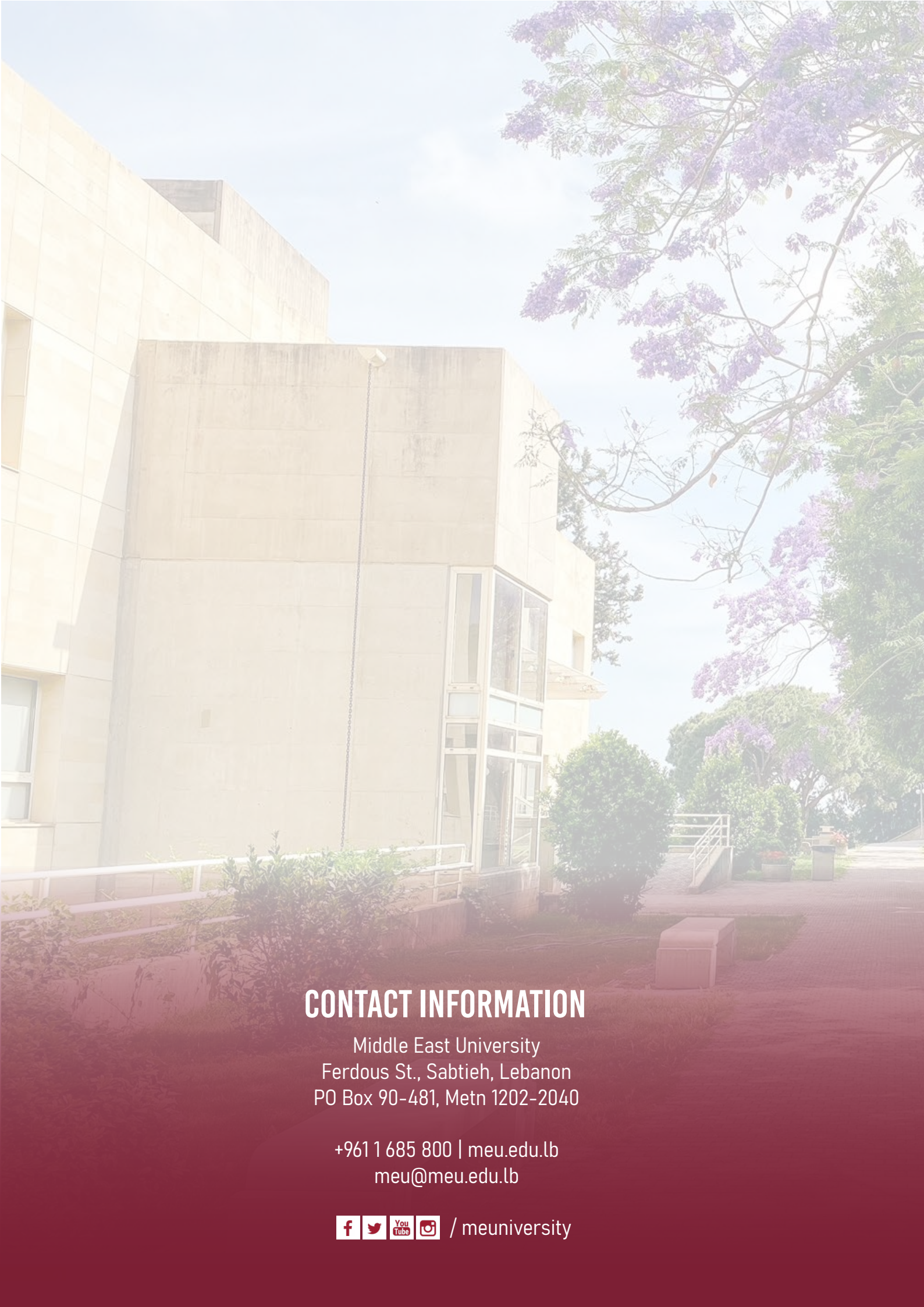




ACADEMIC CATALOG

MIDDLE EAST UNIVERSITY
2022-2024



CONTACT INFORMATION

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meu@meu.edu.lb

    / [meuniversity](https://www.meuniversity.edu.lb)

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ACADEMIC CALENDAR 2022 – 2024

AUGUST 2022

8* MO.	HOLIDAY (ASHURA)
15 MO.	HOLIDAY (ASSUMPTION DAY)
22 MO.	FACULTY COLLOQUIUM
22 MO.	TOEFL EXAM
23 TU.	ORIENTATION
24 WE.	PLACEMENT TEST(S)
24,25 WE,TH.	REGISTRATION
29 MO.	CLASSES BEGIN/LATE REGISTRATION FEE

SEPTEMBER 2022

LAST DAY TO ADD OR DROP COURSES

5 MO.

OCTOBER 2022

8* SA.	HOLIDAY (PROPHET'S BIRTHDAY)
17-21 MO-FR.	MID-TERM EVALUATION
31-4 ^{NOW} MO-FR.	WEEK OF SPIRITUAL EMPHASIS

NOVEMBER 2022

APPLICATION DEADLINE BY INTERNATIONAL STUDENTS FOR SPRING SEMESTER	16 WE.
HOLIDAY (INDEPENDENCE DAY)	22 TU.
LAST DAY TO WITHDRAW FROM COURSES	25 FR.

DECEMBER 2022

5-15 MO-TH.	PRE-REGISTRATION FOR SPRING SEMESTER
9 FR.	CLASSES END
12-15 MO-TH.	FINAL EXAMINATIONS
17 SA.	HOLIDAY (CHRISTMAS/NEW YEAR BREAK BEGINS)

DATES MARKED WITH (*) ARE TENTATIVE

JANUARY 2023

1 SU.	HOLIDAY (NEW YEAR)
6 FR.	HOLIDAY (ARMENIAN CHRISTMAS)
9 MO.	TOEFL EXAM
11 WE.	PLACEMENT TEST(S)
11,12 WE,TH.	REGISTRATION
16 MO.	CLASSES BEGIN/LATE REGISTRATION FEE
23 MO.	LAST DAY TO ADD OR DROP COURSES

FEBRUARY 2023

HOLIDAY (ST. MAROUN)	9 TH.
----------------------	-------

MARCH 2023

6-10 MO-FR.	MID-TERM EVALUATION
20-24 MO-FR.	WEEK OF SPIRITUAL EMPHASIS
25 SA.	HOLIDAY (ANNUNCIATION)

APRIL 2023

HOLIDAY (WESTERN & EASTERN EASTER)	7-17 FR-MO.
HOLIDAY (EID AL-FITR)	22,23* SA,SU.
LAST DAY TO WITHDRAW FROM COURSES	28 FR.

MAY 2023

1 MO.	HOLIDAY (LABOR DAY)
7 SU.	MARTYRS DAY
8-18 MO-TH.	PRE-REGISTRATION FOR SUMMER
12 FR.	CLASSES END
14 (OR 25) SU.	LIBERATION DAY
15-18 MO-TH.	FINAL EXAMINATIONS

DATES MARKED WITH (*) ARE TENTATIVE

MAY 2023

22 MO.	TOEFL EXAM
24 WE.	PLACEMENT TEST(S)
24,25 WE,TH.	REGISTRATION
28 SU.	GRADUATION DAY
29 MO.	CLASSES BEGIN
31 WE.	LAST DAY TO ADD OR DROP COURSES

JUNE 2023

APPLICATION DEADLINE BY INTERNATIONAL STUDENTS FOR FALL SEMESTER	28 WE.
HOLIDAY (EID AL-ADHA)	29,30* TH,FR.

JULY 2023

4 TU.	LAST DAY TO WITHDRAW FROM COURSES
3-13 MO-TH.	PRE-REGISTRATION FOR FALL SEMESTER
11 TU.	CLASSES END
12,13 WE,TH.	FINAL EXAMINATIONS
19* WE.	HOLIDAY (MUSLIM NEW YEAR)
28* WE.	HOLIDAY (ASHURA)

DATES MARKED WITH (*) ARE TENTATIVE

AUGUST 2023

15 TU.	HOLIDAY (ASSUMPTION DAY)
21 MO.	FACULTY COLLOQUIUM
21 MO.	TOEFL EXAM
22 TU.	ORIENTATION
23 WE.	PLACEMENT TEST(S)
23,24 WE,TH.	REGISTRATION
28 MO.	CLASSES BEGIN/LATE REGISTRATION FEE

SEPTEMBER 2023

LAST DAY TO ADD OR DROP COURSES	4 MO.
HOLIDAY (PROPHET'S BIRTHDAY)	27* WE.

OCTOBER 2023

16-20 MO-FR.	MID-TERM EVALUATION
30-3 ^{NOW} MO-FR.	WEEK OF SPIRITUAL EMPHASIS

NOVEMBER 2023

APPLICATION DEADLINE BY INTERNATIONAL STUDENTS FOR SPRING SEMESTER	15 WE.
HOLIDAY (INDEPENDENCE DAY)	22 WE.
LAST DAY TO WITHDRAW FROM COURSES	24 FR.

DECEMBER 2023

4-14 MO-TH.	PRE-REGISTRATION FOR SPRING SEMESTER
8 FR.	CLASSES END
11-14 MO-TH.	FINAL EXAMINATIONS
16 SA.	HOLIDAY (CHRISTMAS/NEW YEAR BREAK BEGINS)

DATES MARKED WITH (*) ARE TENTATIVE

JANUARY 2024

1 MO.	HOLIDAY (NEW YEAR)
6 SA.	HOLIDAY (ARMENIAN CHRISTMAS)
8 MO.	TOEFL EXAM
9 TU.	PLACEMENT TEST(S)
10,11 WE,TH.	REGISTRATION
15 WE.	CLASSES BEGIN/LATE REGISTRATION FEE
22 MO.	LAST DAY TO ADD OR DROP COURSES

FEBRUARY 2024

HOLIDAY (ST. MAROUN)

9 FR.

MARCH 2024

4-8 MO-FR.	MID-TERM EVALUATION
18-22 MO-FR.	WEEK OF SPIRITUAL EMPHASIS
25 MO.	HOLIDAY (ANNUNCIATION)
29-1 ^{APR} FR-MO.	HOLIDAY (WESTERN EASTER)

APRIL 2024

HOLIDAY (EID AL-FITR)

10,11* WE,TH.

LAST DAY TO WITHDRAW FROM COURSES

26 FR.

MAY 2024

1 WE.	HOLIDAY (LABOR DAY)
2-6 TH-MO.	HOLIDAY (EASTERN EASTER)
5 SU.	MARTYRS DAY
6-16 MO-TH.	PRE-REGISTRATION FOR SUMMER
10 TU.	CLASSES END
12(OR 25)SU/SAT.	LIBERATION DAY
13-16 MO-TH.	FINAL EXAMINATIONS

DATES MARKED WITH (*) ARE TENTATIVE

MAY 2024

20 MO.	TOEFL EXAM
21 TU.	PLACEMENT TEST(S)
22,23 WE,TH.	REGISTRATION
26 SU.	GRADUATION DAY
27 MO.	CLASSES BEGIN
29 WE.	LAST DAY TO ADD OR DROP COURSES

JUNE 2024

HOLIDAY (EID AL-ADHA)	17,18* MO,TU.
APPLICATION DEADLINE BY INTERNATIONAL STUDENTS FOR FALL SEMESTER	26 WE.

JULY 2024

1-11 MO-TH.	PRE-REGISTRATION FOR FALL SEMESTER
2 TU.	LAST DAY TO WITHDRAW FROM COURSES
7* SU.	HOLIDAY (MUSLIM NEW YEAR)
9 TU.	CLASSES END
10,11 WE,TH.	FINAL EXAMINATIONS
16* TU.	HOLIDAY (ASHURA)

AUGUST 2024

HOLIDAY (ASSUMPTION DAY)	15 TH.
FACULTY COLLOQUIUM	26 MO.
TOEFL EXAM	26 MO.
ORIENTATION	27 TU.
PLACEMENT TEST(S)	28 WE.
REGISTRATION	28,29 WE,TH.
CLASSES BEGIN/LATE REGISTRATION FEE	SEP.2 MO.

DATES MARKED WITH (*) ARE TENTATIVE

PRESIDENT'S MESSAGE

For more than 80 years MEU has helped students pursue knowledge in a faith-affirming context and has inspired them to change their world.

We are here to develop the thought leaders, educators, and professionals of tomorrow. Our holistic educational model encourages real-world experiences. Our legacy of international, ethnic, and cultural diversity, within our student body and among our faculty, sets us apart from other Universities. We envision informed responsible individuals ready to work and serve effectively in a dynamic multicultural context and in an increasingly complex and challenging world.

At MEU you will be equipped with the knowledge, competency, character, and the belief that you can effect positive change in the world. We provide a challenging academic environment that pushes you while assuring you have the support you need. Our teaching faculty is accessible and committed to your success.

When you choose MEU, you choose a faith-based University. You choose to be part of a community that intentionally nurtures spiritual and moral life as it integrates faith, learning, living, and service. While Seventh-day Adventist Christian faith and values set us apart, you will find our campus both an embracing and nurturing environment whether or not you share our distinct perspective. It is a place where you can draw closer to God and realize more fully His purposes for your life. We invite you to let us help you build a foundation for a lifetime of faith and service.

Our mission is to encourage you to find your role of service in this world. As you step into this journey with us, it is my desire that you are ready. Ready to be challenged. Ready to grow.

Ready to change. Ready to be inspired. Ready to dream. Ready to become more than you ever imagined.

With warm regards,

Dr. Larry Lichtenwalter

President of Middle East University

UNIVERSITY DIRECTORY

BOARD OF TRUSTEES

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Pr. Tibor Szilvasi, MENA Union, Secretary, Vice-Chairperson
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Pr. Darron Boyd, MENA Union, East Mediterranean Region Director
Pr. Karina Bresla, MENA Union, Representative of SDA Secondary School
Dr. Jeanette Bryson, MENA Education Liaison
Pr. Marc Coleman, MENA Union, Gulf Field President
Mr. Mark Haddad, MENA Union, Egypt-Sudan Field Treasurer, Finance Expert
Dr. John Issa, Middle East University, Faculty & Staff Representative
Dr. Ronny Ghazal, Representative of the Middle East Fellowship
Mrs. Norma Chehade
Pr. Hugo Caceres
Dr. Chojaa Ghosn
Pr. Myron Iseminger, MENA Union, Egypt-Sudan Field President
Pr. Hyo Su Jung, MENA Union, West Asia Field President
Dr. Kim Papaioannou, MENA Union, Educational Expert
Dr. Denis Sand, MENA Union, Vice President for Mission and Media
Dr. John Wesley Taylor V, General Conference of SDA, Liaison to MEU
Mr. Mike Wixwat, MENA Union, Treasurer

BOARD OF TRUSTEES EXECUTIVE COMMITTEE

1. Chairperson, President of the Middle East North Africa Union of Seventh-day Adventists
2. Vice-Chairperson, Executive Secretary of the Middle East North Africa Union of Seventh-day Adventists.
3. Secretary, President of Middle East University
4. Other members of the Board of Trustees as available within the region

UNIVERSITY ADMINISTRATION

Larry Lichtenwalter, PhD, President
Dolf Oberholster, PhD, Vice President for Academic Administration
Ronald Sandoval, PhD cand., Vice President for Finance

ACADEMIC ADMINISTRATION

Dolf Oberholster, PhD, Vice President for Academic Administration

Amy McHenry, PhD, Dean, Faculty of Arts and Sciences

Carlos Biaggi, PhD, Dean, Faculty of Business Administration

Jeanette Bryson, PhD, Interim Dean, Faculty of Education

Larry Lichtenwalter, PhD, Dean, Faculty of Philosophy and Theology

----- MSW, Registrar.

FACULTY MEMBERS

Bassam Abdalla, MBA, Faculty of Business Administration

Carlos Biaggi, PhD, Faculty of Business Administration

Jeanette Bryson, PhD, Faculty of Education

Raja Farah, PhD, Faculty of Philosophy and Theology

Marissa Ferreira, BA, Faculty of Arts and Sciences

Eileen Ghali, MA, Faculty of Education

Adrian Hilt, MBA, Faculty of Arts and Sciences

Mark Hynum, MD/MPH, Faculty of Arts and Sciences

John Issa, PhD, Faculty of Education

Lina Issa, MA, Faculty of Education

Slavisa Jankovic, PhD, Faculty of Philosophy and Theology

Dany Kattan, PhD (cand.), Faculty of Arts and Sciences

Farid Khoury, MS/MA-R, Faculty of Arts and Sciences

Larry Lichtenwalter, PhD, Faculty of Philosophy and Theology

Amy McHenry, PhD, Faculty of Arts and Sciences

Peter McHenry, PhD, Faculty of Arts and Sciences

Speranta Nae, MA, Faculty of Education

Frederick Oberholster, PhD, Faculty of Education

Maria Shajiei, MA, Faculty of Education

PRESIDENTIAL HISTORY

George A. Keough
Gilbert M. Krick
Frederick E. J. Harder
Thomas S. Geraty
E. L. Gammon
Kenneth L. Vine
Ole C. Bjerkan
Ralph L. Kooreny
Joseph Estephan
Donald O. Eichner
Edmond A. Haddad
Manoug Nazirian
Juanito Villagomez
Svein L. Myklebust
Leif Hongisto
Larry Lichtenwalter

1939-1944, 1961-1965
1944-1946, 1950-1951
1946-1950
1951-1955, 1957-1959
1960-1961
1965-1971
1971-1974
1974-1978
1978-1980
1980-1984
1984-1990
1990-1993
1993-1997
1997-2008
2009-2017
2018-Present

INTERIM PRESIDENTS

Cecil L. Gemmell
Robert C. Darnell
Milan Bajic

1955-1957
1959-1960
2008-2009

ACCREDITATIONS AND ASSOCIATIONS

All degrees offered by Middle East University (MEU) are fully accredited and equalized by the Lebanese Ministry of Education and Higher Education (MEHE). Additionally, the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA, adventistaccreditingassociation.org) has granted full recognition to both the undergraduate and graduate programs of Middle East University. MEU also has international partnerships with Andrews University, Michigan, USA; and Seminar Schloss Bogenhofen, Austria.

