with 3.0 or above G.P.A.
4. Successful completion of EDU 601 Foundations of School Administration and Supervision.
5. For the add-on licensure, application and interview with the Director of Administration and Supervision and completion of application requirements. Two years of successful teaching experience is also required for acceptance into the Internship Program..

### COURSE OF STUDY FOR M.Ed. DEGREE MAJOR IN ADMINISTRATION AND SUPERVISION (LICENSURE PROGRAM)

#### 1. Required Core

EDU	500	Introduction to Graduate Studies	1 hour
EDU	501	Research Methods	3
EDU	503	Developmental Psychology	3
EDU	505	Instructional Theory and Design	3
EDU	506	Computer Applications in Education	3

EDU	508	Foundations of Curriculum	3
EDU	513	Education Law (OR)	3
EDU	580	Legal and Ethical Issues in Education	(3)
MIN	540	Introduction to Christianity	3
			22 hours

## II. Administrative Courses (Required to meet state/program competencies)

EDU	601	Foundations of School Administration/Supervision	3 hours
EDU	610	Leadership Theories and Applications	3
EDU	611	School Business Management	3
EDU	612	School and Community Relations	3
EDU	695A	Administrative Internship	3
			15 hours

## III. Exit Requirements (M.Ed. and Licensure)

1. Successful completion of the above course work with a 3.0 GPA and any other requirements for the M.Ed. degree.
2. Completion of a minimum of 10 hours of graduate courses in residence at FHU.
3. Completion of all courses within a six-year period (M.Ed.).
4. Passage of the comprehensive examination (M.Ed.).
5. Completion of an approved internship of 450 hours (license).
6. Passage of the PRAXIS Leadership Test or other appropriate state-approved test.
7. Exit interview with the Director of Administration/Supervision or designee, to include checking all internship requirements of evaluations by mentor(s), signatures by the mentor(s) and system superintendent/director, and other portfolio and file criteria.

## Master of Education Major in School Counseling

Freed-Hardeman University offers a Master of Education (M.Ed.) in School Counseling also leading to Tennessee licensure as a school counselor for K-12 schools. This program consists of a unique blend of graduate classes in education, special education and counseling leading to the knowledge and skills necessary to work with students, parents, teachers, administrators and outside agencies.

### Admissions Criteria (Regular Admission)

1. Application and application fee
2. Recommendations from university teacher, employer/supervisor and church leader
3. Transcripts showing all undergraduate and graduate work
4. Form indicating any criminal background
5. Test score on one of three tests (MAT, GRE or GK/CS on NTE) or a masters degree
6. Cumulative grade point average of 3.0 or higher on undergraduate work
7. Interview with appropriate advisor

**NOTE:** As with other education programs, Freed-Hardeman University reserves the right to deny admission to any applicant due to matters of conduct, background and/or perceived potential as a counselor or educator.

The Master of Education in School Counseling program requires 49 graduate hours of coursework and an internship as specified below. In addition, licensure requires an internship and passing of PRAXIS. Those without teaching licensure and/or classroom experience are required to complete an additional practicum in a K-12 public classroom setting and to complete EDU 530 Professional Reflective Seminar.

## COURSE OF STUDY FOR M.Ed. MAJOR IN SCHOOL COUNSELING

### I. Required Courses for M.Ed. in School Counseling

EDU	500	Introduction to Graduate Studies	1 hour
EDU	501	Research Methods	3
EDU	503	Developmental Psychology	3

EDU	508	Foundations of Curriculum	3
EDU	526	Inclusion Teaching	3
EDU	532	Theories of Child Counseling & Consulting	3
EDU	533	Career Development, Counseling, and Consulting in Schools	3
EDU	534	Introduction to Group Counseling in Schools	3
EDU	535	Counseling Diverse Populations in Schools	3
EDU	537	Clinical Techniques in School Counseling (Practicum)	3
EDU	538	Assessment for School Counselors	3
EDU	580	Legal & Ethical Issues in Education	3
EDU	636	School Improvement	3
EDU	642	Technology for Administrators	3
EDU	665	Organization & Administration of School Counseling	3
MIN	540	Introduction to Christianity	3
SPE	548	Consultation with School, Family, & Community	3
			49 hours
Required for Licensure/Initial Licensure			
EDU	530	Professional Reflective Seminar (for initial licensure)	1
EDU	695B	School Counseling Internship (for licensure)	3

**Internship.** The internship is the culminating experience in which the student practices the knowledge and skills learned in program coursework and in which he/she is expected to demonstrate mastery. This is a cooperative venture involving the student, a school district and the university in which there is provided an environment to experience the responsibilities of a school counselor with the support and guidance of a mentor counselor. This experience will consist of the equivalent of full-time work for one semester (450 hours).

**Teaching Experience.** This program will have as an emphasis the preparation of licensed teachers to add to their credentials licensure as school counselors. Those who do not have teaching licensure and/or experience as a classroom teacher will be considered for admission on an individual basis after a formal interview with the program director. If approved, a program will be planned which will include an additional K-12 classroom practicum and possible leveling courses.

The Director of School Counseling will supervise and administer this program in cooperation with the Director of Graduate Studies.

In addition to the competencies required for program approval by the State of Tennessee, those proposed by the American School Counselor Association and the Council for the Accreditation of Counseling and related educational programs were used in the development of this program.

Those currently having a masters degree in counseling or education have the option of pursuing a licensure-only track. These will be evaluated on an individualized basis

### Exit Requirements

1. Successful completion of the previously mentioned coursework with a 3.0 GPA and other requirements for the M.Ed. degree.
2. Completion of a minimum of 18 hours of graduate courses in residence at Freed-Hardeman University.
3. Successful completion of required internships.
4. Completion of all courses within a six-year period (M.Ed.).
5. Passage of comprehensive exam (M.Ed.).
6. Passage of the appropriate state-approved licensure examination.
7. Recommendations by the Director of School Counseling, internship mentors and superintendent of the district where the internship was completed.

# Education Specialist Degree (Ed.S.)

## Major in School Leadership

### PURPOSE OF Ed.S. PROGRAM

The purpose of the Education Specialist Degree (Ed.S.) in School Leadership is to prepare school leaders of integrity to meet the instructional and administrative demands of the modern school in a diverse society.

### PROGRAM DESCRIPTION

This 34-hour program above a master's is for those who have a Master of Education and are seeking a Specialist Degree in School Leadership.

Students with a master of education and licensure in school administration will meet with an advisor to work out a program that reflects the student's professional goals and previous graduate work and the FHU program requirements.

Students who want to obtain administrative licensure while working toward their Ed.S. should consult with their advisor to see how best to tailor the program to meet their needs. (For licensure requirements, see Administration/Supervision Licensure Program.)

### ADMISSIONS CRITERIA

The following are required for admission to the specialist degree program:

1. Successful completion of a Master of Education (or equivalent) from a regionally accredited institution.
2. Cumulative graduate GPA of 3.5 or above.
3. Applicants not meeting the 3.5 GPA can apply for Conditional Admission status.
4. Three years of successful teaching experience.
5. Recommendations from two school administrators.
6. Recent small, professional looking photograph.
7. Current Administrator's License or EDU 601.
8. Submission of a sample of writing to be reviewed.
9. Interview with director of administrative program.
10. Consideration by an admissions committee.

This is a 34-hour program above a masters. Students who are new to the FHU graduate program will take EDU 500 Introduction to Graduate Studies, a one-hour course which meets on one Saturday and one evening. This course, an orientation to the university and graduate program, begins the student's professional portfolio and aids the student in the development of a program that meets his professional goals. This course does count in the 34 graduate hours required for the program.

Six hours can be transferred into the program from other institutions if those hours fit into the Leadership framework. A two-part thesis for which the student will receive six graduate hours credit is required during the Ed.S. program. EDU 621 Advanced Leadership is also required.

**A cumulative GPA of 3.5 is required to graduate with an Education Specialist Degree.**

### COURSE OF STUDY FOR Ed.S. DEGREE MAJOR IN SCHOOL LEADERSHIP

EDU	500	Introduction to Graduate Studies	1 hour
EDU	610	Leadership Theories and Applications	3
EDU	611	School Business Management	3
EDU	612	School & Community Relations	3
EDU	618	Grant Writing in Education	3
EDU	620	Administrative Issues in Special Education	3
EDU	621*	Advanced Educational Leadership	3
EDU	622A*	Thesis Research and Planning	3
EDU	622B*	Thesis Preparation and Defense	3

EDU 630	Professionalism and Ethics	3
EDU 632	Research in School Leadership	3
EDU 635	Advanced Legal Issues in School Administration	3
EDU 636	School Improvement	3
EDU 638	Instructional Design and Improvement	3
EDU 640	Facilities and Services	3
EDU 642	Technology for Administrators (W)	3
EDU 665	Organization & Administration of School Counseling Services	3
EDU 685	Seminar in Professional Development	3

\* *Required*

## Description of Courses

### CURRICULUM AND INSTRUCTION

#### **EDU 500. Introduction to Graduate Studies. 1 hour.**

A requirement of the Graduate Studies in Education Program is the successful completion of the course, EDU 500 Introduction to Graduate Studies, through which the student is provided an orientation to the university, graduate studies, use of library resources, preparation of a portfolio, and advising. NOTE: Students cannot go beyond six hours in their program without completing this course.