Furthermore, MEU is part of the Seventh-day Adventist global education system, the second largest Christian education system in the world. This affiliation connects MEU to over 110 colleges and universities throughout the world. As part of this vast network, students of MEU have many possibilities to pursue further study in a wide range of countries abroad.

MEU is a member of the Universities Association of Lebanon (www.uaolb.org), which is comprised of 19 member institutions. It is also part of the Arab Association of Collegiate Registrar's and Admission Officers (Arab-ACRAO, www.arab-acrao.org).

MISSION, VISION, AND CORE VALUES

IDENTITY

MEU is a Seventh-day Adventist university, serving Lebanon, the Adventist church in MENA and the global Adventist church, as a member of the worldwide Adventist education network.

MISSION

As the Seventh-day Adventist institution of higher learning in MENAU, Middle East University influences students' hearts and minds, empowering them to live lives of professional competence, integrity, compassion, and faith, with a view towards eternity.

VISION

To be known as an international academic community that facilitates the transformation of students into men and women who are distinguished by their personal, professional, service-oriented, and faith-based lives.

CORE VALUES

Wisdom: A passion for learning, thinking, creating and wholistically applying knowledge to life.

Faith: A spiritual environment that nurtures a personal faith in God.

Integrity: Ethical standards and personal moral character in all areas of life.

Compassion: Love, empathy, fairness, and respect reflected in service to others.

Community: Unity and peace in diversity, enriched by understanding and dialogue.

Stewardship: Accountability in the use of resources, including time, health, influence, and the environment.

ACCREDITATIONS AND ASSOCIATIONS

MEU is committed to developing a positive learning culture on its campus that provides opportunities for whole-person development. As a Seventh-day Adventist institution of higher learning, MEU aspires to high standards, goals, and expectations.

MEU graduates will...

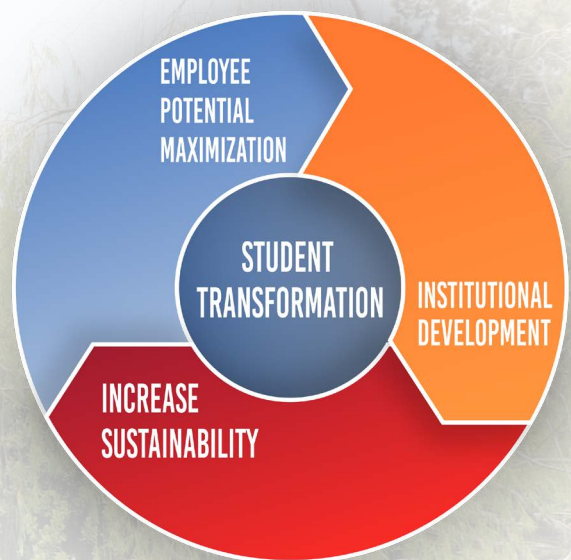
1. Experience God through a living faith that transforms their minds, hearts, and lives.
2. Be self-regulated learners with well-developed information literacy and communication skills.
3. Be committed to critical thinking, innovation, and creativity.
4. Demonstrate personal accountability, strong work ethic, and excellence in their professions.
5. Exhibit high moral character and cultivate integrity in their lives.
6. Lead lives of compassionate service.
7. Be effective team players displaying advanced interpersonal skills and valuing differences.
8. Be faithful stewards of resources to honor God and fulfill their responsibility to others.:

STRATEGIC DIRECTION

First Priority: Student Transformation

Contributory Essentials:

- *Employee Potential Maximization
- *Financial Sustainability
- *Institutional Development



INSTITUTIONAL EFFECTIVENESS

The Institutional Effectiveness Committee reviews all areas of University activity, seeking to verify that MEU is progressing in meeting its established goals, objectives, mission, and vision. The outcome of the review undertaken by this Committee helps in guiding the various groups on campus who must act to contribute to the success of MEU.

While the focus is on the outcomes and the effectiveness, the organizational processes are also reviewed.



PHILOSOPHY OF EDUCATION

MEU's philosophy of education is Christ-centered, aiming to restore human beings into the image of their Maker. We believe that, under the guidance of the Holy Spirit, God's character and His purposes can be understood as revealed in the Bible, in Jesus Christ, and in nature.

We believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoring us as human beings to His image.

We recognize, however, that human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

The education at MEU imparts more than academic knowledge. It fosters a balanced development of the whole person-spiritually, intellectually, physically, and socially. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to promote loving service to human beings rather than selfish ambition; and to encourage independent thinking and maximum development of each individual's potential.

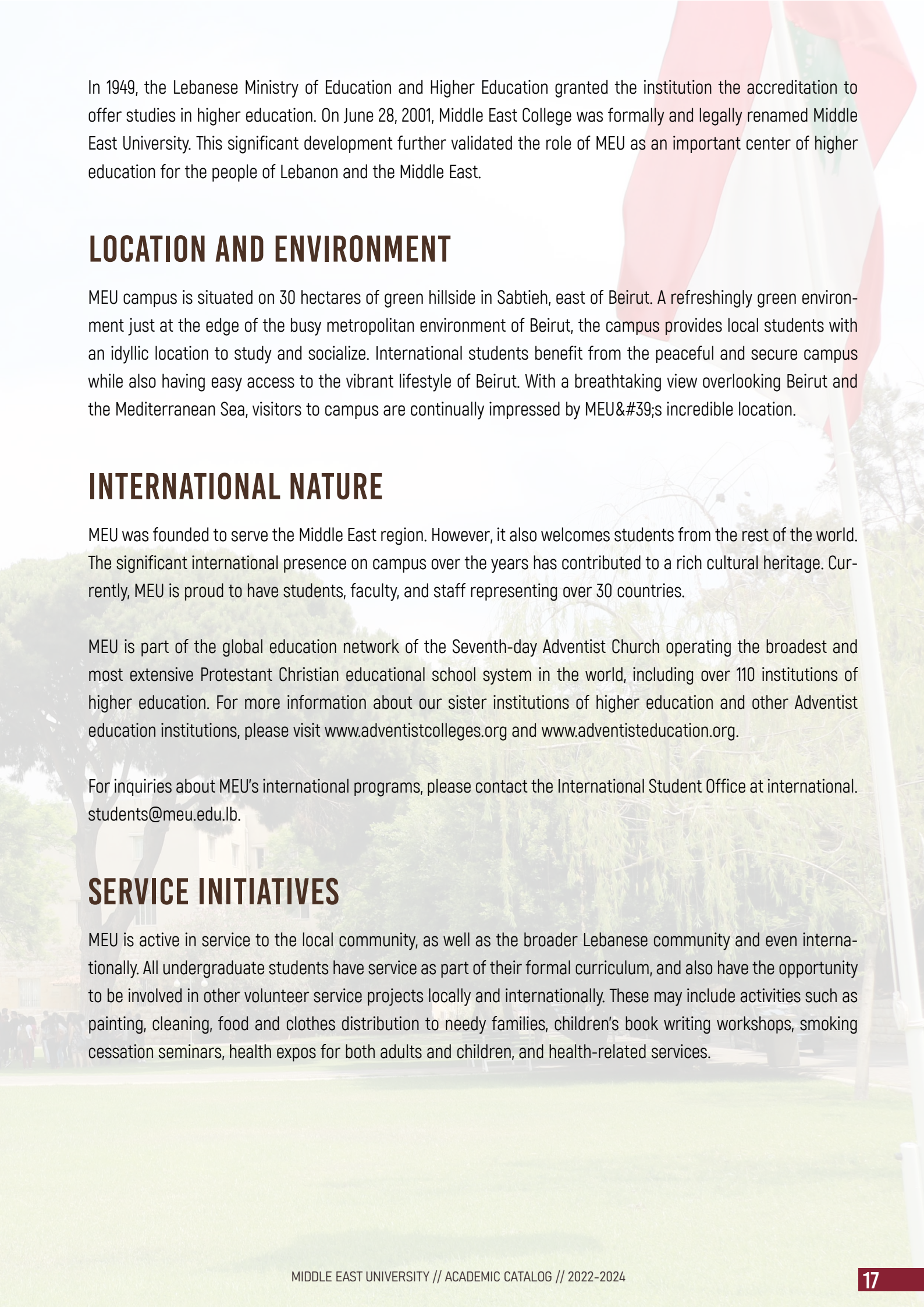
ACADEMIC PROGRAMS

The University is comprised of four faculties: the Faculty of Arts and Sciences, the Faculty of Business Administration, the Faculty of Education, and the Faculty of Philosophy and Theology. It offers programs that lead to both bachelors'; and masters'; degrees, in addition to other non-degree programs. The language of instruction is English. The curricula of MEU are carefully designed and constantly revised and updated in order to advance the multi-dimensional development of the whole person.

HISTORY

From its establishment in 1939, MEU has strived to be a diverse institution, accepting, and serving people from all cultures and backgrounds. As a higher-education institution operated by the global Seventh-day Adventist denomination, MEU is connected to the second largest Christian education system in the world. This allows the University to benefit from a constant flow of international staff and students from all over the world, fostering an intellectually and internationally open environment.

MEU was originally founded as the Adventist College of Beirut and located in Mouseitbeh. In 1946 the institution was relocated to its present site, in Sabtieh, Sad El-Bauchrieh. During the same year it was renamed Middle East College, and the cornerstone of what is now North Hall was laid by His Excellency Sheikh Bechara El-Khoury, then President of the Republic of Lebanon.



In 1949, the Lebanese Ministry of Education and Higher Education granted the institution the accreditation to offer studies in higher education. On June 28, 2001, Middle East College was formally and legally renamed Middle East University. This significant development further validated the role of MEU as an important center of higher education for the people of Lebanon and the Middle East.

LOCATION AND ENVIRONMENT

MEU campus is situated on 30 hectares of green hillside in Sabtieh, east of Beirut. A refreshingly green environment just at the edge of the busy metropolitan environment of Beirut, the campus provides local students with an idyllic location to study and socialize. International students benefit from the peaceful and secure campus while also having easy access to the vibrant lifestyle of Beirut. With a breathtaking view overlooking Beirut and the Mediterranean Sea, visitors to campus are continually impressed by MEU's incredible location.

INTERNATIONAL NATURE

MEU was founded to serve the Middle East region. However, it also welcomes students from the rest of the world. The significant international presence on campus over the years has contributed to a rich cultural heritage. Currently, MEU is proud to have students, faculty, and staff representing over 30 countries.

MEU is part of the global education network of the Seventh-day Adventist Church operating the broadest and most extensive Protestant Christian educational school system in the world, including over 110 institutions of higher education. For more information about our sister institutions of higher education and other Adventist education institutions, please visit www.adventistcolleges.org and www.adventisteducation.org.

For inquiries about MEU's international programs, please contact the International Student Office at international.students@meu.edu.lb.

SERVICE INITIATIVES

MEU is active in service to the local community, as well as the broader Lebanese community and even internationally. All undergraduate students have service as part of their formal curriculum, and also have the opportunity to be involved in other volunteer service projects locally and internationally. These may include activities such as painting, cleaning, food and clothes distribution to needy families, children's book writing workshops, smoking cessation seminars, health expos for both adults and children, and health-related services.

STUDENT LIFE AND CAMPUS SERVICES

Middle East University (MEU) seeks whole-person education, balancing the physical, intellectual, spiritual, and social aspects of life. It provides an environment that stimulates academic development and nurtures personal growth and social skills. A number of activities and services are designed to foster this growth. MEU students are invited to make effective use of and enjoy all the academic and non-academic programs and facilities.

KEOUGH LIBRARY

The Keough Library, named after George Arthur Keough, the University's first president, was established as a study and research center for the institution at the very beginning of its existence in 1939. The book collection has grown steadily over the years to about 23,000 volumes today. This number includes Arabic texts, English texts, French texts, reference books, and a variety of audiovisual resources. Additionally, the Library provides MEU's students, faculty and staff with free access to online databases across all major subject areas, including business, health and medical, social sciences, arts, humanities, religion, education, science, and technology. The collection available at the Keough Library includes a wide range of information resources.

The Library's Online Public Access Catalogue system is supported by KOHA. It embeds all library functions, services, and auxiliary tools enabling access to resources on and off campus. Library patrons are able to make use of an open stack arrangement facilitating easy browsing. There are individual tables for study, comfortable seating in the periodical/newspaper section, carrels for secluded private study, conference rooms for group study, computers with office tools and online access, and outlets for personal computers with wireless access to the Internet.

The MEU library serves the academic and intellectual development of students, faculty, and staff. Students are encouraged to use the library effectively for research, study, and preparation of class assignments. Services encompass a broad spectrum of information needs, such as finding quick answers to questions, using the online catalog and other electronic resources, and locating library materials and information on specialized topics. The library's Information Desk serves as a central information and reference point for the library system.

An internet lab and workstations are also available for scanning, copying, and printing. During the course of the academic semesters, the library staff is available to help and support researchers.

Keough Library is a member of the Lebanese Library Association, Lebanese ILL/DD Services (LIDS) Consortium and the Association of Seventh-day Adventist Librarians. Interlibrary loans from other institutions around Lebanon and worldwide are available for items that cannot be found at the University Library. Interlibrary loans can be placed through direct e-mail at library@meu.edu.lb.

Library services are also available to the community (terms and conditions apply).

CAMPUS MINISTRY

The Campus Ministry team endeavors to share the Word of God among students, to meet their spiritual needs, and to nurture their spiritual life. The focus is on helping individuals grow in their relationship with God, understand His Word, fellowship with one another, and serve others. The campus chaplain organizes spiritual meetings-such as the Week of Spiritual Emphasis-and is available for Bible study, personal counseling, and spiritual guidance in a confidential setting.

COMPUTER LABS

The MEU computer center, located in North Hall, is used for instructional purposes as well as for students' academic needs. A supervisor renders technical support.

Access to the computer center is dependent on proper use. Students may be barred if they engage in any of the following:

- Accessing, transmitting, or storing pornographic material; documents containing profanity or defamation; or literature promoting hatred of any group or advocating lifestyles contrary to MEU's policies
- Transmission or storage of copyrighted materials
- Premeditated launching of viruses or destructive programs
- Attempts to bypass system firewalls or web filters
- Unauthorized access to other computers on the network
- Participating in "spam" emails, including generating or forwarding chain letters
- Harassing or intimidating other users
- Using the University's resources to support personal business.

ASSEMBLY PROGRAMS

Regularly scheduled assembly meetings are an integral part of the student's academic experience. This is an opportunity to gather as an MEU community to fellowship, communicate and grow together. The diverse topics add breadth to the student's educational experience.

These meetings cover many areas, including spiritual, academic, cultural, and social themes, as well as Student Association programs. Full-time undergraduate students are required to attend regularly, in accordance with the published Assembly Policy.

BOOKSTORE

Textbooks and course modules are sold at the bookstore, located in the Keough Library. At times textbooks can also be rented. Purchased textbooks may not be returned.

SOCIAL ACTIVITY AREAS

Students can take advantage of the campus social activity areas for socialization and study.

Located in South Hall, the facility has table tennis, a pool table, and other table games.

Additionally, North Hall has a residence student center that can be utilized for student activities and events. The space has games and video projection capabilities.

FOOD SERVICE

A wide selection of options is available at the cafeteria, which is housed in South Hall and is available to dormitory and day students, as well as to faculty, staff, and guests during the academic year. The menu includes a variety of nutritious Mediterranean and international vegetarian meals.

SPORTS FACILITIES

Part of MEU's distinctive education is to train students physically as well as mentally. To stay energetic and fit, the university has modern outdoor athletic fields for tennis, basketball, volleyball, and football, as well as indoor table tennis facilities. Furthermore, our scenic campus provides a suitable and relaxing setting for outdoor recreation such as walking or jogging. The courts are available for use by community members for a nominal fee. Reservation of sports facilities can be made through the Business Office.

CAMPUS SECURITY

Campus security policies are created with a vested interest in the quality of life on campus, the welfare of the university property, and the safety of its campus community. These policies support a safe and secure academic and social environment free from threats of violence and confrontation. Individuals who reside on campus, study at MEU, or visit the grounds must observe campus safety policies and should respect the security officers and cooperate with them. Any person entering or leaving the MEU property should expect to be checked and/or required to show identification.

HEALTH SERVICES

In case of minor health problems, the campus nurse can provide assistance and first aid.

Medical care is available at facilities in the immediate vicinity of the University.

STUDENT HOUSING

Comfortable on-campus residential accommodations comprised of separate dormitories for men and women are available in North Hall and South Hall. The dormitories are equipped with heating and air conditioning, Internet, and laundry facilities. There are specific regulations governing dormitory life on campus, which are monitored by the dormitory deans.

Arrangements for student housing are made through the Business Office. More details are available in the Student Handbook.

STUDENT ASSOCIATION

Every undergraduate student registered for six or more credits becomes a voting member of the Middle East University Student Association (MEUSA). This organization, guided by a constitution, allows for democratic student leadership and functions as a liaison between the students and the instructional faculty and administration.

The MEUSA has representation on certain university committees; it sponsors spiritual, social, recreational, and scholarly activities, and it coordinates the publication of the MEU yearbook, Pine Echoes.

SOCIAL RECREATION

The Student Social Activities Committee and the MEUSA sponsor a variety of social functions. Students should take note of advertised campus events that cater to a variety of interests and consist of sports tournaments, indoor and outdoor activities, music and talent exhibitions, cultural and humanitarian programs, field trips, campus fairs, community service activities, assembly meetings, and spiritual gatherings. The MEU administration encourages students to propose creative events and activities and is available to support and organize approved social events.

ACADEMIC ADVISORS

While students may approach any member of the faculty for advice, every student is assigned an academic advisor for their program of study. The academic advisor assists students in selecting courses and offers guidance to assure that current academic rules and regulations are followed as published in the Academic Catalog.

OFFICE OF COMMUNICATIONS

The Office of Communications (OC) is responsible for two functions: recruiting and communications/marketing. The tasks of communications are to report and spread information about the activities of MEU. Recruiting is more directly connected with relational activities that result in or lead to a decision to enroll. While these functions are distinct, they are also closely intertwined.

The OC promotes the university through internal and external communication. Internal communications inform

students and staff of upcoming events such as concerts, holidays, prayer meetings, and more. Internal communications help create a sense of community and a positive image of the university and serve as a method of recruiting. External communication supports awareness and outlines MEU's role both within the Lebanese professional community and internationally. The OC creates the public face of MEU and ensures positive publicity through a variety of avenues including social media, the web, and professional conferences.

ACADEMIC CATALOG

Students are urged to read and familiarize themselves with the information in the Academic Catalog. They are responsible for abiding by its policies and regulations. Any exceptions to the academic regulations stated in the Academic Catalog must be petitioned through their department chairperson and faculty dean to the Academic Affairs Committee in writing and on the appropriate form for evaluation.

Students must meet the requirements of the Academic Catalog under which they first registered at MEU or may request permission to meet the requirements of any subsequent edition published while they are in continuous enrollment. If a break of more than one academic year passes without enrollment, students must adhere to the requirements of the Academic Catalog current at the time of their re-registration.

MEU reserves the right to institute changes as deemed necessary during the period for which the Academic Catalog is in effect. These new or altered regulations will be announced and posted. They will have the same force as those published within this document.

PRESIDENTIAL HISTORY

ADMISSION POLICY

MEU is committed to quality and equal educational opportunities and does not discriminate among applicants on the basis of gender, age, national origin, race, sexual orientation or religion. The Admissions Committee follows a policy of selective admission based on the applicant's qualifications, former scholastic achievement and/or entrance examination results. The Admissions Committee reserves the right to deny admissions to any applicant who does not meet the standards of admission. The Office of Admissions is responsible for the administration of the admission procedure.

Admission to MEU is valid for one academic year. If an applicant fails to register during this period, they will have to reapply to be considered for admission.

UNDERGRADUATE APPLICATION PROCEDURE

Application forms are available at the Office of Admissions or online at www.meu.edu/admissions. There are three options for regular admission:

	ENTRY AS...	ADMISSION REQUIREMENT
1	Freshman	Grade 12 from a recognized school within the country of residence
2	Sophomore	BAC II or its equivalent, or completion of SAT exam and equalization of Freshman program with minimum GPA of 2.0
3	Transfer Student	Minimum of 24 credits earned at an accredited institution of higher learning within country of residence

Applications will not be considered until all required documents have been submitted. To ensure full consideration and a smooth start to the student's university life, the documents should be presented no later than two months prior to the intended start date.

The following items are required of all applicants:

- Application form-duly completed.
- Digital photograph-recent, meeting requirements for a passport.
- Application fee-non-refundable.
- Official transcript of grades for 10, 11 and 12 th grade issued by an accredited secondary school.
- High School diploma.=
- Covid-19 vaccination certificate-with QR code.
- Documented permission from MEHE to enroll in the Freshman Program (if applicant has no BAC II or its equivalent) or the attestation of successful completion "Ifadet" to enroll in the Sophomore year admission. In addition, a clear copy of the following is required from International applicants:

- Photocopy of the passport main page. In addition, clear copies of the following items are required for Lebanese applicants:
- National identity card
- Family civil status record It is possible that during the admissions process, the committee may request further documentation in order to process an application.

Applicants should note that the selection of a major may be limited based on the emphasis or track taken in secondary school (e.g., Literature and Humanities, Sociology and Economics, General Sciences, or Life Sciences) and/or by government exams. Applicants with a Technical Baccalaureate, for example, are eligible for admission to the program of study that corresponds to their technical program.

The Registrar's office has the current information regarding the requirements and processes for the permission to enter the Freshman Program, as well as the Baccalaureate Equivalency regulations, as currently published by the Lebanese Ministry of Education and Higher Education (MEHE). Should applicants choose a different track, remedial courses may be required where applicable. Applicants should note that gaining permission from the MEHE is their personal responsibility, prior to or during the first semester of enrollment. Until the written authorization from MEHE is submitted to the Registrar's office, the student will be considered on "probationary enrollment status" with MEU.

DOCUMENTS AND RECORDS

Transcripts of grades and other application documents become the property of MEU at the time of application and may not be reclaimed or forwarded. Certified copies can be provided. The application documents of those who are denied admission, or have been accepted but did not register, are routinely destroyed after one academic year.

MEU relies on the accuracy of the records submitted by its applicants. False information on an application, or any other act to intentionally mislead or misinform instructional personnel or administrators, is grounds for disciplinary action, including dismissal from MEU. Students seeking access or amendment of their educational records should contact the Office of Registrar at registrar@meu.edu.lb.

MEU relates to the student's personal information and academic records in accordance with the FERPA and GDPR laws which are designed to protect the privacy of educational records, establish the rights of students to inspect and review their educational records, and provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings. While FERPA does not apply to MEU, since it is not a federally funded institution, the university nonetheless strives to meet FERPA's provisions to the extent reasonably feasible.

The university will not disclose a student's educational record without obtaining the student's prior written consent, except that a student's educational record may be disclosed (i) to other school officials, including teachers with a legitimate educational interest and contractors, consultants, volunteers, or other parties to whom MEU has outsourced educational or institutional services or functions; (ii) to parents of a dependent student, (iii) to accrediting organizations; or (iv) in compliance with a judicial order or lawfully issued subpoena.

MEU reserves the right to disclose routine information as required by the MEHE in Lebanon (e.g., a student's name, gender, nationality, program of study, degree(s) received) without prior written consent from the student, if the requested information is within the standards set by FERPA and GDPR. The student's consent in writing will be required for disclosure of any other personally identifiable information from academic records.

INTERNATIONAL APPLICANTS

International applicants who have completed their secondary education outside of Lebanon are reminded that application procedures may take time, and those needing a visa to enter Lebanon must allow for ample processing time. International applicants must pay an advance deposit and are required to present a satisfactory budget for financing their studies and living costs at MEU. The MEHE has specific requirements of authentication of foreign documents that must be obtained in the applicant's country of origin. Therefore, they should under no circumstances arrive physically in Lebanon without receiving an official letter of acceptance and travel authorization from the Registrar at MEU.

The applicant should have passports that are valid for a period not less than one year from the date of joining MEU. It is their responsibility to secure an entry visa to Lebanon from the Lebanese consulate in their country (if they are not eligible for a visa on arrival), and to maintain their student visa status at all times. The student must also be aware of the passport expiration date and plan for its renewal of such when on vacation or at a local consulate or embassy. MEU is not financially responsible for travel associated with passport renewal issues. The university will assist registered international students in acquiring student residence permits from the local authorities. International students are required to be registered for a full course of study as defined in this catalog in order to maintain their international student status.

For assistance with any needed information, including entry requirements into Lebanon from your respective country, please contact the International Students Office at international.students@meu.edu.lb.

NAMES AND NATIONALITIES OF STUDENTS

The name used for all official documents at MEU must be the same as that found on a government-issued photo ID (passport, national ID, etc.) furnished to the student. This name will appear on the diploma and transcripts. Moreover, students will not be permitted to change their nationality to Lebanese on the records of MEU unless they fulfill the admission requirements for Lebanese students.

UNDERGRADUATE ENTRANCE EXAMINATIONS

MEU reserves the right to require certain applicants to take entrance examinations, to meet the university's admissions standards.

ENGLISH LANGUAGE PROFICIENCY

Since the medium of instruction at MEU is English, the English language entrance examination is required of all applicants whose native tongue is not English. The English language entrance examination tests the applicant's abilities in the areas of listening, reading, grammar, and vocabulary. Students who have spent a minimum of 3 years in formal studies at an institution where English is both the language of instruction and the principal language spoken on campus are exempted.

The official scores from the following standardized exams are accepted: TOEFL ITP, TOEFL iBT, IELTS and Duolingo are the student's sole responsibility to take and submit the scores to the MEU Registrar during application. Registration for classes will not be permitted without this score.

Applicants are encouraged to make personal arrangements to take the English examination at an official TOEFL or IELTS testing center on a date convenient for them. Alternatively, just before each semester begins, MEU organizes or administers the Test of English as a Foreign Language (TOEFL) on the announced test date(s). If this latter option is chosen, it is the responsibility of each applicant to personally register for and take the required test on the test date(s) published by MEU in its Academic Calendar.

English language proficiency for undergraduate students is established by any of the following:

- A minimum score of 525 on the Institutional Testing Program Test of English as a Foreign Language (TOEFL ITP) or 70 on the Internet-based Test of English as a Foreign Language (TOEFL iBT)
- A minimum score of 6.0 on the International English Language Testing System (IELTS).
- A minimum score of 95 on the Duolingo English Test.

An English examination score is only valid for up to two years. Applicants who fail to obtain a passing score are encouraged to enroll in MEU's English Language Institute to reach to the required level of English, and then to continue with their degree.

Applicants who score less than 325 on the TOEFL ITP, 15 on the TOEFL iBT, 4.0 on the IELTS, or 50 on the Duolingo may be admitted, but should expect to do additional work in English before entering Basic English.

PLACEMENT TESTS

Applicants may be asked to sit for an English Placement Test (EPT) that diagnoses the students' English language skills for the most appropriate placement in an English language course. The EPT requires the writing of an essay of 200-300 words on an assigned topic, to be completed in one hour. It is evaluated for content, organization, style, and mechanics. Depending on the level of achievement, applicants may be required to take Introduction to Academic English, or may advance directly to English Composition I.

Applicants to the Bachelor of Science in Computer Science degree program must pass the Mathematics Placement Test (MPT), which identifies their acquired knowledge of Calculus I and II and determines their ability to enroll in Calculus III and other subsequent mathematics courses. Depending on the level of achievement, applicants may be required to take Calculus I and II as remedial courses.

Applicants to the Bachelor of Science in Information Systems must pass the Mathematics Placement Test (MPT), which identifies their acquired knowledge of mathematics and determines their ability to enroll in courses that require prior mathematical knowledge. Based on the result of the MPT, the applicant may be required to take Calculus I as a remedial course.

Applicants for the BA in Education who wish to take a course other than Calculus I will be required to take the MPT to demonstrate their knowledge in mathematics.

SAT EXAMS

Applicants to the Freshman Program are required to take the SAT exam at a recognized examination center before they can begin their Freshman Program courses. If the applicant has taken the SAT test more than once, then the highest score for each of the areas will be adopted. The SAT score is valid for two academic years and shall be submitted directly from the Collegeboard.org website to the Registrar's office.

UNDERGRADUATE ADMISSION CLASSIFICATIONS

ADMISSION CLASSIFICATIONS

Applicants may be admitted to either the Freshman Program or to the Sophomore Class based on their qualifications.

FRESHMAN PROGRAM

Applicants to the Freshman Program should hold a secondary school certificate from an institution accredited outside of Lebanon based on twelve years of regular successive schooling (starting with Grade One) and recognized by MEHE. The University recognizes high school certificates that are based on twelve years of schooling or a twelfth year (Grade 12) that was completed successfully. Applicants to the Freshman Class must obtain permission from the Equivalence Committee of MEHE, allowing them to pursue higher education on the basis of a foreign program. They must produce evidence of having lived (legal residence) and studied (official grades) outside Lebanon for not less than two years of secondary education (three years for elementary education). This process of equalizing their high school qualifications, must begin prior to the applicant's first registration.

All applicants to the Freshman Program, are also required by MEHE to pass the SAT or ACT exams with satisfactory scores.

If the applicant wishes to apply for a waiver to take the SAT exam on Sunday, due to religious reasons, MEU can provide a waiver letter for that purpose. It is the applicant's personal responsibility to submit the waiver to College Board. For updated information on the SAT, or to request a waiver letter, please contact the admissions office (admissions@meu.edu.lb)

SOPHOMORE CLASS

To be admitted to the Sophomore Class, applicants must provide documentation of having received the Lebanese Baccalaureate (or BAC II) or its official equivalent as determined by MEHE (GCE or International Baccalaureate).

Applications for BAC II equivalence shall be made to MEHE. The class to which such applicants will be admitted (Freshman or Sophomore) will depend on the level approved by MEHE.

Applicants with a Lebanese Baccalaureate in Literature and Humanities, Sociology and Economics, General Sciences, or Life Sciences are eligible for admission to certain faculties. Applicants with a Technical Baccalaureate are eligible for admission to the program of study that corresponds to their technical program. Holders of government secondary certificates, other than the Lebanese Baccalaureate, may apply to the Freshman or Sophomore Classes. While certain secondary certificates may require evaluation on an individual basis, others may not be recognized for admission.

Applicants admitted directly to the Sophomore Class will be granted a transfer of 30 credits from the baccalaureate and will be exempt from the Freshman Program course requirements (30 credits), provided they pass the English language entrance examination and any required placement tests.

UNDERGRADUATE ADMISSION STATUS

The Admissions Committee will review each applicant's application and issue a letter indicating acceptance, denial, or an outline of conditions to be fulfilled before regular standing can be granted. Accepted students will be classified under the category of Regular, Provisional, or Probationary status.

REGULAR STATUS

Each applicant who has met all the admission requirements is classified as a regular student. Regular students must carry a course load of not less than 12 credits per semester (six credits for the summer session) to maintain full-time student status. Regular full-time students who may need to reduce their study load to less than 12 credits must seek the approval of the dean of their faculty and/or sponsor if applicable. A student who carries a course load less than 12 credits, but not less than six credits, will be classified as a part-time student. Part-time student status is given to students who will need less than 12 credits to complete their degree requirements and those who for personal reasons cannot take 12 credits or more.

Regular students may enroll in one of the following programs.

- Four-Year Bachelor's Degree Program: MEU's four-year degree program is for applicants who have completed a non-Lebanese secondary education and who have acquired permission from MEHE to enroll in the Freshman Class.
- Three-Year Bachelor's Degree Program: Applicants may be admitted to sophomore standing on the basis of their Lebanese Baccalaureate or its equivalent as recognized by the Lebanese Ministry of Education and accepted by MEU.

PROVISIONAL STATUS

The Admissions Committee may in certain circumstances admit applicants provisionally for a limited period. Students must meet the regular admission status requirements prior to the completion of the first 12 credits of their study program at MEU.

Applicants seeking admission into an undergraduate degree program (BA, BBA, or BS) different from their Sec-

ondary School field of study, or with poor grades in an area of study, may be required to take specific pre-requisite courses to compensate for the deficiency. All pre-requisite courses must, as far as possible, be taken during the first academic year of residence.

PROBATIONARY STATUS

Applicants whose prior academic performance is below average but who have demonstrated motivation and ability to handle university work are assigned a probationary status for one semester. A student on probation must normally take no more than 12 credits during a regular semester or 3 during the summer, and must obtain a minimum GPA of 2.00. At the end of the semester, the Academic Affairs Committee will review the student's status before they are allowed to continue.

OTHER ENROLLMENT STATUS OPTIONS

In addition to those students seeking to earn an MEU degree, MEU allows several other categories of students to enroll at MEU.

CROSS-ENROLLED STUDENTS

Cross-enrolled students are those who have been admitted into a program at another accredited university, and who, with the agreement of that university, are seeking to take classes at MEU. This cross-enrollment may be done within the context of a partnership agreement such as exists with Andrews University, Adventist Colleges Abroad, or on a case-by-case basis. The student must present a letter of authorization from the institution where they are admitted, indicating that they are aware of and in agreement with the student's plans.

PERMISSION TO TAKE CLASSES (PTC)

An individual who is not pursuing a degree program at MEU is permitted to take a load of up to the normal full load per semester. This student is classified as a Special Student with Permission to Take Classes (PTC). Usually, these individuals should have finished high school and passed the English language entrance examination. Exceptions, based on the applicant's intellectual maturity and work experience, are processed through the Academic Affairs Committee. This is a temporary enrollment status, not an admission category. PTC status is assigned to any of the following:

- Persons who need to audit certain courses to qualify for certification or for personal growth
- Adults who do not wish to enroll for a degree program.

All students allowed to enroll under the PTC status will be assigned an academic advisor in their area of interest.

Students who receive regular admission to MEU at a later date may petition up to 24 of the credits taken on a PTC basis and with an earned minimum grade of "C" to apply towards the proposed degree.

ENGLISH LANGUAGE INSTITUTE

Middle East University English Language Institute offers English classes for students who wish to improve their English. The English Language Institute offers three levels: Basic, Intermediate, and Advanced. Students may attend the language institute whether or not they intend to pursue a degree at Middle East University. The English Language Institute courses are not applicable to MEU degrees; however, official grades are issued and recorded on the transcript of grades.

UNDERGRADUATE TRANSFER STUDENTS

The following are the requirements for transfer applicants:

- An applicant transferring from a university where English is not the language of instruction must pass the English language entrance examination requirement.
- Transfer applicants may be exempted from the entrance examinations if they have successfully completed one academic year of university work or a minimum of 30 credits in a recognized institution of higher education.
- Applicants transferring from other accredited institutions must have completed a minimum of 24 credits with a cumulative grade-point average (GPA) of 2.00 ("C" or better) or better to be evaluated on the basis of their university GPA and not their secondary school grades.
- Only courses taken within the last six years with the grade "C" or equivalent may be transferred, but no grade is recorded on the transcript of grades.
- The transferred courses and credits must be essentially equivalent in quality and quantity to the courses to be substituted. Applicants must provide MEU with a catalog, bulletin, or course syllabi from the institution that they previously attended.
- Only six semester credits may be transferred as part of the last 36 semester credits of a degree program.
- A transfer applicant must complete a minimum of 30 credits in residence for the bachelor's degree to be eligible for a degree from MEU. These credits must apply to the major courses numbered 300 or above.
- Transfer courses and credits are recorded on the student's transcript of grades at the time when they complete their study program at MEU, but they do not count toward the cumulative GPA.
- Transfer students on academic suspension from another institution are not admitted to MEU.

The final determination of acceptability of transfer courses is made by the Academic Affairs Committee upon the recommendation of the corresponding faculty dean or general education director.