#### **EDU 501. Research Methods. 3 hours.**

The student will demonstrate the ability to interpret and critique research in the field of education. The student will demonstrate familiarity with statistical techniques and be able to take a question and develop a research plan to answer the question.

#### **EDU 503. Developmental Psychology. 3 hours.**

An advanced study of the physical, emotional, social, and cognitive characteristics of children within grades K-4, 5-8, and 9-12. Students will concentrate on the implications these characteristics have for the classroom setting within the appropriate grade level. Clinical observations will be required.

#### **EDU 505. Instructional Theory and Design. 3 hours.**

This course is an in-depth study of selected models of teaching and supporting research with emphasis on practical application in K-12 classrooms. Importance is placed on designing, applying, and evaluating instructional activities; lesson planning and lesson presentation to produce a community of learners.

#### **EDU 506. Computer Applications in Education. 3 hours.**

A projects-based course in instructional technology which provides learners with the opportunity to enhance their skills and understanding of the use of varied media (e.g., electronic mail, electronic spreadsheets, HTML authoring systems, presentations software, etc.) to present, record, and share information by engaging them in the creation and application of electronic technologies in their educational settings. This course contains significant writing and technology components; therefore, clinical experiences in fundamentals of computer use for novices are made available outside of class time in the Technology Training Center during its open lab hours.

#### **EDU 507A. Practicum in Instructional Strategies (Elementary). 3 hours.**

#### **EDU 507B. Practicum in Instructional Strategies (Secondary). 3 hours.**

This course is a practicum phase of the Postbaccalaureate Teacher Preparation Program and will involve research, instructional design and technology, methods, materials, and media appropriate to the student's area of licensure. A 30-hour field experience in a local school system is an integral part of this practicum.

#### **EDU 508. Foundations of Curriculum. 3 hours.**

This course is an introduction to curriculum and the relationship of social goals and educational purposes regarding community, district, region, nation, and world. Organizational patterns of schools, curriculum settings and issues relevant to content areas are included. Attention is given to the teacher's role and values in the school and society.

**EDU 510. Diagnosis and Remediation of Math Difficulties. 3 hours.**

This course is an in-depth study of math curriculum for grades K-8. An emphasis on constructivist teaching practices with hands-on learning, problem solving, and communicating mathematical difficulties stressed. Attention to grade level and remediation are included.

**EDU 511. Diagnosis and Remediation of Reading Difficulties. 3 hours.**

Focuses on principles of measurement and evaluation in reading. Stresses formal and informal techniques used by the classroom teacher in assessing a child's reading potential. Includes materials, programs, and techniques used to correct reading disabilities. Emphasizes corrective, remedial, and clinical approaches to the treatment of reading problems.

**EDU 512. Procedures in Classroom Management. 3 hours.**

A study and application of procedures for dealing with pupil discipline and management in the elementary and secondary grades. Special attention is given to management of pupils in the classroom.

**EDU 513. Education Law. 3 hours.**

A study of laws and court decisions having direct implications for the teacher and/or administrator in the professional setting. The teacher/administrator as an employee, classroom management and safety/security issues, negligence and torts, students' rights, instruction, and administration/supervision are among topics to be covered.

**EDU 516. Preparation and Use of Instructional Materials. 3 hours.**

This course will cover how to produce and use teacher-made materials to enrich and extend the school curriculum. Emphasis will be on developing alternatives to traditional materials.

**EDU 517. Leadership Skills. 3 hours.**

Leadership principles from the business world and from scripture applied to the church, qualifications of effective spiritual leaders and methods of developing them, and consideration of the urgency of developing leaders. (Same as MIN 545 and MNT 545.)

**\_\_\_\_ 518. Seminars. 1-3 hours.**

Studies in various academic content areas and instructional practice directly related to levels of instruction from pre-school through post-secondary. For graduate and professional students.

**EDU 520. Teaching Strategies K-4. 3 hours.**

A study of materials and methods for teaching children in grades K-4. This course involves instructional design, methods, materials, and technology appropriate for those ages and a 15-hour practicum in a kindergarten setting.

**EDU 521. Reading in the Content Area. 3 hours.**

A general study of strategies used in building and reinforcing reading skills in respective content areas of secondary grades. Prerequisite: Admission to teacher education. Same as RDG 321.

**EDU 522 A. Thesis Research and Planning. 3 hours.**

This course is the first part of the six-hour thesis process in partial fulfillment for the **Master of Education Degree**. In this course, students will review significant aspects of research, learn the thesis process, select their thesis project, research the literature, and develop the thesis proposal. The student must hold "regular admission" status.

**EDU 522 B. Thesis Preparation and Defense. 3 hours.**

This course is the second part of the six-hour thesis process in which students will work independently to follow their planned thesis proposal, periodically meeting with their assigned mentor and defending the final product before a thesis committee. A \$36 thesis fee is charged. Prerequisite: EDU 522A Thesis Research and Planning.

**EDU 523 A, B. Internship (Curriculum and Instruction). 3, 6 hours.**

The internship provides focused supervised opportunities to extend knowledge and professional competencies in curriculum and instruction. Each internship is designed individually and must be approved by the Director of Graduate Studies in Education. Approximately 40 hours of preparation, work, and evaluation, exclusive of travel will be required for each hour of credit. A fee of \$160 is charged.



**EDU 524. Enhanced Student Teaching. 12 hours.**

The enhanced field experience consists of an entire semester with the student working as a student teacher in two sequentially assigned classroom settings. During this time the student is expected to demonstrate skills in teaching appropriate to the age of the children and the subject for which licensure is being sought according to specific areas of knowledge and skills. Students will also meet in a weekly, on-campus seminar to discuss experiences and other areas of interest and/or need. A student teaching fee of \$160 is charged.

**EDU 525. Learning Theory and Principles. 3 hours.**

This course will cover theories of learning and ways of implementing this body of knowledge in a school-wide counseling program and in assisting teachers in their professional responsibilities with students.

**EDU 526. Inclusive Teaching. 3 hours.**

This course is intended to help students demonstrate knowledge, skills, and dispositions related to working with children with exceptionalities. The focus will be on best teaching practices in general and special education and the understanding of students with widely different academic, social-emotional, and sensory-physical abilities.

**EDU 530. Professional Reflective Seminar. 1 hour.**

A course bringing closure to the initial licensure program in which the student will present a portfolio, complete content competencies required for licensure, prepare for and pass Praxis, and take any remedial steps required to obtain a teaching/counseling licensure. The student will also develop and implement a professional development plan for the following year.

**EDU 532. Theories of Child Counseling and Consulting. 3 hours. Su., Sp.**

This course provides a comprehensive study in person-centered, behavioral and related theories in counseling children. Experiences include exercises in counseling, consulting, and coordinating with a focus on elementary and middle school students.

**EDU 533. Career Development, Counseling, and Consulting in Schools. 3 hours.**

This course provides intensive study in the processes of career development and planning, career and lifestyle counseling, planning, and development with a focus on secondary students.

**EDU 534. Introduction to Group Counseling in Schools. 3 hours. Su., Sp.**

This course is designed to provide students with methods, materials, leadership skills and counseling techniques appropriate for group work in a school setting. The course will address group and classroom approaches for promoting academic achievement and success in school for the at-risk student. Principles and practices of group counseling, group dynamics, teaching and training models and skills, teaming and collaboration and working with parent groups will be covered. This course is designed to provide students with methods, materials, leadership skills and counseling techniques appropriate for group work and collaboration with teams in a school setting.

**EDU 535. Counseling Diverse Populations in Schools. 3 hours. F., Sp.**

This course involves an in-depth study in the theory and research on individual and group multicultural counseling in schools with particular attention to social development and academic achievement.

**EDU 537. Clinical Techniques in School Counseling (Practicum). 3 hours. F., Sp.**

This course provides the implementation and practice of counseling theories; modeling, practicing, and critique of counseling skills for school counselors. This course includes a 25-hour practicum to be completed during the semester in which the course is taken. (Students may choose to complete this practicum at the elementary, middle, or secondary level.)