UNDERGRADUATE RE-ADMISSION POLICY

Students who, without prior approval, have not been registered at MEU for a period of more than one academic year must, on their return, apply for re-admission. If they have attended another accredited institution, they must submit an official transcript of grades. A cumulative GPA of 2.00 "C" or better on their interim university-level work is required for re-admission. Upon re-enrollment, students must follow the academic program(s) as listed in the current Academic Catalog. A student who has been dismissed from MEU will not be eligible for re-admission. Students who have completed a degree program and graduated from MEU may be re-admitted for an additional degree program in a different area of study. A form must be submitted to the Office of the Registrar and approved by the Admissions Committee. MEU does not award a second degree with the same nomenclature, but students can receive a letter indicating the completion of another major or concentration.

UNDERGRADUATE DEGREE REQUIREMENTS

The undergraduate degree programs comprise the following elements:

- General Education Courses. Courses designed to broaden the student's educational background.
- Major or Department Courses. Core and concentration courses that cover the basic areas of knowledge in a field of specialization.
- Electives. Courses chosen by the students with the approval of their academic advisor that may or may not be related to the major.
- Cognates. Courses that are offered to support the department courses. They are usually related to the major.

These are the minimum degree requirements. Some departments may set a higher standard and include additional requirements.

BACHELOR'S DEGREE GENERAL REQUIREMENTS

To be eligible for a bachelor's degree (BA, BS, or BBA) from MEU, a student must complete or achieve:

- The degree's general education, department requirements (core and concentration), electives, and cognates during a minimum period of six semesters. A maximum period of six academic years is allowed to complete the bachelor's degree, beginning with the freshman class; five academic years beginning with the sophomore class; three beginning with the junior class; and two beginning with the senior class. Failure to comply with the permitted period requires the student to petition the Academic Affairs Committee for further consideration.
- The Freshman Program (30 credits), if required, during a minimum period of one academic year.
- The final two semesters in residence in an MEU program.
- At least 30 upper-division credits of the major area in residence.
- A minimum cumulative GPA of 2.00 ("C") in all courses used to meet the degree requirements.
- A minimum cumulative GPA of 2.25 in the major requirements (core and concentration) with no grade lower than a "C"
- A minimum cumulative GPA of 2.25 in the cognate, with no more than one grade below a "C" Individual programs may have additional requirements, which are specified in the corresponding section of the catalog.

GRADUATE ADMISSION AND APPLICATION PROCEDURE

Application forms can be downloaded from the University's website at www.meu.edu/admissions. Admission is offered on a selective basis to academically qualified students. To be eligible for admission to graduate programs, all applicants must:

- Be holders of a bachelor's degree or its equivalent from an accredited institution of higher education recognized by MEHE.
- Present an applicable undergraduate GPA (3.0) in the major area of study.
- Comply with any additional admission requirements that may be described under each degree program.

All documents required for admission should be submitted at least one month prior to the beginning of the semester. All presented documentation will become the property of MEU and will not be returned to the applicant. Admission is valid for one calendar year from the date of acceptance. Applicants must submit to the Office of

Admissions all of the following before their application can be processed:

- The application form-duly completed. The applicant's legal name as recorded on official documents must be spelled the same way on all forms.
- Digital photograph-recent, meeting requirements for a passport.
- An authenticated copy of the bachelor's diploma and official undergraduate transcript(s) of grades sent by the educational institution(s) directly to MEU.
- A certified copy of the baccalaureate certificate or its equivalent.
- If required, a certificate indicating a passing English proficiency exam not older than two years.
- The application fee-non-refundable.
- COVID-19 vaccination certificate-with QR code. In addition, a clear copy of the following is required from International applicants:
 - Photocopy of the passport main page.

In addition, clear copies of the following items are required for Lebanese applicants:

- National identity card.
- Family civil status record.

In addition, for transfer applicants from an accredited institution of higher learning:

- An official transcript of grades in a sealed envelope.

GRADUATE ENTRANCE EXAMINATIONS

Graduate applicants must demonstrate their proficiency in the English language and their ability to research and write in English at an adequate level. Therefore, applicants who did not study their undergraduate program in English must pass an English language entrance examination.

The official scores from the following standardized exams are accepted: TOEFL ITP, TOEFL iBT, IELTS and are the student's sole responsibility to take and submit the scores to the MEU Registrar during application. Registration for classes will not be permitted without this score.

Applicants are encouraged to make personal arrangements to take the English examination at an official TOEFL or IELTS testing center on a date convenient for them. Alternatively, just before each semester begins, MEU organizes or administers the Test of English as a Foreign Language (TOEFL) on the announced test date(s). If this latter option is chosen, it is the responsibility of each applicant to personally register for and take the required test on the test date(s) published by MEU in its Academic Calendar.

English language proficiency for graduate students is established by any of the following:

- A minimum score of 600 on the Institutional Testing Program Test of English as a Foreign Language (TOEFL ITP) or 100 on the Internet-based Test of English as a Foreign Language (TOEFL iBT)
- A minimum score of 7.0 on the International English Language Testing System (IELTS).
- A minimum score of 115 on the Duolingo English Test.

An English examination score is only valid for up to two years. Applicants who fail to obtain a passing score are

encouraged to enroll in MEU's English Language Institute to reach to the required level of English, and then to continue with their degree.

Applicants who score between 550-599 on the TOEFL ITP, 80-99 on the TOEFL iBT, or 6.5-7 on IELTS will be required to take a remedial English language course and pass the course with a "B" grade or higher. Scores below the above-mentioned ranges will require the applicant to register for the English Language Institute. The English Language proficiency requirement must be completed before starting the graduate program.

Departments that offer MA, MAT, and MS degrees may require their applicants to sit for the Graduate Record Examination (GRE) general test, while MBA degree applicants may be required to sit for the Graduate Management Admissions Test (GMAT).

INTERNATIONAL APPLICANTS

International applicants who have completed their secondary and/or university education outside of Lebanon are reminded that application procedures may take time, and those needing a visa to enter Lebanon must allow for ample processing time. International applicants must pay an advance deposit and are required to present a satisfactory budget for financing their studies and living costs at MEU. The MEHE has specific requirements of authentication of foreign documents that must be obtained in the applicant's country of origin. Therefore, they should under no circumstances arrive physically in Lebanon without receiving an official letter of acceptance and travel authorization from MEU.

The applicant should have passports that are valid for a period not less than one year from the date of joining MEU. It is their responsibility to secure an entry visa to Lebanon from the Lebanese consulate in their country (if they are not eligible for a visa on arrival), and to maintain their student visa status at all times. The student must also be aware of the passport expiration date and plan for its renewal of such when on vacation or at a local consulate or embassy. MEU is not financially responsible for travel associated with passport renewal issues. The University will assist registered international students in acquiring student residence permits from the local authorities. International students are required to carry a full course of study as defined in this catalog in order to maintain their international student status.

For assistance with any needed information, including entry requirements into Lebanon from your respective country, please contact the International Students Office at international.students@meu.edu.lb.

GRADUATE ADMISSION STATUS

Graduate applicants will be classified as detailed below.

REGULAR GRADUATE STATUS

Applicants qualify for this category if they hold an earned bachelor's degree from MEU or its equivalent from another recognized institution of higher education with a minimum undergraduate cumulative GPA of 2.75 in the

major area of study. The regular graduate status is maintained if the cumulative GPA in all graduate coursework is 3.00 or above.

Regular full-time graduate students may register for 8-12 credits per semester. Those who register for seven credits or less will be considered regular part-time graduate students. The maximum load for summer sessions is six credits. Loads in excess of 12 credits per semester will require the approval of the chairperson of the department and the corresponding faculty dean. Graduate students may not take more than 15 credits per semester.

International graduate students are expected to carry a full course of study-a minimum of 8 credits per semester and 3 credits in the summer session, in order to maintain their international student status.

PROBATIONARY GRADUATE STATUS

Applicants who show promise for success in graduate study may be considered for admission and categorized as graduate students on probation for two semesters if they hold an earned bachelor's degree from MEU or its equivalent from another recognized institution of higher education with a minimum undergraduate cumulative GPA of 2.50 in the major area of study. Graduates accepted on probation must complete the first four graduate courses without repeats and receive a minimum cumulative GPA of 3.00. Applicants with an undergraduate cumulative GPA of less than 2.50 in the major area of study will not be admitted to the degree program. Students under probationary graduate status may not register for the thesis.

PROVISIONAL GRADUATE STATUS

Applicants may qualify for this status if they hold an earned bachelor's degree from MEU or its equivalent from another recognized institution of higher education with an undergraduate cumulative GPA of 2.75 in a major area of study that is different from the intended graduate program major. The chairperson of the department will recommend foundation courses that the applicant must take before consideration for admission to the graduate program. These foundation courses must be completed within one or two consecutive semesters and are not counted toward the graduate degree. Upon successful completion of the foundation courses with a cumulative GPA of 2.75 and no grade lower than "C", the applicant could be admitted to the graduate program with regular graduate status.

Graduate applicants who fail to meet one or more of the other requirements for regular graduate status may also be admitted on a provisional graduate status. At the time of provisional admission, the nature of the deficiency, the plan, and the deadline for its removal is specified. Failure to meet the conditions will result in dismissal from the program.

OTHER ENROLLMENT STATUS OPTION

PERMISSION TO TAKE CLASSES (PTC)

Individuals who have earned a bachelor's degree but do not wish to earn a graduate degree, or are guest students from another university, may be classified as special (non-degree) applicants with a Permission to Take Classes (PTC) status. PTC is a temporary enrollment designation and applicants may be permitted to enroll for no more than 12 credits. If the student later wishes to enroll in a graduate degree program, they will then have to submit an application form and go through the graduate admission process. Courses taken on a PTC basis generally do not count toward a graduate degree. However, a maximum of 12 credits with a "B" grade or higher may be applied by petition after the student has submitted an application form and been accepted into a graduate degree program. Petitions are evaluated on an individual basis.

PTC status may also be granted to students who have applied for admission to the graduate program, but for some reason, the application has not yet been completely processed. In such cases, PTC status is available for one semester only (a maximum of 12 credits).

GRADUATE TRANSFER STUDENTS

Applicants with graduate-level courses from a recognized institution of higher education may be granted the transfer of a maximum of 20% of the coursework for the degree taken within the last four years, in which the applicant has received a minimum of 3.00 GPA or a "B" grade (84/100) or its equivalent. The transferred courses must apply towards a similar degree at the university where they were originally earned and must meet similar requirements within MEU's degree program. The grade for a transfer course is not included in the cumulative GPA computation. Requests for transfer of credits must be made at the time of application.

A student may be granted permission to cross-register for courses at another accredited institution of higher education if a course needed is not offered at MEU. All courses taken through cross-registration are considered transfer credits.

AUDITING GRADUATE COURSES

Applicants who have satisfied the admission requirements may be granted the opportunity to audit graduate courses subject to the availability of space and the faculty member's consent. The audited courses will appear in the student's transcript of grades with an "AU" designation. A "U" designation is given to an audited course if the student has not met the obligations of the audit requirement.

GRADUATE RE-ADMISSION POLICY

Graduate students who have interrupted their graduate study at MEU for more than one academic year must apply for re-admission. They will be required to meet the current program requirements. Students who plan to

return after an absence of one year or less must notify the chairperson of the department of their intention to return. Students who have completed a graduate degree at MEU may be re-admitted for a second-degree program at the same level but in a different area of study. A form must be submitted to the Office of the Registrar and approved by the Admissions Committee. MEU does not award a second degree to students who complete another concentration. A letter indicating the completion of another concentration will be issued.

GRADUATE PROGRAMS REQUIREMENTS

While the regulations for graduate study in this section govern all graduate degree programs at MEU, there may be additional specific departmental requirements that are described under each degree program. Graduate students are subject to the same rules and regulations concerning university records, registration, class attendance, grading system, test, and examinations, add or drop courses, withdrawal from courses or from MEU, petitions, tuition and fees, refund policy, etc., as undergraduate students. It is the responsibility of the graduate student to be aware of the regulations in the Academic Catalog.

All requirements for a graduate degree at MEU must be completed satisfactorily within six academic years from the beginning of the first semester of class work and ending with the thesis defense. If students fail to complete their degree program within the allotted time, they will have to retake certain courses or additional courses for appropriate updating; otherwise, they may be dismissed from the program.

UPDATING GRADUATE COURSES

In order to preserve the quality of a graduate degree that was not completed within the allotted period, certain courses may require updating. Only courses taken at MEU may be considered for updating. Outdated work done elsewhere cannot be updated; students must then take and complete the course at MEU. Updating a course does not change the grade of the course that was used in computing the GPA. Only courses with a "B" grade and above may be updated. The requirements for updating are specified by the department on a course-by-course basis.

GRADUATE SPECIALIZED DOCUMENTS

Helpful documents are available to assist students into planning their graduate programs. These documents include the Middle East University's Standards for Written Work and Handbook for Graduate Students. These documents are available to all graduate students and provide detailed information regarding processes and procedures not mentioned in the Academic Catalog.

DENIAL OF ADMISSION

Applicants may be denied admission, or their admission may be rescinded when:

- They submit documents, transcripts of grades, or records found fraudulent, incomplete, or inaccurate.

- They do not meet the conditions specified for continuing enrollment.
- They do not cooperate with MEU policies, and their presence and behavior become detrimental to the mission, standards, and/or functioning of MEU.
- They do not register in the academic year to which they were admitted.
- MEU is unable to meet the applicant's expectations.

REGISTRATION PROCEDURE

Both undergraduate and graduate students should plan to register according to the published academic cal-

REGISTRATION

endar. The Office of the Registrar will provide the necessary information to all students eligible for registration.

Applicants who have been offered admission to MEU but have not registered for the immediate semester must register the following semester; otherwise, they will forfeit their acceptance. Please inform the Registrar by email at admissions@meu.edu.lb if you intend to delay registration for one semester.

SELECTION OF COURSES

Undergraduate and graduate students must select their courses as offered each semester in consultation with their academic advisor. It is the responsibility of the students to familiarize themselves with the information in the Academic Catalog. It should be noted that:

- Undergraduate students who are enrolled in the Freshman Class must enroll in required courses that will count toward meeting the equivalency criteria prior to registration for sophomore courses.
- Remedial courses must be taken the first time they are offered after the student enrolls at MEU.
- **English language courses** should be taken in sequence beginning with the first semester of study.
- Undergraduate and Graduate students are required to take a minimum of one religious studies course for each academic year.
- A failed course must be registered for the next time it is offered.
- All prerequisite requirements must be fulfilled with a passing grade before the course for which they are a prerequisite begins.
- **A course may not be registered for more than twice (including withdrawals) without the pre-approval of the Academic Affairs Committee.**

PAYMENT OF TUITION AND FEES

All students are required to pay the tuition and fees in full at the time of registration or make the proper financial arrangements with the Business Office. The right to register, to attend classes, or to take examinations will be revoked for students who have not cleared their accounts by the date(s) formerly agreed upon. Official transcripts and diploma's will not be issued without the Finance Office clearance.

NATIONAL SOCIAL SECURITY FUND (NSSF)

Lebanese students are required by law to register with the National Social Security Fund (NSSF) Medical Branch. Therefore, at the time of registration, students are required to present the following to the Office of the Registrar:

- The complete social security application form obtained from the Office of the Registrar.
- The family civil status record and a photocopy of the student's Lebanese identity card.

- The NSSF annual fee.

If the student is already registered with the NSSF or is insured through a parent, an affidavit from the NSSF will suffice.

LATE REGISTRATION

Students who register after official registration dates for the program will be charged a late registration fee. Students seeking to enter a class after the last official day to register will be denied registration unless the department chair and faculty member give special permission. If late registration is permitted, the student is still responsible to complete all assignments, including those given before the late registration.

CHANGES IN REGISTRATION

Students can change selected courses during the drop/add period during first week of the semester (as indicated in the academic calendar). Courses that have been dropped during the drop/add period will not appear on the student's transcript. The drop/add process can be completed online.

CROSS REGISTRATION

MEU students may be granted permission to register for one or more courses at another recognized institution of higher education while studying at MEU. The cross-registered courses will be counted as transfer courses and will not count toward residency requirements. Students should ensure that:

- MEU is not able to offer the required course in a semester prior to the completion of their program.
- The cross-registered course is equivalent to the MEU course as specified in the course description.
- Approval has been obtained from the chairperson of the department, the faculty dean, and the Academic Affairs Committee.
- The approval document has been submitted to the supplementary institution.
- The total number of academic credits is within the maximum load allowed at MEU.

Students should note that they may not cross-register for courses they have attempted at MEU, nor will cross-registration be allowed for students on academic probation. Students from other universities who request cross-enrollment at Middle East University must:

- Secure written approval from their institution.
- Present the above documents to the Office of the Registrar at MEU.
- Follow the registration procedure.

COURSE LOAD

MEU operates on the semester system. The course load is expressed in semester credits. Each semester credit represents 150 minutes of student work per week for the duration of the semester (typically 15 weeks). This typically consists of one 50-minute class/lecture period per week per credit, and at least 100 minutes of student work for preparation and study.

When a course is scheduled over a period of less than 15 weeks, the same total amount of class time and/or student work is expected.

COURSE LOAD FOR UNDERGRADUATE STUDENTS

A full-time undergraduate student will register for between 12 and 17 credits per semester (and up to 6 credits for the summer session). While a summer session is not counted as a full semester, the courses offered are identical in content and standard to those offered during fall or spring semesters. Undergraduate students with less than 12 credits in a semester are classified as part-time students.

The chairperson of the department and/or the faculty dean may grant special exceptions to those who have demonstrated superior scholarship or are graduating. A student is never permitted to enroll in more than 20 credits during one semester.

COURSE LOAD FOR GRADUATE STUDENTS

Full-time graduate students may register for 8 to 12 credits per semester. Those who register for 7 credits or less will be considered part-time graduate students. The maximum load for a summer session is 6 credits. Loads exceeding 12 credits will require the approval of the chairperson of the department and the faculty dean. A graduate student is never permitted to enroll in more than 15 credits during one semester.

ID CARD AND NUMBER

Students are issued identification cards at the time of Registration at MEU through the IT Department. The ID number/card is used in all MEU records and official documents. The card is renewed at registration time each fall semester and remains the property of MEU. A fee is charged for replacing a lost card.

CAMPUS STUDENT CLUBS

MEU encourages students to participate in as many campus extracurricular activities as their study/workload permits. There are several campus student clubs sponsored by faculty/staff members, which give students the opportunity to complement their academic experience by exercising leadership, developing talents, and articulating self-expression. Through these clubs, students learn to engage and work with each other, balance their academics with organizational and volunteer commitments, and serve others to achieve goals and develop leadership skills.

MOTOR VEHICLE REGISTRATION

MEU has a large parking area for faculty, staff, students, and visitors. All cars used to commute to MEU must be registered with the Business Office at the beginning of each semester. Vehicle drivers must document that the car is insured and that they have a valid driver's license. They are expected to observe the speed limits as well as traffic and parking regulations. A system of fines is enforced on those who fail to uphold the campus parking and safety regulations.



FINANCIAL INFORMATION

TUITION AND FEES

Middle East University (MEU) is a non-profit educational institution that charges moderate fees. Students are expected to pay the tuition and fees in full during the registration period at the beginning of each semester or make alternative arrangements with the Business Office.

Information on tuition and fees is available on the University's website and on a separate document obtained from the MEU Business Office. Payments should be made in cash or by direct deposit into the MEU bank account following the tuition and fees instructions published in the MEU website. The University makes every effort to maintain the tuition and fee costs as published at the beginning of the academic year. However, MEU reserves the right to make changes necessitated by unexpected circumstances. Such changes are announced before the semester in which they become effective. Below is a list of required fees by MEU:

- Every applicant must pay the application fee before the Admissions Committee will consider the application.
- At the time of registration, every student will be charged a registration fee. If registration is not completed within the assigned published days, the student will be charged a late registration fee for every day they are late.
- An examination fee is required for certain examinations such as the Test of English as a Foreign Language (TOEFL), English Placement Test (EPT), Math Placement Test (MPT), make-up tests, make-up examinations, waiver examinations, and credit by examination.
- Every student is charged a development fee to be used for campus improvement.
- Students who use cars to commute to MEU must register their cars each semester with the Business Office and pay the parking fee.
- Upon registration, all undergraduate students become members of the Middle East University Student Association (MEUSA) and are charged the student association fee. The funds are used for student projects and publications.
- A Computer Center fee is charged to all undergraduate students.
- Computer Science, Information Systems and Graphics Design majors are charged an additional fee for using the computer center facility.
- The National Social Security Fund (NSSF) Medical Branch fee is charged annually to all Lebanese students as required by law. Non-Lebanese students are insured for accidents by MEU and must pay an accident insurance fee.
- Students who prefer to live in MEU Housing will be charged a boarding fee.
- Other fees include a graduation fee, transcript request fee, and ID card replacement fee.
- Courses taken for audit are charged at 50% of regular tuition.

INTERNATIONAL STUDENTS

Applicants from outside Lebanon must pay an advance security deposit with a notarized affidavit of support. Once this document and the deposit are received and accepted along with the application form, MEU will consider issuing an acceptance letter. The security deposit this is not an extra fee, but it will be credited to the student's account for tuition and fees.

FINANCIAL HOLD AND CLEARANCE

Students who have made payment arrangements with the Business Office but do not meet their financial obligations to the University at the end of the semester will receive no academic credit for that semester. Outstanding balances must be settled in full before students are allowed to register. If students fail to settle their account by the end of the semester/session, interest may be applied on the balance. Transcripts, diplomas, and other academic records are only released when a student's account has been cleared. All students must obtain a financial clearance from the Business Office to be permitted to sit for the final examinations.

FINANCIAL AID

MEU offers Financial Aid and Scholarship Programs to reduce the financial burdens on students. Students are advised to visit the MEU website where rules and regulations for financial aid are updated regularly.

REFUND POLICY

Students who withdraw from courses during the first four weeks of the semester will receive the following refunds on tuition only:

100% refund	during the first week (Drop or Add Courses period)
75% refund	during the second week
50% refund	during the third week
0% refund	as of the fourth week

Unpaid tuition and fees will be deducted from any calculated refund. The refund schedule is modified for the summer session. Room and board refunds are in proportion to used/unused time.

DISCLAIMER STATEMENT

MEU does not provide insurance coverage for personal effects and is not responsible for the loss or damage of personal belongings brought to the campus by its students. The University recommends that students purchase their own insurance coverage for personal effects.

ACADEMIC INFORMATION

ACADEMIC RESPONSIBILITY

Students are responsible for understanding the rules that govern academic activities. Students are welcome to consult their advisor, the chairperson of the department, and/or the faculty dean. Ultimately, responsibility for meeting degree requirements rests upon the enrolled student.

ACADEMIC CLASS STANDING

Undergraduate students are classified according to the program under which they entered MEU and the number of credits they have earned. Undergraduate students who are enrolled in the Freshman Program must enroll in required courses that will count toward meeting the equivalency criteria prior to registration for sophomore courses. Remedial courses are not considered when determining class standing but must be taken in the first semester of study.

STANDING	A REGULAR STUDENT WHO HAS SUCCESSFULLY COMPLETED:
Freshman	0 - 29 credits
Sophomore	30 - 59 credits
Junior	60 - 89 credits
Senior	90 or more credits

**Note: In Lebanon, a student entering with a BACC II (or its equivalent) is considered as having already completed 30 credits for the purposes of Academic Class Standing.*

ACADEMIC DEGREE PROGRAMS

A degree program is a course of study, which leads to an academic degree. The general requirements for undergraduate and graduate degree programs are described in the following sections. Specific degree requirements for a BA, BS, BBA, MA, MAT, MS, and MBA are stated under each designated faculty or department. University students are permitted to enroll in only one degree program at a time. If a student wishes to study more than one degree program, they must apply only after the successful completion of the requirements of the first degree program.

GRADING SYSTEM

Grades are recorded in students' transcripts that are kept in the Office of the Registrar. Grades that have been submitted to the Office of the Registrar may not be altered, except in the case of an error in computation by the faculty member. The faculty member must submit a request to the Academic Affairs Committee within one month from the date the grade was issued if they wish to change a grade, providing the appropriate documentation.

The right to assign grades rests with the faculty member. In the event of a grade change, the committee will authorize a change only if a computational or recording error has occurred. Grade reports are issued at the end of each semester. The following grading system is used to compute students' quality points on a 4.0 scale:

MEU GRADING STANDARDS

UNDERGRADUATE LEVEL

Percent	Letter Grade	Performance Description	Acceptability	Quality Points
95-100%	A	Excellent	Meets requirements towards any undergraduate degree program.	4.00
90-94%	A-			3.67
87-89%	B+			3.33
83-86%	B	Good		3.00
80-82%	B-			2.67
77-79%	C+			2.33
73-76%	C	Fair		2.00
70-72%	C-			1.67
67-69%	D+	Weak	Acceptable for general education courses but unacceptable for a major course.	1.33
63-66%	D			1.00
60-62%	D-			0.67
0-59%	F	Fail	Does not count towards graduation requirements for any degree or certificate.	0.00

GRADUATE LEVEL

Percent	Letter Grade	Performance Description	Acceptability	Quality Points
95-100%	A	Excellent	Fully meets requirements towards a master's degree.	4.00
90-94%	A-			3.67
87-89%	B+			3.33
83-86%	B	Good		3.00
80-82%	B-			2.67
77-79%	C+	Weak	Can meet requirements towards a master's degree under certain contions.	2.33
73-76%	C			2.00
70-72%	C-	Fail	Does not count towards graduation requirements for a master's degree.	1.67
67-69%	D+			1.33
63-66%	D			1.00
60-62%	D-			0.67
0-59%	F			0.00

GRADE-POINT AVERAGE

Grade-point average (GPA) signifies the average number of quality points (QP) earned per credit in all courses taken with grade designations of "A" - "F" only. GPA is calculated by:

- Multiplying the number of credits by the number of quality points assigned to the letter grade earned in each class,
- Adding the number of quality points earned in all classes, and then
- Dividing the total number of quality points by the total number of credits attempted The cumulative GPA is the ratio of all quality points to credits accumulated since the student began their study program at MEU.

INCOMPLETE COURSES

An "Incomplete" grade is temporary, and is given only when an individual student cannot, due to circumstances beyond their control, complete the course requirements on schedule (such as the disruption of a course of study due to illness). Students with inferior performance who have not completed their academic assignments do not qualify for an "Incomplete" designation. An "I" is awarded only when a significant portion of the coursework has not been completed and after consultation between the faculty member, chairperson of the department, and the faculty dean. In such an instance, a contract sheet obtained from the Office of the Registrar must be completed and the conditions must be met within four weeks from the start of the next semester (or two weeks from the start of the summer session). It is the students' responsibility to meet the deadline for their incomplete course(s).

Upon fulfillment of the conditions, the "I" designation will be replaced by the grade earned. Students with incomplete courses should adjust their course load the following semester/session so that the necessary work to remove the incomplete designation may be made up without jeopardizing their academic performance in the new semester. Failure to meet the deadline will result in changing the "I" designation to the grade earned (possibly an "F"). Students may not register for a course when a prerequisite course has been designated with an "I". The same applies for sequence courses. An "I" designation is not calculated in the cumulative GPA and must be removed before graduation.

DEFERRED GRADE

A Deferred Grade (DG) may be given in certain courses recognized to be of such a nature that all the requirements are not likely to be completed within one semester. It may be given for tours, field/clinical experiences, internships, projects, intensives, independent study courses, courses requiring research such as theses, and undergraduate upper division courses where mastery learning is required. The Office of the Registrar records a DG for the above listed courses previously recommended by a dean and approved by the Academic Affairs Committee. With the exception of theses, all DGs must be finalized within one year from the beginning of the course. At the time of granting the DG, the faculty member will designate a time limit for a given course. The faculty member will also provide the grade to be received if no further work is done. All DGs are required to be cleared before a student can graduate. A faculty member may change the DG to a letter grade (A-F), S/U as appropriate within the timeframe designated at the time the DG was initially granted.

WITHDRAWAL FROM COURSES

Students who wish to withdraw from a course after the end of the add or drop courses period must complete a withdrawal form, available from the Office of the Registrar. This form must be filled out and submitted before completing more than 80% of the scheduled class periods. For classes meeting for the full duration of the academic period, the last date to withdraw is published in the University academic calendar. Those who withdraw will receive a "W" designation on their transcript without forfeiting their academic standing. A "W" designation may not be changed to any other grade. A withdrawal from a course after the last available day to withdraw from a course will result in an "F". **Students may not withdraw more than once from the same course. In the instance of a second withdrawal, an "F" grade will be given.** If a student withdraws from a course early in the semester, they may benefit from the University's refund policy as stated in the Financial Information section.

CHANGE FROM CREDIT TO AUDIT

Students who register for credit may elect to change their status from Credit to Audit only until the last day to withdraw from the course.

AUDITED COURSES

Persons interested in taking classes without credit must first obtain the permission of the faculty dean, the chairperson of the department, and the course instructor. They must also fulfill the University's admission requirements. Auditing classes requires registration for the course, presence at all class sessions, and payment as stipulated in the financial information section of this catalog. Fulfilling class assignments, tests, and examinations are optional, however. An individual auditing a class is required to attend at least 80% of the class periods. The designation received will be "AU". Those who fail to attend regularly will be given a "U" designation. Changes from an audit to credit can only take place before the last day to Add or Drop Courses. Should an individual later desire credit for an audited course, they must retake the course. Laboratory courses cannot be audited. Any individual registered only for an Audit who is not a University student will not be provided with an ID card and is not recognized as a University student. Suspended students may not audit courses at the University.

SATISFACTORY/UNSATISFACTORY GRADES

Certain courses designated by the Academic Affairs Committee may be graded on a satisfactory/unsatisfactory ("S"/"U") basis. Credit is earned only when an "S" is received (the equivalent to a "C" grade for undergraduate students and a "B" grade for graduate students). No quality points are assigned "S"/"U" courses, and an "S"/"U" notation does not affect the GPA.

FACULTY DEANS' HONOR LIST

The University recognizes outstanding academic performance in undergraduate students by issuing a Faculty Deans' Honor List at the end of each semester. To qualify, the following criteria apply:

- Students must be in a degree program and carry a minimum study load of 12 credits per semester;
- Students must not be on academic or social probation; and
- Students must achieve a minimum 3.50 GPA, with no grades lower than "B" no "I" or "W" designations, and no repeated courses.

Students who are fulfilling a portion of their degree requirements at partner institutions are eligible for listing under the same criteria as on-campus students.

Toward the end of spring semester, there is an assembly program during which students who have maintained their names on the Faculty Deans' Honor List for two consecutive semesters (spring and fall semesters) are honored with awards.

COURSE SYLLABI

For each course of study, students receive a syllabus that specifies course objectives, textbooks used, areas to be studied, assignments, attendance requirements, and a schedule for tests and examinations. This syllabus will also include a description of how the student's final grade will be computed. The course syllabus will also normally include information regarding the expectations for the time the student must spend on course-related tasks outside of class time.

CLASS ATTENDANCE POLICY

Regular and punctual attendance of classes, laboratory sessions, fieldwork, and other academic appointments is required of all students. Absence for whatever reason (including late registration, suspension, and early/late vacation leaves) does not excuse students from their responsibilities. Absences are counted from the first scheduled meeting of the class, regardless of when the student registers for the course.

Faculty members are responsible for keeping regular class attendance records and enforcing the University's class attendance policy. The class attendance requirement is an integral part of the course syllabus. Excuses for absences are granted and makeup work is assigned at the discretion of the faculty member when an absence is due to a documented illness or another serious cause. Absences do not negate the student's obligation to complete all requirements of a course. Activities or assignments that take place in class during an unexcused absence will be treated the same way as any unsubmitted work.

When a student is late three times for a class, they accumulate one absence. If a student is more than ten minutes late for class or they leave before class is over, then they may be counted as absent.

If a student has unexcused absences exceeding 15% of the course contact hours, or 20% inclusive of the excused absences, the student is no longer eligible to earn credit for the course. The faculty member should notify the student, their dean, and the registrar. The student is expected to then process their withdrawal from the course. A student whose withdrawal is not processed during the authorized period to withdraw will receive a grade of "F".

Whenever a student is continuously absent for more than the equivalent of one week of instruction (whether excused or unexcused), it must be reported to the faculty dean for follow-up.

COURSE EVALUATIONS

All courses have requirements that will be used to evaluate students' academic performance. Credit and a passing grade are not granted unless students complete the course requirements satisfactorily. Failure to complete course requirements by a scheduled date can result in a failing grade.

If a student misses a test, a mid-term examination, or a final examination for a justifiable reason, the faculty member will evaluate the case and, with permission from the faculty dean, may allow for a makeup test within one week of the scheduled test/examination. A form obtained from the Office of the Registrar must be filled out and a fee is charged before the test/examination is administered. If a student fails a course, no re-examination is authorized; they must then repeat the course the next time it is offered.

REPEATING UNDERGRADUATE COURSES

A student is allowed to repeat a course in which they received a failing, unsatisfactory, or withdrawal designation only once. The same course must be taken the next time it is offered. When a course is repeated, the latter grade is considered in the cumulative GPA. However, both grades are retained on the student's permanent transcript. A course grade may be replaced by another grade only for coursework repeated in residence. The student who repeats a course must complete all the required work. In sequence courses, a student who fails a course or receives an unsatisfactory grade must repeat that course before they are permitted to enroll in any subsequent course in the sequence. Students may repeat up to 21 credits to raise their GPA to the required level.

REPEATING GRADUATE COURSES

Graduate students may repeat only once a maximum of two graduate courses in which they have received a grade of "B" or less. In case of repeating a course, only the latter grade will be counted in calculating the cumulative GPA.

CREDIT BY EXAMINATION

In exceptional cases, the faculty dean and the Academic Affairs Committee may grant a student the opportunity to obtain credit by examination. A student may request such an opportunity if, in terms of course content, they have a depth of knowledge and experience that appears to meet course requirements.

The student requesting Credit by Examination shall submit a written request to the Academic Affairs Committee through their academic advisor and faculty dean, stating the reason for the request, and supplying supporting evidence if needed. If the request is granted, the student must fill out the Credit by Examination form, pay the Credit

by Examination fee (equivalent to tuition), and work out the details with the teacher approved by the Academic Affairs Committee. The teacher may supply the student with the course syllabus and a list of resource materials but is not to engage in any tutoring activities.

The Committee, upon recommendation from the relevant faculty dean, shall designate an individual that normally teaches the course at MEU, to prepare, administer and evaluate the examination. Such an examination shall be equivalent in difficulty and content to a comprehensive final examination for the course.

The minimum acceptable grade for credit by examination is "C" for undergraduate credit or "B" for graduate credit. The GPA will not be affected by the results of the examination. The study load of the student will not be affected by an examination for credit. The credits gained will be regarded as transfer credits. No type of credit by examination may be used to replace failures or other low grades received. Credit by Examination is not the same as credit taken in residence; however, students must pay the regular tuition fee for Credit by Examination.

WAIVER EXAMINATIONS

A required course may be waived provided the student demonstrates proficiency by means of a waiver examination. Permission for this must be obtained from the faculty dean and approved by the Academic Affairs Committee. No credit is given for a waiver examination, and a fee is charged.

ARABIC LANGUAGE EXEMPTION

Students whose mother tongue is not Arabic and/or who have completed their secondary education in a school where Arabic was not used as the language of instruction may apply for exemption from the Arabic language requirement. Those exempt from Arabic may choose Arabic for Beginners or any relevant language course to fulfill the language requirement.

TUTORIAL COURSES

When fewer than five (5) students enroll in a course, the course may be offered as a tutorial. The student(s) will be assigned a faculty member as a supervisor, and will work with the supervisor to complete the appropriate learning for that course. It is expected that during a tutorial, the student will work more independently, with fewer hours of instruction than in a regular course. The number of contact hours with the faculty member will vary depending on the situation and the course content.