**EDU 538. Assessments for School Counselors. 3 hours. Su., F.**

This course provides an advanced study of standardized tests used in schools, including achievement, aptitude, intelligence, interests, motivation, and structured interview instruments. Students will also be introduced to principles of measurement, rationale for tests selection, guidelines for administration and the use of appraisal data for decision-making.

**EDU 580. Legal and Ethical Issues in Education. 3 hours.**

A study of the laws, court decisions, codes of ethics, and ethical issues having direct implications on the school counselor and administrator in the professional setting.

**EDU/SPE 598. Independent Study. 3 hours.**

A cooperatively planned reading-research course or special project guided and evaluated by a member of the graduate faculty. May be repeated. Prerequisite: student must have "regular admission" status, have completed 12 graduate hours with 3.0 or above, and complete required forms with appropriate signatures before the drop/add date of the semester for which the credit is to be earned. It is the student's responsibility to develop a proposal, initiate contact with a faculty member willing to serve as mentor, and see that all requirements are met. A maximum of six semester hours may be counted toward a master's degree at FHU.

**EDU 601. Foundations of School Administration and Supervision. 3 hours.**

A study of the relationships between people's behavior and their beliefs and/or value structures; the relationships between people's beliefs about the nature of humans and their leadership behavior; group process as a problem solving device; various leadership styles and their consequences; the student's own concept of educational administration; and the importance of the continuance of one's own professional growth. Prerequisite: 12 hours of 500-level core courses.

**EDU 610. Leadership Theories and Applications. 3 hours.**

A study of the organizational structure for the administrator to facilitate the goals and objectives of the unit; implementation of a management process for the administrator most appropriate to a specific administrator's position; prediction of the consequences of selected management processes; verbalization and demonstration of technical skills that are necessary to perform formative and summative teacher evaluations; verbalization and demonstration of supervisory skills. Prerequisite: EDU 601 and admission to Administration Program.

**EDU 611. School Business Management. 3 hours.**

This course requires that students identify a specific school district and verbalize the budgetary responsibilities of each of its administrative components; do an operating cost analysis of a specific program after having been given a specific program in a school and a traditional line-item budget; compare the procedures and capabilities of a Planning Programming Budgeting System of budgeting model with a traditional budgeting model; develop an appropriate budgeting model and identify the steps necessary for its implementation for an identified school district; conceptualize the business management competencies necessary to function as a business administrator or unit head in a specified school. National and state finance issues and trends will be addressed. Prerequisite: EDU 601 and admission to administration program.

**EDU 612. School and Community Relations. 3 hours.**

A study of processes, systems and instruments for obtaining and disseminating information pertaining to school and community; the investigation and analysis of procedures for utilizing human and physical community resources for improving education. Prerequisite: EDU 601 and admission to administration program.

**EDU 618. Grant Writing. 3 hours.**

This course will study the requisite knowledge and skills necessary to develop programs dependent on competitive funding. It will include an overview of proposal development strategies; skills in determining, critiquing, and assessing criteria of successful proposals; a systems approach in project development; and skills in identifying and critiquing viable sources of funding for developed projects.

**EDU 620. Administrative Issues in Special Education. 3 hours.**

This course will explore various legal and administrative issues associated with special education programs in the public school setting. It is intended primarily for those working as school administrators in the Education Specialist Degree Program.

**EDU 621. Advanced Educational Leadership. 3 hours.**

School leaders are entrusted with overseeing the education of the present and the next generation. They are held by the public and by their staff and faculty to high professional standards and expectations. This course is designed for prospective school administrators and supervisors to expand and enhance their knowledge and skills in leadership areas.

**EDU 622A. Thesis Research and Planning. 3 hours.**

This course is the first part of the six-hour thesis process. In this course, students will review significant aspects of research, learn the thesis process, select their thesis project, research the literature, and develop the thesis proposal.

**EDU 622B. Thesis Preparation and Defense. 3 hours.**

This course is the second part of the six-hour thesis process in which students will work independently to follow their planned thesis proposal, periodically meeting with their assigned mentor, and defending the final product before a thesis committee. Prerequisite: EDU 622A Thesis Research and Planning.

**EDU 630. Professionalism and Ethics. 3 hours.**

School leaders are expected to model and promote professional and ethical standards in their actions and in their decisions. This course will research national, state, local, and organizational leadership expectations of professional behavior. Students will study, discuss, and practice desired behaviors through written in-basket activities and role play.

**EDU 632. Research in Leadership. 3 hours.**

The information on types and styles of leadership and on prevalent uses and current changes in leadership needs and expectations is growing rapidly. This course will focus on research through various media sources and on practical application of the results of this study into developing research-driven leadership strategies.

**EDU 635. Advanced Legal Issues in School Administration. 3 hours.**

This course will concentrate on legal issues that were not covered in EDU 513 and on issues that have recently been changed by the courts in subjects covered in other law courses. This course is designed for local building administrators as well as the central office administrators.

**EDU 636. School Improvement. 3 hours.**

A study and evaluation of the modern practices and strategies used for school improvement with the emphasis on enhancing K-12 school learning.

**EDU 638. Instructional Design and Improvement. 3 hours.**

An overview of learning centered on leadership, addressing the improvement of instruction through research findings. Emphasis is also placed on the demonstration of instructional improvement in various settings and the development of leaders who can facilitate the process of educational change.

**EDU 640. Facilities and Services. 3 hours.**

A study of school facilities and a brief overview of the services provided within the facilities as part of the normal operations. Topics to be covered include the following: planning and needs assessment, community expectations, financing of school facilities, site selection criteria, design and construction, agency approvals, food service, maintenance and operations, and transportation services.

**EDU 642. Technology for Administrators. (W) 3 hours.**

A projects-based course in technology usage for school administrators and/or school counselors and for prospects seeking to enhance their skills in and understanding of varied technology media. The course is intended to help students to assimilate, analyze, and evaluate data through problem-solving strategies related to their educational settings. This course includes significant writing and technology components.

**EDU 665. Organization and Administration of School Counseling Services. 3 hours.**

This course will expose students to the knowledge and skills necessary to develop, implement and coordinate a comprehensive school-wide counseling program involving students, teachers, parents and outside agencies.

**EDU 685. Seminar in Professional Development. 3 hours.**

This course provides students the opportunity of a planned field-based experience to demonstrate the development of identified professional competencies related to the student's concentration and area of professional interest, and scheduled periods for reflection and professional collaboration with peers. Each student will supply documentary validation of demonstrated identified professional competencies. The course is designed to be a guided induction experience and will be the equivalent of at least one semester, spent full-time in a school setting with a mentor principal. Prerequisite: Approval of advisor.

**EDU 695A. Administrative Internship. 3 hours.**

The internship is a field-based experience which will provide students the opportunity to demonstrate the development of identified professional competencies related to the student's concentration and area of professional interest. Each intern will supply documentary validation of demonstrated identified profes-

sional competencies. The internship is designed to be a capstone experience and will be the equivalent of at least one semester, spent full-time in a school setting with a mentor principal. A fee of \$160 is charged. Prerequisite: Approval of advisor.

**EDU695B. School Counseling Internship. 3 hours.**

An extended internship is required for this program which will be equivalent to being full-time in the school setting for a semester (450 hours). This will be a cooperative effort planned by Freed-Hardeman University, a local school system and the student. A fee of \$160 is charged.

**EDU 698. Independent Study. 3 hours.**

A cooperatively planned reading-research course or special project guided and evaluated by the Director of Administration and Supervision Program, or his designee. This course would normally be one applied to the Ed.S. Prerequisite: Admission to the Education Specialist Degree Program. The subject of the independent study cannot be applied by the student to their thesis.

## **SPECIAL EDUCATION**

**SPE 543. Diagnostic Teaching. 3 hours.**

This course addresses techniques for identifying specific learning problems of students with disabilities and developing intervention strategies. It requires clinical observations and practicum experiences.

**SPE 544. Managing Special-Needs Children. 3 hours.**

This course is designed to acquaint students with the origin of inappropriate behavior on the part of children with special needs. An emphasis is placed on understanding the social and emotional aspects of behavior and how misbehavior impacts academic achievement. Students will also gain an understanding of effective techniques and approaches to deal with inappropriate behavior in the classroom. Attention will also be given to an understanding of at-risk behaviors in children and how those behaviors impact learning. Same as SPE 444.

**SPE 547. Assessment in Special Education. 3 hours. F.**

Concerns appropriate assessment instruments and procedures for students with disabilities or suspected of having disabilities. Provides training in the administration and interpretation of psycho-educational tests. Requires a Practicum experience.

**SPE 548. Consultation with School, Family, and Community. 3 hours. Sp.**

This course focuses on the development of skills in communicating and collaborating with parents, general education teachers, school administrators, support service personnel in the school, and with other service agencies in the community. Includes topics such as special education resources, laws and regulations, professional ethics, licensure requirements, and professional organizations and successful strategies for parent interaction. Same as SPE 448.

**SPE 561. Characteristics and Needs of Exceptional Children I (Modified). 3 hours.**

This course deals with etiology, characteristics, and educational needs of individuals with mild disabilities such as learning disabilities, general mental retardation, behavior disorders, attention deficit disorders, traumatic brain injury, and other health impairments. Discussions and practical applications of educational methods, strategies and techniques will also be incorporated. Same as SPE 461.

**SPE 565. Techniques and Strategies I (Modified). 3 hours.**

This course focuses on effective instructional techniques and strategies to use in teaching students with mild disabilities. Includes strategies for academic studies as well as social and behavioral skills. Requires clinical observations and practicum experiences. (Same as SPE 465.)

**SPE 571. Characteristics & Needs of Exceptional Children (Comprehensive). 3 hours.**

This course addresses the characteristics and educational needs of students with moderate and severe disabilities. Requires clinical observation and practicum experience.

**SPE 575. Techniques and Strategies II (Comprehensive). 3 hours. Sp.**

This course focuses on effective instructional techniques and strategies to use in teaching students with moderate to severe disabilities. Includes strategies for teaching academic, social, and behavior skills in dependent living environments. Includes communication and self-help skills. Requires clinical observation, practicum experience, and the use of technology. (Same as SPE 475.)

**SPE 578. Technology and the Special Education Teacher. 3 hours.**

This course focuses on the introduction of assistive technology services and devices to special education teachers in order to help students with disabilities use technology to assist them in learning, make the environment more accessible, enable them to compete in the workplace, and enhance their independence.

**SPE 583. Health and Related Issues. 3 hours. Su.**

This course examines medical procedures performed as related services for children with disabilities in the classroom. Content includes seizure monitoring, the administration of medication, CPR, first aid, positioning and lifting, respiratory assistance, external drainage procedures, suctioning, and safety precautions.

**SPE 595. Practicum in a Comprehensive Setting. 3 hours.**

A faculty supervised field experience in a setting with students who have moderate and severe disabilities which will require the student to submit lesson plans, tests, logs, and other work samples.

**SPE 597. Practicum in Special Education. 3 hours.**

A faculty supervised field experience in special education which will require the student to submit lesson plans, tests, and other work samples as well. An evaluation of performance based on observations by designated faculty will also be involved. This practicum will meet the needs of licensed teachers working in a special education setting who are seeking special education endorsement and the benefit of student teaching in special education.

# UNIVERSITY ADVANCEMENT

## Mission of University Advancement

To establish and maintain relationships that make possible learning integrated with faith, facilities that match our dreams, and a solid financial foundation for Freed-Hardeman University.

## Vision of University Advancement

FHU Advancement will become the premier advancement program among church of Christ-related institutions.

## Division of Responsibility

### OFFICE OF UNIVERSITY ADVANCEMENT

**Dave Clouse, Vice President**

**Tonya Hyde, Administrative Assistant**

**Wanda Pulse, Special Events Coordinator**

Led by the vice president for university advancement Dave Clouse, the Office of University Advancement is made up of five areas. Each department within University Advancement shares the same mission and vision. Each department works to establish and maintain relationships, making possible learning integrated with faith, facilities that match our dreams, and a solid financial foundation for Freed-Hardeman University. Each department will become the premier program among church of Christ related institutions.

### OFFICE OF ALUMNI RELATIONS

**Betsy Hesselrode, Director**

The Office of Alumni Relations exists to establish and maintain relationships with current students, former students and friends of the university. The staff seeks to inform these audiences of university opportunities and to facilitate their involvement and investment in the university. To accomplish these goals, the staff works with the Student-Alumni Association, the Alumni Association, student workers and several chapters away from campus. A number of outreach tools are coordinated through the office, including the alumni Web site, travel program, on-campus events, off-campus events and publications.

### OFFICE OF DEVELOPMENT

**David Newberry, Assistant Vice President for Development**

The Office of Development exists to establish and maintain relationships with all constituencies of the university in an effort to secure funding for university programs. The Office of Development seeks to acquire funds for the annual fund (yearly operating expenses), capital fund (special projects and buildings), and endowment fund (long-term investments in the future of the university). The Office of Development attempts to uncover new sources of gifts and inspire current donors to increased levels of participation so as to help provide every student an undergraduate or graduate education and to maintain the university on a solid financial foundation. The Office of Development coordinates all campus fund-raising, including the direct mail program; the Phonathon; solicitation of individuals, businesses and churches; and fund-raising for the annual Advisory Board Benefit Dinner.

### CENTER FOR ESTATE AND GIFT PLANNING

**Burton Williams, Director**

The Office of Financial and Estate Planning exists to establish and maintain relationships with all constituencies of the university in an effort to secure the financial future and permanency of Freed-Hardeman University. The Office of Financial and Estate Planning is responsible for wills, estates, insurance programs, annuities, trusts and other means of planned giving. The office provides educational services in financial and

estate planning through seminars, mailings and personal sessions. The office also provides comprehensive financial planning services for alumni and friends of FHU and oversees the endowed scholarship program.

## **OFFICE OF MARKETING AND UNIVERSITY RELATIONS**

**Jud Davis, Director**

The Office of Marketing and University Relations exists to establish and maintain relationships with all constituencies of the university by directing the university in marketing the mission and vision of Freed-Hardeman through the use of advertising, public relations and promotion. OMUR is responsible for the dissemination of information to the media and university publics through the University Web site, recruiting material, press conferences, press releases, Seasons and all publications produced by the university. OMUR also produces all official university publications that promote the university and its activities. OMUR produces the annual integrated marketing and public relations plan for the university and assists other university-related organizations with the development of promotional materials and strategies.

## **OFFICE OF CAPITAL PROJECTS**

The Office of Capital Projects exists to provide the facilities needed to match our dream of being a premier Christian university making a positive global impact. This office completely coordinates all capital fundraising projects for University Advancement. This includes conducting studies necessary to determine feasibility, planning and organizing all capital fundraising projects, and working with the President, Vice Presidents, Directors, Territory Managers, and others that are necessary to accomplish the goals of capital fundraising projects.

## **Areas of Financial Support**

### **ANNUAL FUND**

The annual fund is the backbone of the yearly operations, providing critical support to all university departments. The annual fund helps bridge the gap between what students and their families pay for an FHU education and the actual cost of operating the university. Student tuition and fees pay only about 70 percent of the cost of an FHU education. Individuals, businesses and churches support the annual fund through their contributions to the:

- Bible Teaching Program
- Annual Bible Lectureship
- General student scholarship fund
- Sports Center
- Athletics
- Cancer Research Institute of West Tennessee
- Departmental operations
- Annual awarded scholarship fund

Some of the programs through which dollars are secured for the annual fund are direct mail, the Phonathon, the Annual Advisory Board Benefit Dinner and direct solicitation.

### **CAPITAL FUND**

Donations to the capital fund are generally used to purchase items that have a usable life of at least two years, that cost more than \$5,000 and that are not currently included in the annual operating budget. The capital fund also seeks funds to construct new buildings and renovate existing ones. The Capital Fund plays a vital role in helping maintain and improve the appearance and usefulness of campus facilities.

### **ENDOWMENT FUND**

The endowment fund is the foundation of financial strength for the university. It serves as the university's "savings account" and is essential to the financial health and future of the university. Currently the endowment fund stands at almost \$27 million. A committee of the board of trustees oversees the investment of these funds.

There are three main divisions of the endowment fund:

**Permanent Endowment.** The university has a permanent endowment provided by gifts, grants and bequests. Interest and dividends from the assets in the endowment may be reinvested or used to cover a portion of the operating costs of the university. Wills, estates, insurance programs, annuities, trusts and other means of deferred giving are offered. A certified public accountant, a certified financial planner, an attorney and the entire development staff stand ready to assist with individual financial and estate planning.

**Endowments for Programs.** Endowment funds have been established to benefit certain departments, programs or schools. The income from these funds is used solely for the work of the particular department, program or school for which it is designated.

**Scholarship Endowments.** Through the years, friends of the university have provided scholarship endowments in the names of friends or loved ones. Endowed scholarships are funds exceeding \$30,000 with the principle invested and the interest used for scholarships. Additions to the principle can be made at any time. Currently, two-thirds of Freed-Hardeman University's endowment is composed of these scholarships. That means that Freed-Hardeman University's scholarship program is a vital part of ensuring that students are given a chance to receive a Christian education. As our program continues to grow, the number of scholarships we are able to award grows, and the number of students who can receive their education increases.