As an exception, a student may request to take a course that is not currently being offered as a tutorial due to personal interest. If approved, the student will be charged at the rate currently in effect as set by administration, which is higher than the normal tuition rate.

All tutorials, regardless of their nature, require the student to work with their academic advisor and faculty dean

to prepare a full student plan, including the reasons why the tutorial is appropriate. The faculty dean will then request the appropriate approval from the Academic Affairs Committee before the tutorial commences.

TRANSCRIPT OF GRADES

The Office of the Registrar issues transcripts of students' academic record upon written request from the students. Official transcripts are issued in sealed and stamped envelopes or mailed directly from the Office of the Registrar to the institution chosen by the student. A student requesting a transcript of grades must allow one week to process the document. A fee must be paid for every transcript, and no transcript will be released until the students' financial obligations to MEU have been fully met.

Students may access their grades online using the online records system. This enables them to track their own progress and make appropriate plans for future semesters.

ONLINE CHECK SHEETS

All students have access to their own online check sheet. This allows the student to see what remaining degree requirements must be completed and allows the student to have the opportunity to plan their future courses. While a useful tool, the final degree audit is done by the registrar's office. The student should address any questions regarding their check sheet to their academic advisor.

UNIVERSITY COURSES

A course is a series of presentations, lectures, exercises, tests, and research projects dealing with a specific subject. Courses are numbered with an official course code. The prefix indicates the academic discipline, the area of study to which the course belongs, and the level of the course.

Each course earns a given number of credits if successfully completed. The number of credits ranges from one to six per course. Courses typically are scheduled for one 50-minute class period per week per credit for the duration of one semester (a period of 15 weeks or its equivalent). In the case of a laboratory course, two or three 50-minute class periods are scheduled weekly per one credit.

The University's course numbering system is as follows:

- Courses numbered 100 - 299 are undergraduate lower division courses and may be taken by freshman and sophomore students.
- Courses numbered 300 - 499 are undergraduate upper division courses and may be taken by junior and senior students. Many of these courses have lower division prerequisites that must be met before entering the course.
- Courses numbered 500 - 699 are graduate level courses.

Courses may require prerequisites or co-requisites. A prerequisite is a preliminary course that must be completed

ed prior to the intended course. A co-requisite is a course that must be taken no later than concurrently with the intended course.

Some courses must be taken in a specific order and time sequence over two consecutive semesters. Other courses indicate variable credit (1-3 credits), where students may register for one, two, or three credits. Certain courses are shared between departments; they have the same content and usually hold the same title. Not all courses listed in the Academic Catalog are offered every academic year.

CHANGE OF STUDY PROGRAM

Students are advised to select their degree and major area of study at the time of their first registration. In case students are undecided about a major, they must decide at the end of their second semester. If students wish to change their study program at a later stage (major or area of academic study), they must consult with the chairperson(s) of the department(s), the faculty dean(s), and apply for this change on the appropriate form available from the Office of the Registrar. Sponsored students may not change their study program without the consent of their sponsor.

ACADEMIC HONESTY AND INTEGRITY

MEU expects each student to display honesty in all academic matters. Dishonesty during a test or examination or with an academic assignment is a serious offense, and it will always result in severe consequences. Academic dishonesty includes falsification of official documents or signatures; plagiarism of any published or unpublished work; presenting assignments that are not the student's own work; using materials during a quiz, test, or examination not allowed by the faculty member; studying from stolen quizzes, tests, or examinations; copying from a colleague's paper or talking during a formal or informal quiz, test, or examination. A student who intentionally aids another student in a dishonest act is considered equally responsible.

Any violation of academic honesty by cheating or plagiarizing shall be managed either by the faculty member or presented to the Academic Affairs Committee for appropriate action. It will be punishable either by warning, receipt of a lower grade or an "F" grade, or expulsion from the course. Academic suspension/dismissal follows a severe act or a repeated offense of academic dishonesty. In the case of suspension, the student will not be readmitted to MEU until one calendar year has elapsed. The faculty member will report the incident, as well as the outcome, to the faculty dean supervising the student's academic program.

MEU supports copyright laws; therefore, students are advised not to illegally copy textbooks, printed material, computer software, or any other copyrighted material.

ACADEMIC PROBATION FOR UNDERGRADUATES

Students are expected to maintain a minimum cumulative GPA of 2.00 (average grade of "C"). If failure

to maintain the overall minimum GPA of 2.00 occurs, they are placed on academic probation for the following semester and may remain on academic probation for a maximum period of two consecutive semesters. Students on academic probation are expected to limit their extracurricular activities. They may not hold any office in MEU organizations. Their study load is restricted to 12-13 credits per semester, and 4-5 credits for the summer session, or as advised by the faculty dean. Students are removed from probation if they attain a cumulative GPA of 2.00 or higher during the designated period.

Students who remain on academic probation for a second semester will be required by the Academic Affairs Committee to attend personal academic counseling sessions where they will be advised and supervised by an appointed counselor. During the semester and on a weekly basis, students must submit a written report to the counselor demonstrating their educational progress. Teachers of courses taken by students on academic probation will be involved in assisting and supporting the counselors for the scholastic welfare of the students.

Students who carry a reduced study load of less than 12 credits per semester are not subject to the academic probation regulation until they have successfully accumulated a minimum of 12 credits (including the summer session).

ACADEMIC SUSPENSION/DISMISSAL FOR UNDERGRADUATES

Students are subject to academic suspension if their cumulative GPA falls below 1.25 in a given semester. Those whose GPA continues to remain below 2.00 at the end of a second semester of probation (or the third if the second semester is the fall semester) will be suspended. The summer session is not counted as a semester. Academic suspension lasts for one calendar year, after which students may apply for re-admission. At the time of their return, suspended students must demonstrate that they are ready to pursue their studies seriously. For example, during their suspension period, they may study at another institution of higher education and complete at least 12 credits with a "C" average or be employed for a period of one year and receive a good recommendation. Suspended students are excluded from all MEU services and facilities other than official church activities during the period of their suspension.

Upon their re-admission to MEU, students will be placed on probation for a maximum of two regular semesters with a maximum load of 12 credits per semester. Any course taken at another accredited institution of higher education during the suspension period will not be transferred if it was originally failed at MEU. Re-admitted students who fail to maintain a semester GPA of 2.00 or to raise their cumulative GPA to the required 2.00 by the end of the second semester after readmission will be dismissed from MEU.

Students who voluntarily leave MEU while on probation may be readmitted on probationary status to fulfill the un-completed probationary period. MEU reserves the right to suspend or dismiss a student at any time for reasons regarded as valid by the administration.

PROBATION AND DISMISSAL FOR GRADUATE STUDENTS

A graduate student may be placed on academic probation for one semester by the Academic Affairs Committee if they:

- Are admitted originally on probationary graduate status
- Fails in a graduate course by receiving a grade below "C"
- Does not maintain the minimum cumulative GPA of 3.00 on the first nine graduate level credits

Students whose cumulative GPA drops below 3.00 and are placed on academic probation must work with their academic advisor on a plan to raise their cumulative GPA to the acceptable level. If the plan is not met successfully, students will not be permitted to advance to degree candidacy, register for the thesis, and continue in the degree program.

A student may be dismissed from the graduate program if they:

- Were admitted on probation and unable to comply with the requirements within the first two semesters of graduate study,
- Accumulate more than two grades below "B" and/or more than two repeats,
- Have more than one "F" grade in the graduate study program,
- Are not removed from probation after the prescribed semester,
- Fail the thesis oral defense twice, or
- Do not complete the degree program within six academic years.

Graduate students may also be dismissed from MEU for ethical reasons. Dismissed students will not be re-admitted to MEU. The date of dismissal for academic or ethical reasons will be recorded on the student's transcript of grades.

ATTENDING THE UNIVERSITY

The admission of students to MEU, their status, their attendance, their academic programs, and their degrees are all subject to the governing authority of MEU. The University reserves the right to terminate any privileges for reasons considered valid by the administration.

WITHDRAWAL FROM THE UNIVERSITY

Students who voluntarily wish to withdraw from MEU for any reason must complete the withdrawal form obtained from the Office of the Registrar. If this occurs during the withdrawal period, then all the courses will receive a "W" designation. Students who do not apply to withdraw and simply stop attending classes will earn failing grades. MEU will assess tuition and fees depending on when the MEU Registrar is notified of the student's withdrawal. Students who receive financial aid or live in MEU housing are responsible to contact the associated offices on campus to inform them of a change in status.

INFORMATION FOR GRADUATE STUDENTS

GRADUATE ACADEMIC ADVISOR

Upon admission into the graduate study program, an academic advisor is assigned to the student. The advisor's task is to assist and guide the student in planning their course of study, to approve the student's course schedule, and to counsel the student about academic requirements and expectations.

GRADUATE COURSES AND GRADES

The graduate courses are classified under two categories:

GRADUATE LEVEL COURSES

The graduate degree courses are numbered between 500 and 699. Graduate students must maintain a minimum cumulative grade-point average (GPA) of 3.00 in all graduate courses. No more than two grades below "B" and no grades below "C" are permitted. The passing grade for the thesis is "B".

FOUNDATION COURSES

Foundation courses may be required to fulfill deficiencies in a student's academic background. These courses should ideally be taken before beginning the graduate degree. In no case may a student enroll beyond 50% of the program credits without completing these courses. These courses do not count toward the graduate degree. The minimum passing grade for a foundation course is a "C". The student must maintain a minimum cumulative GPA of 2.75 in the foundation courses.

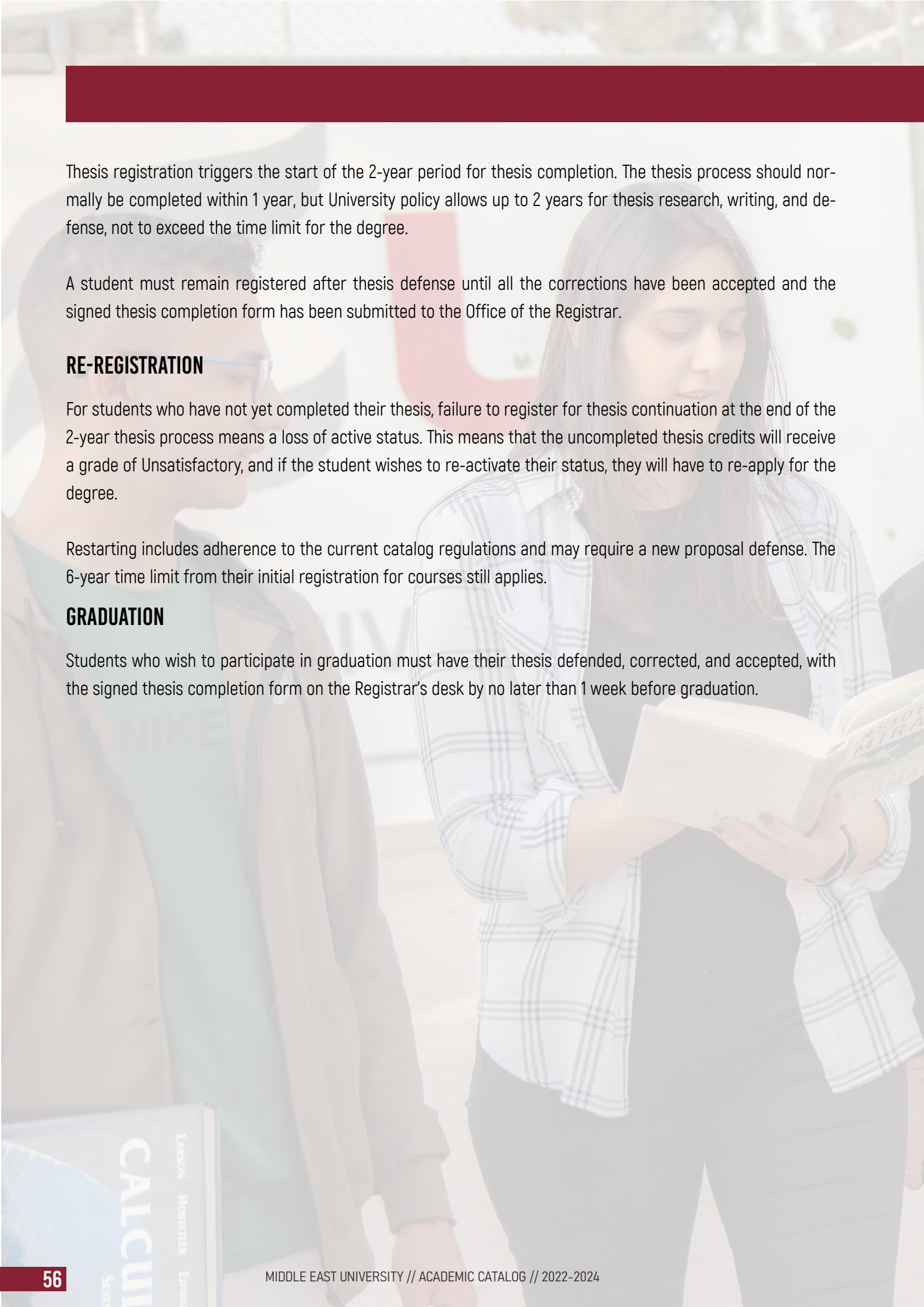
Graduate level courses are generally taught during late afternoons and/or evenings.

GRADUATE THESIS

The graduate thesis demonstrates a student's capacity for original, in-depth, and independent research work. The thesis must be written in the English language and must follow the process and conform to the format as spelled out in the University's published research standards, which contain more information on the processes and procedures for writing a thesis at MEU. The thesis must be completed within the 6 years allotted by MEU for a master's degree. Nothing in the registration procedures below extends that 6-year time limit.

REGISTRATION

Graduate students may register for the thesis (6 credits total) any semester after completion of the Research Methods course and 24 credits of course work, provided their cumulative GPA is at least 3.00 and they have the consent of the faculty dean. Thesis registration must take place no later than the academic period following the completion of coursework.



Thesis registration triggers the start of the 2-year period for thesis completion. The thesis process should normally be completed within 1 year, but University policy allows up to 2 years for thesis research, writing, and defense, not to exceed the time limit for the degree.

A student must remain registered after thesis defense until all the corrections have been accepted and the signed thesis completion form has been submitted to the Office of the Registrar.

RE-REGISTRATION

For students who have not yet completed their thesis, failure to register for thesis continuation at the end of the 2-year thesis process means a loss of active status. This means that the uncompleted thesis credits will receive a grade of Unsatisfactory, and if the student wishes to re-activate their status, they will have to re-apply for the degree.

Restarting includes adherence to the current catalog regulations and may require a new proposal defense. The 6-year time limit from their initial registration for courses still applies.

GRADUATION

Students who wish to participate in graduation must have their thesis defended, corrected, and accepted, with the signed thesis completion form on the Registrar's desk by no later than 1 week before graduation.

RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Students of MEU are members of the academic community; therefore, they are expected to maintain and contribute to high standards of conduct, to cultivate lofty moral values, to confirm noble principles of character, and to adopt distinguished academic standards. Even though attendance at MEU is a privilege and not a right, students have certain guaranteed rights that include:

- The right to learn. Students have the right to be clearly informed of what is reasonably expected from them in each course, the manner in which they will be assisted in the learning process, and how they will be evaluated on the basis of their scholastic performance as well as other relevant criteria.
- The right to be free from discrimination or harassment. MEU upholds an academic environment for all its members, free from unlawful discrimination or harassment. Students, faculty, and staff must enjoy the academic environment so that they may be able to achieve high levels of learning, productivity, performance, and satisfaction.
- The right to discuss, inquire, and express. Both inside and outside the classroom, members of MEU are encouraged to discuss, inquire, and express themselves in a free and responsible manner regarding issues, procedures, or matters of general interest.
- The right to petition. Students advocating changes to MEU rules or procedures may channel their petitions through the Student Association or directly to the relevant MEU officer. Joint meetings between students and MEU personnel may then be held to discuss the petitioned issues.
- Right to appeal. If students feel their rights have been violated, there is an established grievance procedure. Depending on the nature of the grievance, whether academic, financial, social, emotional, or work-related, the appropriate procedure must be followed.
- The right for access to, and privacy in, academic records. Students have the right to inspect and review their official academic records. An official request should be made to the Office of the Registrar. A student's academic records are confidential unless a special release is written and signed by the student.
- The right to associate with others. Students are free to organize and/or join campus clubs, committees, and associations that are consistent with MEU's policies. These organizations are open to all students without discrimination. Faculty/staff sponsors act as advisors/counselors to these student groups. The Student Handbook provides more details on the organization of clubs.

STUDENT RESPONSIBILITIES

In accordance with the above guaranteed rights, students are expected to fulfill certain responsibilities:

- The responsibility to conduct themselves at all times in a manner that is orderly, honest, and consistent with the principles of MEU.
- The responsibility to be respectful and protective of themselves and others, as well as Middle East University and its property. Indecent exposure, public display of affection, sexual immorality, and the

possession of pornographic, obscene, and offensive literature are unacceptable.

- The responsibility to respect the physical and emotional safety of self and others, as well as respect the need for acceptance and belonging. Violence, harassment of individuals or groups, theft, vandalism, and disruptive classroom behavior will not be tolerated.
- The responsibility to attend classes, study, and complete assignments. Students need to maintain a high level of integrity, develop a strong work ethic, respect deadlines, and honor financial obligations. Honesty in all academic assignments is essential for success.
- The responsibility to use proper speech. Profane, vulgar, or abusive expressions do not solve problems. Peaceful means must be used to settle all disputes.
- The responsibility to conduct relationships with the opposite gender in a courteous manner as well as dress appropriately and modestly at all times.
- The responsibility to refrain from carrying firearms and dangerous weapons, from organizing and participating in on-campus unauthorized rallies and strikes, and from promoting personal political views.
- The responsibility to abstain from possessing, using, or distributing alcoholic beverages, tobacco, narcotics, and illegal drugs. The campus has been declared a drug- and smoke-free environment.