## Support Groups

### ADVISORY BOARD

Members of the Advisory Board are appointed by the board of trustees upon the recommendation of the university president. Each member is encouraged to contribute financially to the university, assist in the recruitment of prospective students and donors, and to help promote the annual Benefit Dinner. The Advisory Board Benefit Dinner is hosted annually on the first Friday night of December. It is the single largest fund-raiser of the university.

### ASSOCIATES

The Freed-Hardeman University Associates, established in 1963, have organized more than 40 chapters of women in various communities to promote the work of the university. They have sponsored several major projects over the years, one of which was the Associates Science Center, dedicated in April 1971. In addition to significant gifts to assist the university, the Associates award \$50,000 annually in scholarships to FHU students.

### ALUMNI ASSOCIATION EXECUTIVE COMMITTEE

Comprised of alumni from various years, the Alumni Association Executive Committee meets quarterly. The committee's projects include recognizing alumni association award recipients, coordinating regional events and hosting on-campus events such as homecoming. In addition to cultivating alumni loyalty, the committee represents the association by providing a vehicle through which alumni can provide input to FHU administration.

### ENDOWMENT SOCIETY

The concept of the Endowment Society of Freed-Hardeman University was the brainchild of Dr. E. Claude Gardner, former president of FHU, as early as 1972. The society was officially established June 23, 1976, to assist FHU benefactors in creating a gifting plan to satisfy the donors' need to help charitable causes, maximize tax benefits, increase income, and provide for loved ones. Membership may be accomplished through several planning vehicles, including gift annuities, trusts, life estates, or naming FHU as a beneficiary in a will or life insurance policy. Membership is also available to donors who establish endowed scholarships with gifts of \$30,000 or more for students attending FHU. Endowment Society members receive an original, autographed print of the Old Main Bell Tower by Sandy Stetler Sims ('86), an invitation to the annual Endowment Society luncheon, the Endowment Society Newsletter and recognition in the alumni magazine.

### ESTATE PLANNING COUNCIL

The Estate Planning Council is a distinct group of allied professionals practicing in the fields of accounting, financial planning, insurance, investment management and law. The purpose of the Estate Planning



Council is to strengthen the mission of Freed-Hardeman University by heightening the awareness of the university through the members' example of Christian leadership in their communities and through their work in the financial and estate planning arena.

## **THE LEGACIES OF FREED-HARDEMAN UNIVERSITY**

The Legacies of Freed-Hardeman University is a program to recognize donors who give in an outstanding way, to show gratitude for their interest in helping accomplish the university's mission and to encourage lifelong learning. The program includes four societies, which recognize four levels of giving. The Hardeman Society includes all who give any amount to the university's annual fund. The Maroon and Gold Club includes all who give at least \$120 per year. The Bell Tower Society includes all who give \$600 or more each year. The President's Circle includes all who donate \$1,200 or more during the year. Donors in each of these groups are recognized annually in *Seasons* magazine and other appropriate publications. Members of the President's Circle are invited to an annual luncheon in their honor.

# PLANNING AND TECHNOLOGY

*Barry England, Chief Information Officer for Planning and Technology*

Planning and technology are significant components of Freed-Hardeman University. The division of Planning and Technology exists to provide strategic planning and direction for the university, and to provide technology resources and support, enabling the university to offer quality, state of the art education and services to its students and constituents.

## Divisions of Planning and Technology

### INSTITUTIONAL RESEARCH

The Office of Institutional Research facilitates the overall university planning process. The annual unit plan process, consisting of over 60 plans is administered from the Office of Institutional Research. In addition, this office is responsible for administering numerous student opinion surveys, alumni surveys, as well as external governmental and agency surveys. The Director of Institutional Research publishes the annual Freed-Hardeman University *Fact Book* and provides additional information resulting from research related to all areas of the institution for decision making and other administrative purposes.

### INFORMATION TECHNOLOGY

Information Technology consists of five areas: Administrative Systems, Network Support, Web Services, Workstation Support, and Video and Voice Services. These areas work together in providing information technology support and services to both academic and non-academic related functions of the university.

**Administrative Systems.** The area of Administrative Systems is responsible for all hardware and software necessary to carry on all university related business. This area is staffed by a Senior Programmer/Analyst, a Programmer/Analyst, and a Programmer.

**Web Services.** The area of web services is responsible for the planning, development, and management of the university web site as well as the student and faculty/staff portal. Web Services is staffed by a full-time Webmaster and a part-time Portal Programmer.

**Network Support.** Network Support includes all support for the Local Area Network, Internet connectivity, voice, data, and video wiring, and all university servers. The Network Support area is staffed by two Network Administrators, a Plant Cabling Administrator, and student workers.

**Workstation Support.** The area of Workstation Support provides support for all university-owned computers and peripherals. Workstation Support is staffed by Workstation Support Specialists and student workers.

**Video and Voice Services.** The Video and Voice Services area provides support for video services (Cable TV), voice services (telephones), and multi-media teaching tools. Video and Voice Services is staffed by a Video and Voice Systems Administrator.

# DIRECTORIES

## Board of Trustees

### Officers of the Board

Anthony L. Patterson, M.D., Chairman .....	Germantown, Tennessee
Michael C. Greene, Vice Chairman .....	Columbia, Tennessee
Danny Talkington, Secretary.....	Gray Ridge, Missouri
Dale E. Jones, M.D., Assistant Secretary .....	Sedalia, Kentucky

### Trustees

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John DeBerry.....	Memphis, Tennessee
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Doris G. Farrow.....	Ripley, Mississippi
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F. W. Loden, III, LL.D.....	Batesville, Mississippi
Bill B. Morgan.....	Benton, Kentucky
Don Nickleson .....	Memphis, Tennessee
Philip B. Oldham .....	Starkville, Mississippi
Brett Pharr.....	Charlotte, North Carolina
Nathan Pride, J.D. ....	Jackson, Tennessee
Robert J. Smith, M.D. ....	Jackson, Tennessee
Maryland Spears .....	Hohenwald, Tennessee
Robert Swayne, J.D. ....	Stuart, Florida
Mynonne Tate.....	Dyer, Tennessee
Thomas Townsend, O.D. ....	Paris, Tennessee
Steve Van Slyke.....	Knoxville, Tennessee
T. George Washington .....	Sevierville, Tennessee
Ted H. Williams .....	Dickson, Tennessee
Gregg Woodall.....	Knoxville, Tennessee

### Honorary Trustees

Rosemary Kopel Brown, E. Claude Gardner, L. W. Loyd, James Putman, David R. Smith

## Administrators

President .....	Dr. Milton R. Sewell
Executive Vice President .....	Dr. Dwayne H. Wilson
Vice President for University Advancement .....	Dave Clouse
Vice President for Academics .....	Dr. Samuel T. Jones
Vice President for Business Services .....	Richard Taylor, Jr.
Vice President for Enrollment Management .....	Wayne Scott
Chief Information Officer for Planning & Technology .....	Dr. Barry A. England

## Others Who May Also Be of Service

Director of Information Technology .....	John Bentley
Head Librarian .....	A. Hope Shull
Registrar .....	Larry R. Oldham
Director of Financial Aid .....	Larry Cyr
Supervisor of Campus Security .....	Jason Shockley
Alice Holtin .....	Administrative Assistant, Graduate Studies in Bible
Pam Carver .....	Administrative Assistant, Graduate Studies in Business
Conita Fader .....	Secretary, Graduate Studies in Counseling
Mary Collins .....	Administrative Assistant, Graduate Studies in Education

## Graduate Council

Dr. Gayle Michael Cravens, Chair, Professor of Counseling and of Family Studies  
Dr. Dana C. Baldwin, Assistant Professor of Counseling  
Lisa M. Beene, Assistant Professor of Social Work  
Dr. Karen Cypress, Assistant Professor of Special Education  
Dr. Thomas W. DeBerry, Professor of Business  
Dr. Earl D. Edwards, Professor of Bible  
Dr. C. Ray Eldridge, Associate Professor of Management  
Dr. Thomas E. Hughes, Associate Professor of Education  
Dr. Samuel T. Jones, Vice President for Academics  
Dr. Elizabeth A. Saunders, Professor of Education  
R. Mark Scott, Assistant Professor  
Dr. William R. Smith, Professor of Bible  
Dr. Clyde M. Woods, Professor of Bible  
Dr. Dwayne H. Wilson, Executive Vice President

## Directors of Graduate Programs

Dr. Samuel T. Jones, Vice President for Academics, Coordinator of Graduate Studies  
Dr. Gayle Michael Cravens, Director of Graduate Studies in Counseling  
Dr. Thomas W. DeBerry, Director of Graduate Studies in Business  
Dr. Earl D. Edwards, Director of Graduate Studies in Bible  
Dr. Ileene J. Huffard, Director of Graduate Studies in Education, Memphis Program  
Dr. Thomas E. Hughes, Director of Administration and Supervision Program  
Dr. John D. Sweeney, Dean of the School of Education  
Dr. Elizabeth A. Saunders, Director of Graduate Studies in Education

# Faculty

**Dana C. Baldwin, B.A., M.A.R., D.Min** ..... 2006

*Assistant Professor of Child and Family Studies*

B.A., David Lipscomb University, 1981; M.A.R., Harding Graduate School of Religion, 1986; D.Min., Southern Christian University, 2003.

**Lisa M. Beene, B.S., M.S.S.W., A.C.S.W.** ..... 1987

*Chairman of the Department of Behavioral Sciences and Family Studies; Associate Professor of Social Work*

B.S., Freed-Hardeman College, 1981; M.S.S.W., University of Tennessee, 1982; A.C.S.W., 1988.

**Mark A. Blackwelder, B.A., M.Min. Ph.D.** ..... 1996

*Assistant Professor of Bible and Missions*

B.A., Freed-Hardeman University, 1991; M.Min., Freed-Hardeman University, 1992; Harding Graduate School of Religion, 1997-99; Ph.D., Regent University, 2006.

**Rickey A. Brooks, B.B.A., M.B.A., D.A.** ..... 1992

*Director of Tibbals Center for Business Research and Education; Associate Professor of Economics and Finance; On Leave of Absence*

B.B.A., Freed-Hardeman College, 1988; M.B.A., Middle Tennessee State University, 1991; University of Mississippi, 1991-93; D.A., Middle Tennessee State University, 2002.

**Richard T. Brown, B.B.A., M.S., Ph.D.** ..... 1996

*Associate Professor of Marketing*

University of Iowa, 1981-84; B.B.A., Harding University, 1988; University of Arkansas at Little Rock, 1990; M.S., Texas A & M University, 1992; Ph.D., Southern Illinois University at Carbondale, 1999.

**Ronald P. Butterfield, B.A., M.A., M.S., C.A.S., Ed.D.** ..... 1988

*Director of Institutional Grant Writing; Professor of Education*

B.A., Harding College, 1961; M.A., Harding Graduate School of Bible and Religion, 1966; M.S., State University of New York College at Cortland, 1970; Certificate of Advanced Studies, State University College at Oswego, New York, 1976; Ed.D., Syracuse University, 1987.

**Kathryn H. Clayton, B.A.E., M.S.S., M.Ed., M.Ed., Ph.D.** ..... 2005

*Assistant Professor of Education (Part-Time)*

N.E. Mississippi Community College, 1967-69; Blue Mountain College, 1969-71, 1981-82; Mississippi State University, 1970-73; 86, 92; B.A.E., University of Mississippi, 1973; M.S.S., Mississippi College, 1979; M.Ed., University of Mississippi, 1988; M.Ed., University of Mississippi, 1989; Ph.D., Mississippi State University, 2003.

**Gayle Michael Cravens, A.A., B.A., M.S., M.A., D.H.S., Ed.D., N.C.C.** ..... 1987

*Director of Graduate Studies in Counseling; Professor of Family Studies and of Counseling; Distinguished Professor 2005-08*

A.A., Freed-Hardeman College, 1974; B.A., Harding College, 1976; M.S., University of Nebraska, 1980; M.A., Eastern Michigan University, 1983; N.C.C., 1983; D.H.S., Clayton University, 1986; Liberty University, 1988-90; University of Memphis, 1990, 1993; University of Southern Mississippi, 1996; California College for Health Sciences, 1996; Ed.D., Argosy University, 2004.

**Mark H. Crowell, B.A., M.S.S.W., A.C.S.W., D.S.W.** ..... 1976

*Director of the Social Work Program; Associate Professor of Social Work*

B.A., David Lipscomb College, 1971; M.S.S.W., University of Tennessee, 1973; A.C.S.W., 1977; D.S.W., University of Alabama, 1988.

**Karen L. Cypress, B.S.W., M.S., Ed.D.** ..... 1998

*Associate Professor of Special Education*

B.S.W., Freed-Hardeman University, 1991; M.S., University of Memphis, 1995; Ed.D., University of Memphis, 2003.

- Sharen L. Cypress, B.S. in Ed., M.Ed., Ed.D. .... 1998**  
*Coordinator of School Counseling; Associate Professor of Education*  
 B.S. in Ed., Freed-Hardeman University, 1991; M.Ed., University of Memphis, 1995; Ed.D., University of Memphis, 2003.
- Thomas W. DeBerry, B.S., M.S., Ph.D. .... 2006**  
*Director of MBA Graduate Studies; Professor of Accounting*  
 B.S., Lubbock Christian University, 1978; M.S., Texas Tech University, 1979; Ph.D., Texas Tech University, 1994.
- James Q. Edmonds, II, B.S., J.D., M.B.A., B.A., M.Min. .... 1981**  
*Professor of Business Law*  
 Freed-Hardeman College, 1973-75; B.S., Harding College, 1977; J.D., University of Tennessee, 1980; M.B.A., Murray State University, 1987; B.A., Freed-Hardeman University, 1992; M.Min., Freed-Hardeman University, 1998.
- Earl D. Edwards, B.A., M.Th., D. Miss. .... 1982**  
*Director of Graduate Studies in Bible; Professor of Bible*  
 Central Christian College, 1953; B.A., David Lipscomb College, 1956; M.Th., Harding Graduate School of Religion, 1983; D.Miss., Trinity Evangelical Divinity School, 1985.
- Terry L. Edwards, B.A., M.A., Ph.D. .... 2003**  
*Professor of Bible and of Interdisciplinary Studies; Director of University Singers*  
 B.A., Harding University, 1980; Butler University, 1980-83; M.A., Florida State University, 1992; Ph.D., Florida State University, 1993.
- C. Ray Eldridge, B.S., M.B.A., M.S., D.B.A. .... 2000**  
*Dean of School of Business; Associate Professor of Management*  
 B.S., The Citadel, 1979; M.B.A., Golden Gate University, 1989; Diploma, U.S. Army Command and General Staff College, 1994; M.S., Syracuse University, 1999; D.B.A., University of Sarasota, 2001.
- Mark P. Finton, B.S., M.S., Ph.D. .... 1999**  
*Assistant Professor of Psychology*  
 B.S., Freed-Hardeman University, 1993; M.S. Abilene Christian University, 1996; Ph.D., Northeast Louisiana University, 1999.
- Ryan N. Fraser, B.A., M.Min., M.Div. .... 2006**  
*Instructor in Counseling*  
 B.A., Freed-Hardeman University, 1989; M.Min., Freed-Hardeman University, 1991; Harding Graduate School of Religion, 1991; M.Div., Abilene Christian University, 2002; Midwestern State University, 1999-00; Texas Woman's University, 2004; Texas Christian University, 2003-.
- D. Ralph Gilmore, A.A., B.A., M.A., Ph.D. .... 1981**  
*Professor of Bible and of Interdisciplinary Studies*  
 A.A., Freed-Hardeman College, 1971; B.A., David Lipscomb College, 1972; M.A., Harding Graduate School of Religion, 1975; Memphis State University, 1976; Southern Illinois University, 1977; Ph.D., University of Tennessee, 1981.
- Samuel E. Hester, B.A., M.Th., Th.D. .... 1978**  
*Professor of Bible; Director of Christian Training Series*  
 B.A., Harding College, 1968; M.Th., Harding College Graduate School of Religion, 1972; Th.D., New Orleans Baptist Theological Seminary, 1977.
- Ileene J. Huffard, A.A., B.A., M.Ed., Ed.D. .... 1999**  
*Director of Graduate Studies in Education, Memphis Program; Assistant Professor of Education*  
 A.A., Lubbock Christian College, 1969; B.A., Harding University, 1971; M.Ed., Memphis State University, 1972; Ed.D., University of Memphis, 1998.