DISCIPLINARY ACTION

There are times when it is necessary for MEU to discipline students who do not fulfill their responsibilities or breach policies and regulations pertaining to conduct. The response of the Student Affairs Committee may include:

- Discourse with the student
- Oral/written counsel
- Oral/written warning
- Probation
- Banning from attending a certain class, entering the campus, or participating in an activity
- Suspension for a definite time or until a specified condition is met
- Withdrawal for one semester or more
- Permanent dismissal from the University

MEU reserves the right to dismiss students whose presence and lifestyle on campus and in University-related activities off-campus is considered unsuitable or damaging to the institution's values.

MOBILE PHONES

Students are not normally allowed to use mobile phones during classes or formal academic meetings. Unless explicit permission is given by the faculty member or event presider, phones must be turned off during classes, assemblies, and examinations. Failure to adhere to this may cause a temporary confiscation of the phone, and/or dismissal from the meeting place.

SEXUAL HARASSMENT POLICY

Students and University personnel have the right to enjoy studying, working, and living on a campus free from hostile conduct, intimidation, and offensive behaviors. MEU will not tolerate any involvement by its students or



personnel in activities that could be perceived as sexual harassment. Any physical or verbal conduct, like attempts to pressure someone for sexual favors, sex-oriented comments, teasing or jokes, unnecessary touching of an individual or display of offensive pictures, texts, or audio-visual materials is unacceptable.

If an MEU employee or a student is subjected to sexual harassment, or is aware of an incident of sexual harassment, he or she should make it clear to the offender(s) that such behavior is not acceptable, and the incident should immediately be reported to one of the MEU administrators.

STUDENT GRIEVANCE PROCEDURE

Students are encouraged to solve all problems at the lowest possible organizational level. In the academic area, a student who feels that a faculty member has treated him or her unfairly is entitled to an impartial review of the complaint. The student must first appeal to the faculty member in question in an attempt to solve the problem in a spirit of cooperation. If a satisfactory solution to the grievance cannot be reached, the student may escalate the complaint to the academic advisor, the chairperson of the department, the relevant faculty dean, the vice president, the Academic Affairs Committee, and the president, step-by-step in that order.

When an appeal is made to the committee, the student has the right to choose one faculty or staff member to be on the committee. The student has the right to appear before the committee to briefly present the case in person. The student is required to provide to the committee, in advance, a written statement that clearly states the specific issue, the basis for dissatisfaction, and the outcome being requested.

Student grievances in non-academic areas follow a similar pattern via the immediate supervisor, relevant administrator, supervising committee and finally the president.

GRADUATION INFORMATION

PARTICIPATION IN THE GRADUATION CEREMONY

Students who have completed their degree requirements before the graduation date and have fulfilled the graduation candidacy requirements may participate in the graduation ceremony.

- Undergraduate students who will complete their degree requirements during the summer session following spring graduation, should petition the Academic Affairs Committee at the beginning of their final academic year, for permission to participate in the spring graduation ceremony. They must also have a 2.5 GPA in their major and 2.25 cumulative GPA, with no incomplete courses that would be outstanding beyond summer session.
- The graduation ceremony distinguishes between those who have completed all degree requirements at the end of the spring semester and those who have some remaining coursework to be completed during the summer session. Those with remaining coursework to be completed in the summer session will be identified in the graduation ceremony as "summer graduates" and no recognition of academic honors will be noted.

GRADUATION SCHEDULE

Graduation ceremonies are intended to recognize and celebrate the achievement of students who have completed all their degree requirements. The responsibility for meeting the graduation requirements rests primarily with the student.

Conferral of degrees normally takes place once a year at the end of the spring semester. However, if students complete the graduation requirements at the end of either the fall semester or the summer session, they may be issued a diploma dated at that time. It is the responsibility of the graduates to have their diplomas equalized by their respective government(s).

UNDERGRADUATE LEVEL GRADUATION REQUIREMENTS

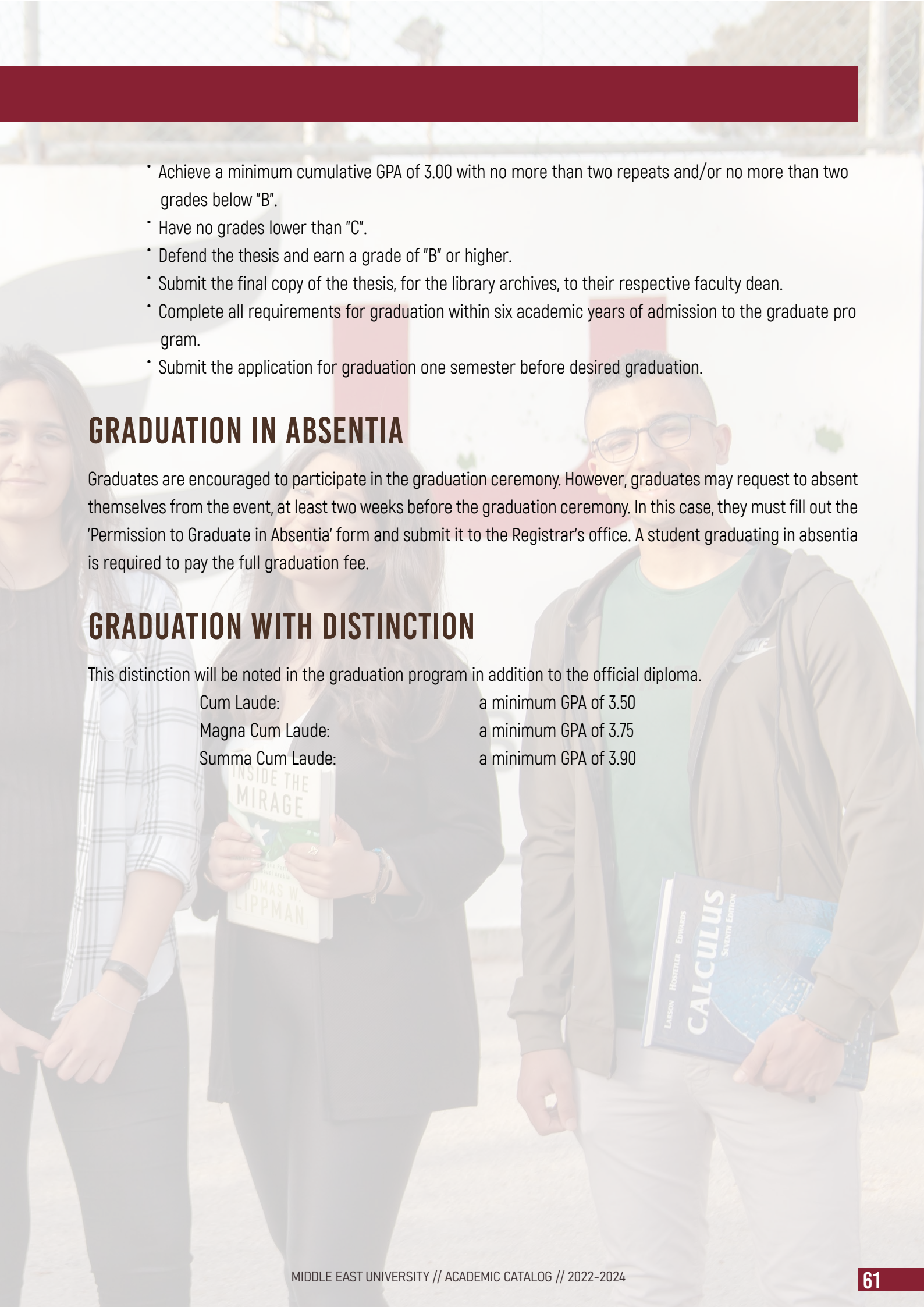
Before participating in the graduation ceremony or receiving a diploma, each undergraduate candidate must:

- Fill and submit an 'Application for Graduation' form at the beginning of their last academic year.
- Pass all the required courses and achieve a minimum cumulative GPA of 2.00. All students must maintain a minimum GPA of 2.25 with no grades lower than "C" in their department (major) course requirements, cognates, and department electives.
- Fulfill the residency requirement of the University.

GRADUATE LEVEL GRADUATION REQUIREMENTS

To become candidates for graduation, graduate students must:

- Complete all degree requirements.

- 
- Achieve a minimum cumulative GPA of 3.00 with no more than two repeats and/or no more than two grades below "B".
 - Have no grades lower than "C".
 - Defend the thesis and earn a grade of "B" or higher.
 - Submit the final copy of the thesis, for the library archives, to their respective faculty dean.
 - Complete all requirements for graduation within six academic years of admission to the graduate program.
 - Submit the application for graduation one semester before desired graduation.

GRADUATION IN ABSENTIA

Graduates are encouraged to participate in the graduation ceremony. However, graduates may request to absent themselves from the event, at least two weeks before the graduation ceremony. In this case, they must fill out the 'Permission to Graduate in Absentia' form and submit it to the Registrar's office. A student graduating in absentia is required to pay the full graduation fee.

GRADUATION WITH DISTINCTION

This distinction will be noted in the graduation program in addition to the official diploma.

Cum Laude:	a minimum GPA of 3.50
Magna Cum Laude:	a minimum GPA of 3.75
Summa Cum Laude:	a minimum GPA of 3.90

LANGUAGE INSTITUTES



ENGLISH LANGUAGE INSTITUTE

The English Institute is a full-time English program that aims to help students develop the language skills needed to function in English and the academic skills needed to succeed in university. The program is designed to improve English comprehension and speaking, as well as reading and writing skills through the study of reading, grammar, vocabulary, composition, and oral and aural practice.

The English Language Institute offers basic, intermediate, and advanced preparatory university-level language courses for students wishing to learn or improve their English. Students are placed in one of the three levels based on their English language entrance examination score. The basic and intermediate levels consist of four courses in each level (Reading, Writing, Listening/Speaking, and Grammar), for a total of 20 class hours per week, and the advanced level consists of three courses (Reading, Writing, and Grammar), for a total of 15 hours per week.

Students at the Intermediate level may be allowed to take a Physical Education course or an Arabic course with permission from the Language Institute coordinator. Students at the Advanced level are allowed to take one or two university courses as directed by their academic advisor.

Students may attend the English Language Institute whether or not they intend to pursue a degree at Middle East University. The credits earned in the English Language Institute are not counted toward any degree offered by Middle East University.

PLACEMENT SCORES

The table below shows the required placement test scores for entry to each level of English.

Level	TOEFL ITP	TOEFL iBT	IELTS	Duolingo
Basic*	325-399	15-31	4.0-4.5	50-60
Intermediate	400-474	32-52	5.0	65-75
Advanced	475-524	53-70	5.5	80-90

*Students who score below this level may be able to participate in Beginner level courses.

Students who test below the minimum level required for admission to the Basic Level of the English Language Institute may be allowed to enter under a special program for Beginners. This program aids true beginners in preparing themselves for more advanced English language learning. This level is offered based on demand, and there is not usually enough demand every semester. For this reason, students who are Beginners should make arrangements with the English Language Institute before planning to start their studies at the Institute.

PASSING GRADES AND PROMOTION

To be promoted from the Basic Level to the Intermediate Level and from the Intermediate Level to the Advanced

Level, students must achieve an average of not less than "C" across the four courses, with no grade below "C-". Upon successful completion of all three levels, the student may receive a formal letter of completion. To be promoted out of the English Language Institute, students in the Advanced Level must achieve an average of not less than "C" across all courses, with no grade lower than "C-." A student at the Advanced Level who achieves an average of "B+" with no grade less than "B" across all courses may take English Composition I without an English Placement Test or the remedial Introduction to Academic English course.

Students who complete the Advanced English Level with the required grade may begin their university degree program. Students who do not pass their English Language Institute courses with the required grades must either repeat the level or pass one of the official placement tests with the scores indicated above.

English Language Institute Courses

Basic English Level			Cr
ENLI110	Basic Grammar		4
ENLI111	Basic Speaking and Listening		4
ENLI112	Basic Writing		4
ENLI113	Basic Reading		4
Intermediate English Level			Cr
ENLI120	Intermediate Grammar		4
ENLI121	Intermediate Speaking and Listening		4
ENLI122	Intermediate Writing		4
ENLI123	Intermediate Reading		4
Advanced English Level			Cr
ENLI130	Advanced Grammar		4
ENLI131	Advanced Writing		4
ENLI132	Advanced Reading and Discussion		4

ARABIC LANGUAGE INSTITUTE

The Arabic Language Institute offers non-credit and credit university courses in the Arabic language at various levels for students whose mother tongue is not Arabic and who have never received formal studies in the Arabic language.

The institute aims to meet the increasing demand to learn the Arabic language. Students will be offered speaking and listening training, as well as writing to assist in improving their understanding of the Arabic-speaking culture.

Classes are offered at the basic, intermediate, and advanced levels. Students may begin at the Basic Level. Upon completing the Basic Level, they will be promoted to the Intermediate Level and subsequently to the Advanced Level. Students must achieve an aggregate of not less than a "C" grade to be promoted from one level to the other. Upon successful completion of all three levels, the student will receive a formal letter of completion.

Basic Arabic Level		Cr
ARAB110	Basic Grammar	3
ARAB120	Basic Conversation	3
ARAB130	Basic Writing	3
ARAB140	Basic Reading	3
Intermediate Arabic Level		Cr
ARAB210	Intermediate Grammar	3
ARAB220	Intermediate Conversation	3
ARAB230	Intermediate Writing	3
ARAB240	Intermediate Reading	3
Advanced Arabic Level		Cr
ARAB310	Advanced Grammar	3
ARAB320	Advanced Conversation	3
ARAB330	Advanced Writing	3
ARAB340	Advanced Reading	3

ARABIC LANGUAGE AND CULTURE PROGRAM

The Arabic Language and Culture Program runs during the academic year and is divided into two academic semesters, Fall and Spring. Students participating in the program receive instruction in the Arabic language with classes focused on conversation, grammar, vocabulary, and writing, as well as spiritual life and service in an Arabic context.

Along with the classes, students participate in cultural and service-oriented outings throughout the academic year, traveling to various historic and iconic destinations within Lebanon and other nearby Middle Eastern countries. Through their participation, students gain a broader worldview as well as experience the various historical and archaeological sites visited within the context of the great controversy, the history of the church, and its continued mission today. The program provides a comprehensive orientation to the region's unique spiritual/moral needs and the opportunity for personal development towards a life of service to people hailing from these Middle Eastern and North African countries.

Tuition for the program is based on covering the expenses of the entire program including course credits, room, board, food, cultural tours, and fees. Trips outside of Lebanon include visits to the United Arab Emirates and Jordan. Turkey may be visited as well depending on the program's enrollment in a given year.

The program is directly affiliated with Adventist Colleges Abroad (ACA), which is managed from the offices of the North American Division (NAD). Students at Seventh-day Adventist consortium schools in North America and Australia can participate in the program while remaining enrolled at their home institutions. Prospective students not attending one of the consortium schools have the choice to apply and register through a consortium institution or apply directly to MEU for admission.

Admission requirements for students applying through ACA can be found on their website (www.aca-noborders.com). All other interested students should follow the normal admissions procedures of MEU when applying.

FRESHMAN CLASS PROGRAM

FRESHMAN PROGRAM REQUIREMENTS

The Freshman Class Program functions under the supervision of the Office of the Vice President for Academic Administration. Students in the Freshman Program are required to complete a minimum of 30 credits during the course of one academic year. The program includes subjects in Arabic (unless officially exempted), English, Humanities, Math, Natural Science, and Social Science and Religion.

Upon successful completion of the Freshman program and all requirements, students must apply for and receive Baccalaureate equivalence from MEHE. All requirements for the Freshman Class Program must be completed before students can advance to the sophomore level. The credits earned in the Freshman Class Program may not be used towards the equalization of the undergraduate degree program earned at the University.

All students who wish to enroll in the Freshman Class Program, whether in the arts track or in the science track, must note the following requirements:

- Applicants are required to hold a secondary school certificate (Grade 12) from a recognized institution outside Lebanon based on twelve years of regular successive schooling.
- Applicants must obtain permission from the Equivalence Committee of MEHE allowing them to pursue higher education on the basis of a foreign program before registering for classes at MEU.
- Applicants must sit for and pass either the SAT Reasoning Test or the ACT Test. These tests are required prior to admission to the Freshman Class Program.
- Applicants coming from a school not accredited by a US regional accrediting association will also be required to pass a subject ACT test prior to or during the Freshman year.

ARTS TRACK REQUIREMENTS

The arts track courses for students majoring in Business Administration, Education, English, Graphic Design and Digital Media, Religion, and Theology are:

Arts Track		30
ARAB____	Arabic Course	3
CLST____	Cultural Studies Course	3
CPTR208	Foundations of Information Technology	3
RLGN____	Religious Studies Course	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
6 credits from:		
ENLG110	Introduction to Academic English	3
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG____	English Literature Course	3

PHIL210	Introduction to Philosophy	3
3 credits from:		
MATH____	MATH 100-level Course	3
STAT101	Survey of Statistics	3
6 credits from:		
BIOL111	Survey of Biology	3
CHEM111	Survey of Chemistry	3
PHYS103	Survey of Physics	3

SCIENCE TRACK REQUIREMENTS

The science track courses for students majoring in Biology, Computer Science, and Information Systems are:

Science Track		30
ARAB____	Arabic Course	3
CLST____	Cultural Studies Course	3
CPTR208	Foundations of Information Technology	3
RLGN____	Religious Studies Course	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
3 credits from:		
ENLG110	Introduction to Academic English	3
ENLG211	English Composition I	3
12 credits from:		
MATH____	MATH 100-level Courses	3
STAT101	Survey of Statistics	3
BIOL111	Survey of Biology	3
CHEM111	Survey of Chemistry	3
PHYS103	Survey of Physics	3

GENERAL EDUCATION PROGRAM

IMPORTANCE OF GENERAL EDUCATION COURSES

The fast expansion and development of knowledge in a multi-cultural world demands the adoption of a philosophy of continuous life-long learning among the educated. All students at MEU must engage in the study of many fields, from the fine arts to the empirical and social sciences. This broad encounter with varied perspectives, and the exposure to knowledge gained from a wide range of disciplines, forms the domain of the General Education Program, one of the key pillars of higher education.