- Thomas E. Hughes, B.A., M.Ed., Ed.D.** ..... 2002  
*Director of Education Specialist Program; Associate Professor of Education*  
 B.A., David Lipscomb College, 1966; M.Ed., Middle Tennessee State University, 1974; Ed.D., Tennessee State University, 1998.
- Marie C. Johnson, A.A., B.S., M.Ed., Ed.D.** ..... 1986-92, 2000  
*Assistant Professor of Special Education*  
 A.A., Freed-Hardeman College, 1969; B.S., David Lipscomb College, 1971; University of Illinois, 1973; University of Tennessee at Martin, 1974; M.Ed., Memphis State University, 1988; Ed.D., University of Sarasota, 2006.
- W. Stephen Johnson, A.A., B.A., M.A., Ph.D.** ..... 1975  
*Dean of the School of Arts and Humanities; Professor of Communication*  
 A.A., Freed-Hardeman College, 1969; University of Tennessee at Martin, 1969-70; B.A., David Lipscomb College, 1971; M.A., University of Illinois, 1972; Ph.D., University of Illinois, 1981.
- David L. Lipe, A.A., B.A., M.A., Ph.D., M.S., N.C.C.** ..... 1990  
*Director of the Annual Bible Lectureship; Professor of Bible; of Interdisciplinary Studies, and of Counseling; Distinguished Professor*  
 A.A., Freed-Hardeman College, 1970; B.A., Harding College, 1971; M.A., Harding College Graduate School of Religion, 1975; University of Dallas, 1977-78; Ph.D., University of Tennessee, 1986; University of North Alabama, 1988; University of Memphis, 1994.
- Nita S. Mehr, B.S., M.S.S.W.** ..... 2001  
*Assistant Professor of Social Work and of Counseling*  
 Freed-Hardeman College, 1973-75; University of Tennessee at Martin, 1975-77; B.S., Freed-Hardeman College, 1977; M.S.S.W., University of Tennessee at Memphis, 1983.
- William A. "Bo" Miller, B.S., M.Ed., Ph.D.** ..... 1991-2001; 2002  
*Associate Professor of Education*  
 B.S., Memphis State University, 1972; M.Ed., Memphis State University, 1974; Memphis State University, 1974-77; University of Tennessee at Chattanooga, 1978; Ph.D., George Peabody College for Teachers, 1984.
- Stanley R. Mitchell, B.A., M.A., M.Div.** ..... 2005  
*Assistant Professor of Bible*  
 B.A., Abilene Christian university, 1979; M.A., Abilene Christian University, 1981; M.Div., Pepperdine University, 1992; Fuller Theological Seminary, 1992-93.
- Kevin L. Moore, B.A., M.A., Ph.D.** ..... 1994-96, 2003  
*Assistant Professor of Bible*  
 B.A., Freed-Hardeman College, 1983; Two-year Certificate, East Tennessee School of Preaching, 1986; Abilene Christian University, 1987; M.A., Freed-Hardeman University, 1996; Ph.D., Victoria University, 2005.
- Kenneth O. Moran, B.B.A., M.B.A., C.F.P.** ..... 2004  
*Assistant Professor of Finance*  
 B.B.A., Freed-Hardeman University, 1984; M.B.A., College of William and Mary, 1986; C.F.P., 1993.
- Daniel P. "Jake" Morris, B.A., M.Ed., Ph.D.** ..... 1999  
*Associate Professor of Psychology and of Counseling*  
 Itawamba Jr. College, 1985; University of Mississippi, 1985; Harding University, 1985-89; B.A., University of Mississippi, 1989; University of Mississippi, 1990-94; Southern Arkansas University, 1992-93; M.Ed., University of Mississippi, 1994; Ph.D., University of Mississippi, 2000.
- Melanie H. Morris, B.S., M.A., Ph.D.** ..... 2001  
*Personal Counselor; Assistant Professor of Psychology*  
 B.S., David Lipscomb University, 1993; M.A., University of Mississippi, 1998; Ph.D., University of Mississippi, 2001.

**Kippy L. Myers, B.A., M.A., M.A., Ph.D. .... 1998**  
*Associate Professor of Interdisciplinary Studies and of Bible; Chairman of the Department of Interdisciplinary Studies*

B.A., Freed-Hardeman College, 1980; M.A., Harding University Graduate School of Religion, 1984; M.A., University of Dallas, 1990; Ph.D., University of Tennessee, 2000.

**Wade E. Osburn, B.A., M.L.I.S., M.Div. .... 2002**  
*Reference and Theological Librarian, Assistant Professor of Library Services*

B.A., Harding University, 1993; M.L.I.S., University of Texas at Austin, 1998; M.Div., Abilene Christian University, 1999.

**Rolland W. Pack, A.A., B.A., M.A., Ph.D. .... 1993**  
*Dean of Honors College; Professor of Interdisciplinary Studies and of Bible*

A.A., Freed-Hardeman College, 1970; B.A., David Lipscomb College, 1972; M.A., Harding University Graduate School of Religion, 1979; Ph.D., Georgetown University, 1988.

**David W. Powell, B.A., M.Th., D.Min. .... 1994**  
*Assistant Professor of Bible*

B.A., Freed-Hardeman College, 1981; M.Th., Harding Graduate School of Religion, 1986; Freed-Hardeman University, 1991; D.Min., Harding Graduate School of Religion, 2000.

**Gene Reeves, Jr., B.S. Ed., M.S., Ed.D. .... 1996**  
*Assistant Professor of Special Education*

B.S.Ed., University of Tennessee-Knoxville, 1973; M.S., University of Tennessee-Knoxville, 1976; University of Tennessee-Martin, 1979-83; Ed.D., University of Memphis, 2002.

**Elizabeth A. Saunders, A.A., B.S., M.Ed., Ed.D. .... 1978**  
*Director of Graduate Studies in Education; Professor of Education*

A.A., Freed-Hardeman College, 1967; B.S., Memphis State University, 1970; M.Ed., Memphis State University, 1975; Memphis State University, 1976, 1985-86; Appalachian State University, 1980; Ed.D., East Tennessee State University, 1983; Memphis State University, 1985-.

**R. Mark Scott, B.S., M.S. .... 2005**  
*Assistant Professor of Management Information Systems*

Freed-Hardeman University, 1972-74; Baptist Memorial Hospital School of Medical Technology; Northwest Mississippi Junior College, 1975-76; B.S., Memphis State University, 1982; M.S., Christian Brothers University, 1995.

**Roy G. Sharp, A.A., B.A., B.S. in Ed., M.Ed., D.A., M.A.R. .... 1971**  
*Professor of Bible*

A.A., Freed-Hardeman College, 1968; B.A. and B.S. in Ed., Oklahoma Christian College, 1970; M.Ed., Central State University, 1971; D.A., Middle Tennessee State University, 1976; M.A.R., Harding University Graduate School of Religion, 1980.

**Keith W. Smith, A.A., B.S., M.B.A., B.S., CPA., Ph.D. .... 1974-81; 86-89; 2000**  
*Professor of Accounting*

A.A., Freed-Hardeman College, 1970; B.S., University of Tennessee-Martin, 1972; M.B.A., University of Mississippi, 1974; B.S., University of Tennessee-Martin, 1977; C.P.A., 1978; Ph.D., University of Mississippi, 1988.

**William R. Smith, A.A., B.A., M.A., M.Th., D.Min. .... 1978**  
*Dean of the School of Biblical Studies; Professor of Bible*

A.A., Freed-Hardeman College, 1970; B.A., David Lipscomb College, 1972; M.A., Harding Graduate School of Religion, 1976; Memphis State University, 1979; M.Th., Harding Graduate School of Religion, 1985; D.Min., Harding Graduate School of Religion, 1990.

**C. David South, B.A., M.A., M.Div. .... 1998**  
*Instructor in Bible*

B.A., Freed-Hardeman University, 1987; M.A., Oklahoma Christian University, 1994; M.Div., Harding Graduate School of Religion, 2002; Trinity Evangelical Divinity School., 2002-.



- John D. Sweeney, B.S., M. Ed., Ph.D** ..... 1990  
*Dean of the School of Education; Director of Teacher Education; Professor of Education.*  
 B.S., Mississippi State University, 1969; M.Ed., University of Mississippi, 1982; Ph.D., University of Mississippi, 1989.
- M. Monte Tatom, B.A., B.A., M.Ed., Ed.S., Ed.D.**..... 2006  
*Assistant Professor of Education*  
 B.A., Harding College, 1977; B.A., Harding College, 1978; M.Ed., University of South Alabama, 1983; Ed.S., University of South Alabama, 1990; Ed.D., Auburn University, 1998.
- H. Allen Walker, B.S., Ph.D**..... 1975  
*Dean of the School of Sciences and Mathematics; Professor of Mathematics and Computer Science*  
 B.S., Harding College, 1967; Ph.D., University of Tennessee, 1972.
- Clyde M. Woods, A.A., B.A., M.A., M.R.E., M.Th., Ph.D** ..... 1965  
*Professor of Bible*  
 Memphis State University, 1956; A.A., Freed-Hardeman College, 1957; B.A., Abilene Christian College, 1958; M.A., Harding Graduate School of Religion, 1959; M.R.E., M.Th., Harding Graduate School of Religion, 1961; Ph.D., Hebrew Union College, 1965; Hebrew Union College, 1971.
- Linda H. Wright, A.A., B.A., M.Ed., Ed.D.** ..... 1982  
*Associate Professor of Education (Part-time)*  
 A.A., Freed-Hardeman College, 1969; B.S., University of Tennessee at Martin, 1972; M.Ed., Memphis State University, 1977; Ed.D., Memphis State University, 1993.
- Kevin J. Youngblood, B.A., M.A.R., M.Div. Ph.D.** ..... 2004  
*Assistant Professor of Bible*  
 B.A., David Lipscomb University, 1990; M.A.R., David Lipscomb University, 1993; M.Div., Westminster Theological Seminary, 1994; Ph.D., Southern Baptist Theological Seminary, 2004.

## ADJUNCT GRADUATE FACULTY

- Amy Balentine, B.A., M.A., Ph.D** ..... 2007  
*Lecturer in Counseling*  
 B.A., Harding University, 1995; M.A., University of Kentucky, 1999; Ph.D., University of Kentucky, 2002.
- Patrick Chapman, B.A., B.S., M.S., Ed.D**..... 2004  
*Lecturer in Counseling*  
 B.A., B.S., Freed-Hardeman University, 1993; M.S., Freed-Hardeman University, 1995; Ed.D., Argosy University, 2001.
- Jeff Cozzens, B.M.E., M.Ed., Ed.D**..... 2007  
*Lecturer in Education*  
 B.M.E., University of Tennessee-Martin, 1981; M.Ed., University of Memphis, 1983; Ed.D., University of Memphis, 2004.
- Lela M. Foxx, B.A., M.A., Ph.D**..... 2000  
*Lecturer in Education*  
 B.A., Harding College, 1975; M.A., Memphis State University, 1980; Ph.D., University of Memphis, 1995.
- Mark R. Hooper, B.A., M.Th., M.A., Ph.D** ..... 1990  
*Lecturer in Bible*  
 B.A., Harding University, 1979; M.Th., Harding University Graduate School of Religion, 1984; M.A., University of Bombay, 1987; Memphis State University, 1991-92; Ph.D., University of Bombay, 2007;

**Stephen Marvin, A.S., B.A., M.Ed., Ed.D. .... 2007**

*Lecturer in Education*

A.S., West Hills Community College, 1993; B.A., Fresno Pacific University, 1995; M.Ed., Harding University, 1998; Ed.D., University of Arkansas, 2002.

**Larry D. Mathis, A.A., B.S., M.A., M.A.R., M.Div., M.S., D.Min. .... 1997**

*Lecturer in Counseling and in Bible*

A.A., Freed-Hardeman College, 1975; B.S., Freed-Hardeman College, 1981; M.A., Southern Christian University, 1990; M.A.R., David Lipscomb University, 1993; M.Div., Southern Christian University, 1995; M.S., Southern Christian University, 1996; D.Min., Southern Baptist Theological Seminary, 1998; Tennessee State University, 2005-.

**Randy Shannon, B.S., M.Ed., M.Ed., Ed.D. .... 2002**

*Lecturer in Education*

B.S., Freed-Hardeman University, 1990; University of Memphis, 1990-94; M.Ed., Trevecca Nazarene University, 1995; M.Ed., Trevecca Nazarene University, 1997; Ed.D., Trevecca Nazarene University, 2001.

**Delaney Smith, B.A., M.Ed., Ph.D. .... 2001**

*Lecturer in Education*

B.A., Harding University, 1989; M.Ed., Harding University, 1990; University of Arkansas-Little Rock, 1992-95; University of Alaska Southeast, 1996; University of Alaska Fairbanks, 1996; University of Alaska Anchorage, 1995-98; Ph.D., University of Southern Mississippi, 2002.

# Calendar 2007-08

*Master of Education and Master of Counseling schedules may deviate from these dates.*

## Summer 2007

**SHORT COURSES** Classes Arranged by each Graduate Director

**FIRST TERM** Classes Arranged by each Graduate Director

**SECOND TERM:** Classes to be Arranged by each Graduate Director

July 4 Independence Day Holiday

August 2 Graduation rehearsal, 5:30 p.m., Loyd Auditorium

August 3 Term ends; Residence halls close, 4:00 p.m.

Graduation, 6:00 p.m., Loyd Auditorium; Reception following graduation

## Fall 2007

August 17 Faculty & Staff Conference

August 18 Residence halls open for continuing and returning students, 2:00 p.m.

August 22 Classes begin

August 31 Last day to change schedule or register for a regular course

September 3 Labor Day Holiday

September 11 Last day to apply for graduation in December

October 8-12 Mid-Term Week

October 19 Last day to withdraw passing from a course

November 9-10 Homecoming

November 17-25 Thanksgiving holidays, Saturday-Sunday

December 10-14 Final Examinations

December 13 Graduation Rehearsal, 5:30 p.m.

December 14 Graduation, 6:00 p.m.; Residence halls close, 4 p.m.;  
Graduation reception following graduation

## Spring 2008

January 2-11 January Short Courses

January 11 Faculty & Staff Conference

January 12 Residence halls open

January 15 Classes begin

January 21 Martin Luther King Day

January 25 Last day to change schedule or register for a regular course

February 5 Last day to apply for graduation in May

February 3-8 Annual Bible Lectureship

March 3-7 Mid-Term Week

March 7 Last day to apply for graduation in August

March 14 Last day to withdraw passing from a course

March 14 Residence halls close, 5:00 p.m.

March 15-23 Spring Vacation

March 23 Residence halls open, 2:00 p.m.

April 4-5 Spring Weekend/Makin' Music

- |         |  |
|---------|--|
| May 5-9 | Final Examinations   |
| May 9   | Graduation Rehearsal, 10 a.m.; Final grades due, 1:00 p.m.   |
| May 10  | Commencement, 10 a.m.; Graduation reception following graduation;<br>Residence halls close 4:00 p.m. |

## Calendar 2008-09 (Tentative)

### Summer 2008 (Tentative)

**SHORT COURSES:** Classes Arranged by each Graduate Director

**FIRST TERM:** Classes Arranged by each Graduate Director

**SECOND TERM:** Classes Arranged by each Graduate Director

- |          |  |
|----------|--|
| July 31  | Graduation Rehearsal, 5:30 p.m., Loyd Auditorium   |
| August 1 | Term ends; Residence Halls close, 4 p.m.<br>Commencement, 6:00 p.m., Loyd Auditorium; Reception following graduation |

### Fall 2008 (Tentative)

- |                |   |
|----------------|---|
| August 15      | Faculty & Staff Conference  |
| August 16      | Residence halls open, 2:00 p.m.   |
| August 19      | Registration  |
| August 20      | Classes begin   |
| August 29      | Last day to change schedule or register for a regular course  |
| September 1    | Labor Day Holiday   |
| September 9    | Last day to apply for a degree in December  |
| October 6-10   | Mid-Term Week   |
| October 17     | Last day to withdraw passing from a course  |
| November 14-15 | Homecoming  |
| November 15-23 | Thanksgiving holidays, Saturday-Sunday  |
| December 8-12  | Final Exams   |
| December 11    | Graduation Rehearsal, 5:30 p.m.   |
| December 12    | Commencement Exercises, 6:00 p.m.; Graduation reception following graduation; Residence Halls close, 4 p.m. |

### Spring 2009 (Tentative)

- |              |  |
|--------------|--|
| January 5-16 | January Short Courses  |
| January 16   | Faculty & Staff Conference                                   |
| January 17   | Residence halls open; Dining Hall opens 5:00 p.m.            |
| January 20   | Registration   |
| January 21   | Classes begin  |
| January 30   | Last day to change schedule or register for a regular course |
| February 3   | Last day to apply for graduation in May                      |
| February 1-6 | Annual Bible Lectureship                                     |
| March 13     | Last day to apply for graduation in August                   |
| March 20     | Last day to withdraw passing from a course                   |
| March 20     | Residence halls close, 5:00 p.m.                             |
| March 21-29  | Spring Vacation  |
| March 29     | Residence halls open   |

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April 3-4	Spring Weekend/Makin' Music
May 11-15	Final Examinations
May 15	Graduation Rehearsal, 10 a.m., Loyd Auditorium; Final grades due, 1:00 p.m.
May 16	Commencement, 10 a.m., Loyd Auditorium; Reception following graduation; Residence halls close, 4 p.m.

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