GENERAL EDUCATION GOALS

To be a well-informed, participating member of society, a student must be knowledgeable in many areas. MEU's General Education Program courses are derived from the following areas:

- Religious Studies. Through a study of faith, ethics, and doctrine, students are invited to gain an understanding of God's divine plan for their lives.
- Language and Communication. Through practice, students will develop strategies for effective oral and written language communication.
- Arts and Humanities. By studying literature, ideas, and the performing and visual arts, students will come to understand how civilizations express themselves.
- Social Science. Students will come to understand human-behavioral theories and perspectives as manifested in social, geographic, political, and economic relationships.
- Physical and Natural Science. Students will experience the scientific method of studying the natural universe and the current way of understanding it.
- Wellness. Students will study and apply the principles of health and fitness to their own lives.
- Mathematics and Information Technology. Students will develop the logical, mathematical, and computer skills vital to life in a modern world.

GENERAL EDUCATION PROGRAM REQUIREMENTS

The General Education Program is administered through the Office of the Vice President for Academic Administration. Because of minor variations in requirements, the details are listed within each degree program.

Occasionally, a number of General Education Program courses for the undergraduate degree may be completed earlier in fulfillment of the Freshman Class requirements. In this case, the chairperson of the department will select substitute courses.

The General Education Program courses must be taken in the proposed sequence. Additionally, the minimum acceptable earned grade in residency for the General Education Program courses is a D.

The General Education requirements for MEU degrees are listed below. Some degree programs may have more detailed requirements. Please check the appropriate section of the Catalog for any program-specific information.

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
HLED135	Wellness 360	3
PEAC_	Physical Education Course	1
PHIL241	Ethics in Modern Society	3
RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
2 credits from:		
ENLG215	Research Methodology	2
RLGN290	Research Methods in Religious Studies	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3

NOTE:

* ARAB101 Arabic for Beginners I (3) is for students who are non-Arabic speakers.

* RLGN290 Research Methods in Religious Studies (2) is for students from the Faculty of Philosophy and Theology.

FACULTY OF ARTS AND SCIENCES

Amy McHenry, PhD
Faculty Dean

The Faculty of Arts and Sciences comprises three departments: Arts and Design, Computer Science, and Natural Science and Health. The Department of Arts and Design offers a Bachelor of Arts degree in Graphic Design and Digital Media. The Department of Computer Science offers a Bachelor of Science degree in Computer Science. The Department of Natural Science and Health offers a Bachelor of Science degree in Biology.

The mission of the faculty is to provide students with the wisdom, knowledge and skills to be competent, compassionate, and committed, both personally and professionally. The faculty offers academic programs of excellence and aims to prepare graduates for successful entry into the professional workforce or provide the platform for further specialized postgraduate research, health and medical studies.

DEPARTMENT OF ARTS AND DESIGN

Bachelor of Arts in Graphic Design and Digital Media The BA in Graphic Design and Digital Media will prepare students to practice graphic design professionally. Critical thinking and active discovery through process is emphasized, enabling students to work in any medium necessary to creatively propose and solve design problems.

Graphic Design students at MEU will study theory and history, learn to master in-studio visual communication methods, and complete an internship experience. They will design promotional materials, educational materials, identity systems, signs and symbols, books, exhibitions and other industry related elements. Students will learn to become design leaders as they inform, guide, clarify, promote and empower through visual communication. Students must complete 101 credits as follows:

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PHIL241	Ethics in Modern Society	3
RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
3 credits from:		
ARAB101	Arabic for Beginners I	3

ARAB211	Arabic Language Skills	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
Department Courses		58 cr.
GDDM221	History of Art	3
GDDM223	Color Theory/Painting	3
GDDM231	Drawing	3
GDDM235	Graphic Design I	3
GDDM236	Graphic Design II	3
GDDM237	Digital Media	3
GDDM242	Digital Imaging	3
GDDM245	Digital Photography	3
GDDM248	Illustration	3
GDDM326	Typography	3
GDDM327	Advanced Typography	3
GDDM345	Web Design	3
GDDM400	Ideation and Visual Processes	3
GDDM402	Culture, Context and Message	3
GDDM455	Branding	3
GDDM456	Advertising Design	3
GDDM457	Layout Design	3
GDDM461	Senior Project and Portfolio	4
GDDM466	Internship in Graphic Design	1
GDDM468	Beyond Walls/Service Learning Project	2
Cognate Courses		9 cr.
ENLG315	Media Writing	3
MKTG310	Principles of Marketing	3
3 credits from:		
BSAD----	Business Course	3
ENLG-----	English Language Course	3
		Total Credits 101

DEPARTMENT OF NATURAL SCIENCE AND HEALTH

The Department of Natural Science & Health seeks to train future scientists, health professionals, and educators, providing them with a strong scientific foundation, well-developed critical thinking and communica-

tion skills, and a focus on service.

PROGRAM LEARNING OUTCOMES

Department of Natural Sciences ' Health graduates will:

1. Have a solid foundation in scientific knowledge and the skills required to observe nature, form hypotheses, design experiments, and analyze and evaluate data.
2. Be able to communicate effectively about science, in both written and oral formats.
3. Have developed a thoughtful perspective about the intersections of science, faith, ethics, social responsibility, and origins.

BACHELOR OF SCIENCE IN BIOLOGY

Students must complete 96 credits as follows: (Students desiring to become secondary science teachers will also need to complete the Teaching Diploma in the Faculty of Education.)

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PHIL241	Ethics in Modern Society	3
RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
Department Courses		46 cr.
BIOL201	General Biology I	4
BIOL202	General Biology II	4
BIOL320	Genetics	3
BIOL372	Molecular Biology	3
BIOL373	Molecular Biology Seminar	1

BIOL390	Statistics and Research Design	3
BIOL449	Historical and Philosophical Biology	3
25 credits from:		
BIOL211	Human Health Clinical I	1
BIOL311	Human Health Clinical II	1
BIOL330	Ecology	3
BIOL370	Plant Biology	3
BIOL405	Topics in Biology	3-4
BIOL410	Human Physiology	4
BIOL421	Immunology	3
BIOL450	Biochemistry	4
BIOL465	Histology	3
BIOL471	Parasitology	3
PHYS301	Physics for Life Sciences I	4
PHYS302	Physics for Life Sciences II	4
Cognate Courses		16 cr.
CHEM201	General Chemistry I	4
CHEM202	General Chemistry II	4
CHEM301	Organic Chemistry I	4
CHEM302	Organic Chemistry II	4
		Total Credits 96

DEPARTMENT OF COMPUTER SCIENCE

The Department of Computer Science offers a Bachelor of Science degree in Computer Science that provides students with a solid foundation in the basic study of computers. The mission of the department is to educate professionals with a sound knowledge of their field, inventiveness, and critical thinking.

PROGRAM LEARNING OUTCOMES

Department of Computer Science graduates will:

1. Have a solid foundational knowledge of computer architecture, software engineering, programming, and computer security.
2. Have well-developed skills in logical thinking, teamwork, and communication.
3. Apply ethical practices to their professional endeavors.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

The BS in Computer Science focuses on the study of computing as well as its role in an application area. It prepares students for graduate study, employment in computer systems, and careers in education. Students must complete 100 credits as follows:

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PHIL241	Ethics in Modern Society	3
RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
Department Courses		48 cr.
CPTR211	Computer Programming I	3
CPTR212	Computer Programming II	3
CPTR221	Logic Design	3
CPTR231	Networks and Telecommunications	3
CPTR314	Data Structures and Algorithms	3
CPTR315	Programming Paradigms	3
CPTR322	Computer Organization and Assembler	3
CPTR331	Web Programming I	3
CPTR332	Web Programming II	3
CPTR341	Operating Systems	3
CPTR351	Database Systems Design and Development	3
CPTR370	Data Analytics	3
CPTR450	Computer and Systems Security	3
CPTR461	System Analysis, Design and Development	3
CPTR495	Computer Science Senior Project	3
3 credits from:		
CPTR395	Blockchain Technology and Digital Currencies	3
CPTR397	Topics in Computing	3
CPTR440	Network Administration	3

CPTR471	Artificial Intelligence	3
CPTR481	Formal Theory of Computation	3
CPTR487	Internship in Computing	3
Cognate Courses		18 cr.
MATH217	Calculus III	4
MATH221	Discrete Mathematics	3
MATH235	Linear Algebra	4
MATH241	Probability and Statistics	3
MATH451	Numerical Methods and Analysis	4
		Total Credits 100

MASTER OF SCIENCE IN COMPUTER SCIENCE

The MS degree in Computer Science degree is currently on hold.

The MS degree in Computer Science exposes students to advanced knowledge and skills in computing, and prepares them for research careers and technical positions. Students must complete 36 credits as follows:

Department Courses		30 cr.
CPTR524	Advanced Computer Architecture	3
CPTR542	Advanced Operating Systems	3
CPTR633	Computer Communications and Networks	3
CPTR652	Advanced Database Systems	3
CPTR672	Artificial Intelligence and Neural Computation	3
PHIL542	Applied and Professional Ethics	3
CPTR675	Computer Systems Security	3
9 credits from:		
CPTR511	Computational Analysis	3
CPTR517	Analysis of Algorithms	3
CPTR618	Distributed Object Oriented Programming	3
CPTR640	System Administration	3
CPTR665	Topics in Software Engineering	3
CPTR682	Compiler Design	3
INFS650	Management of Information Systems	3
Culminating Phase		6 cr.
CPTR695	Thesis in Computer Science or Once additional course and project	6
		Total 36

FACULTY OF EDUCATION

Jeanette Bryson, PhD
Faculty Dean

The Faculty of Education includes the Department of English and the Department of Teacher Education.

In harmony with the mission of the University, the Faculty of Education provides a unique learning opportunity for those dedicated to inspiring young minds by integrating and practicing the principles of true redemptive education. The faculty provides high quality programs that prepare professional educators who are good communicators, skilled researchers, and lifelong learners, inspiring their students to the same ideals.

Working together, the Departments of English and Teacher Education provide professional training for students interested in pursuing a career in teaching English.

DEPARTMENT OF ENGLISH AND MODERN LANGUAGES

The Department of English offers an undergraduate degree. The department provides its students with foundational skills in the English language that will serve them in a variety of careers.

The mission of the department is to provide outstanding degree programs that will develop our graduates into competent communicators, analytical scholars, creative writers, and critical readers.

The department offers the following degree programs:

- Bachelor of Arts in English (BA)

BACHELOR OF ARTS IN ENGLISH

The BA degree in English emphasizes composition, language, and literature. It introduces students to various writing styles, the background and structure of the English language, a range of human experience reflected in literature, and critical literary theory and analysis of texts. Students preparing to teach English at a scholastic level must apply separately for the Teaching Diploma. Students must complete 94 credits as follows:

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PHIL241	Ethics in Modern Society	3

RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
Department Courses		60 cr.
Composition		15 cr.
ENLG220	Introduction to Rhetoric	3
ENLG310	Creative Writing	3
ENLG315	Media Writing	3
ENLG323	Teaching and Tutoring Writing	3
ENLG423	Advanced Composition	3
Language		21 cr.
ENLG230	Introduction to the Study of Language	3
ENLG332	Language, Culture, and Society	3
ENLG334	Phonetics and Phonology	3
ENLG335	Methods for Teaching English as a Second Language	3
ENLG338	Second Language Acquisition	3
ENLG440	Advanced English Grammar	3
ENLG445	Development of the English Language 3	
Literature		24 cr.
ENLG250	Literary Genres	3
ENLG267	Literature for Children and Adolescents	3
ENLG268	World Literature in English	3
ENLG280	Drama	3
ENLG361	English Literature	3
ENLG363	Shakespeare and His Contemporaries	3
ENLG365	American Literature	3
ENLG471	Literary Criticism and Theory	3
		Total Credits 94

DEPARTMENT OF TEACHER EDUCATION

The Department of Teacher Education offers undergraduate and graduate degree programs in education that expose students to the various areas related specifically to the art of teaching and generally to the science of education. Students will receive the necessary knowledge to understand the different groups of learners and to develop professional leadership skills suitable for educational institutions in the MENA region.

The mission of the department is to prepare educators who are competent in their field, compassionate in their approach, sensitive to making a difference in the lives of their learners, and committed to their profession and to the pursuit of truth, with the aim of promoting the balanced development of the spiritual, mental, physical, and social dimensions of their learners.

The department offers the following degree programs:

- Bachelor of Arts in Elementary Education with Teaching Diploma (BA + TD)
- Teaching Diploma in Elementary Education (TD)
- Teaching Diploma in Secondary Education (TD)
- Master of Arts in Education (MA)
- Master of Arts in Teaching (MAT)

BACHELOR OF ARTS IN ELEMENTARY EDUCATION WITH TEACHING DIPLOMA

The BA degree in elementary education is offered to promote the teaching of subject matters, pedagogical knowledge, and knowledge of the learners. It is a professional degree with emphasis on the curriculum and methodology of teaching in the elementary school. The program includes methodology courses and related subject-matter courses that should be taken concurrently. The student teaching courses should be taken toward the end of the program after completing most of the required courses.

Upon the completion of the degree, students will be issued a BA diploma with a Teaching Diploma (TD).

Students must complete 112 credits as follows:

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PHIL241	Ethics in Modern Society	3
RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
3 credits from:		

ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3
3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
General Elective Courses		12 cr.
MATH____	Math Course	3
SOCI210	General Sociology	3
-----	Natural Science Course	3
-----	Natural Science Course	3
Department Core Courses		37-39 cr.
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE318	Issues in Education	0,2
EDTE321	Methods for Teaching Reading	3
EDTE323	Arts and Movement in Elementary Curriculum	3
EDTE325	Instructional Technology and Media	3
EDTE345	Educational Psychology	3
EDTE452	Classroom Testing and Evaluation	3
EDTE455	Curriculum Design and Development	3
EDTE462	Educating Exceptional Learners	3
EDTE481	Student Teaching-Elementary	3
EDTE482	Student Teaching-Elementary	3
EDTE____	Department Elective Course	3
Department Methods Courses		6 cr.
Choose one combination of 6 credits from:		
EDTE331	Methods for Teaching Social Studies	3
EDTE334	Methods for Teaching Arabic	3
OR		
EDTE331	Methods for Teaching Social Studies	3
EDTE335	Methods for Teaching English as a Second Language	3
OR		
EDTE332	Methods for Teaching Mathematics	3
EDTE333	Methods for Teaching Science	3
Subject Matter Courses		12 cr.
12 credits from:		
-----	Arabic Courses	

-----	English Courses	
-----	Mathematics Courses	
-----	Science Courses	
-----	Social Studies Courses	
Cognate Courses		9-11 cr.
ENLG267	Literature for Children and Adolescents	3
MATH240	Statistics	0, 2
PSYC302	Developmental Psychology	3
PSYC470	Counseling and Guidance	3
		Total Credits 112

TEACHING DIPLOMA INFORMATION

The TD is offered to those who are completing or have completed a bachelor's degree in an appropriate area of study taught in elementary and/or secondary schools. This program, with concentrations in Elementary Education and Secondary Education, serves the needs of university graduates who plan to become schoolteachers, or those who have already had some experience in teaching but lack adequate academic preparation.

All Teaching Diploma students are classified as special students. They must be holders of the Lebanese Baccalaureate or its equivalent, pass the English language entrance examination, and successfully complete the diploma program over and above the total number required for a bachelor's degree. Students must maintain a minimum cumulative grade-point average of 2.00, with no grades lower than "C-".

TEACHING DIPLOMA IN ELEMENTARY EDUCATION

In order to receive the Teaching Diploma in Elementary Education, students must complete 22 credits as follows:

Department Core Courses		16 cr.
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE345	Educational Psychology	3
EDTE452	Classroom Testing and Evaluation	3
EDTE488	Student Teaching	3
Department Methods Courses		6 cr.
Choose one combination of 6 credits from:		
EDTE331	Methods for Teaching Social Studies	3
EDTE334	Methods for Teaching Arabic	3
OR		
EDTE331	Methods for Teaching Social Studies	3
EDTE335	Methods for Teaching English as a Second Language	3
OR		
EDTE332	Methods for Teaching Mathematics	3
EDTE333	Methods for Teaching Science	3
		Total Credits 22

TEACHING DIPLOMA IN SECONDARY EDUCATION

In order to receive the Teaching Diploma in Secondary Education, students must complete 22 credits as follows:

Department Core Courses		19 cr.
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE345	Educational Psychology	3
EDTE452	Classroom Testing and Evaluation	3
EDTE455	Curriculum Design and Development	3
EDTE488	Student Teaching	3
Department Methods Courses		3 cr.
EDTE328	Methods for Teaching in Secondary School	3
		Total Credits 22

STUDENT TEACHING

The student teaching course consists of active observation, participation, and teaching under supervision in an elementary or a secondary school setting. An orientation for student teaching is conducted before students attend their assigned schools. During orientation, students receive a packet of materials containing information about student teaching requirements and evaluation procedures. A weekly meeting is conducted with the supervising faculty member. Full attention to the teaching responsibilities is vital to receiving a positive recommendation from the school and a satisfactory letter grade.

MASTER OF ARTS IN EDUCATION

The MA degree in education is designed for those who are seeking to enhance their classroom skills, become curriculum supervisors, or assume leadership roles in many educational settings. The degree consists of core courses, two concentrations (Curriculum and Instruction and Educational Leadership), and a thesis. Students will acquire practical and academic skills in analysis, communication, problem solving, critical thinking, and team building. In case of undergraduate deficiencies, students will be required to take prerequisite courses specified by the department. Students must complete 36 credits as follows:

Department Core Courses		15 cr.
EDTE510	Philosophical Foundations of Education	3
EDTE520	Learning Theories and Instructional Strategies	3
EDTE618	Current Trends and Issues in Education	3
EDTE655	Curriculum Theory, Design, and Supervision	3
EDTE672	Educational Supervision	3
Concentration Courses		9 cr.
Curriculum and Instruction		
EDTE625	Instructional Technology and the Educator	3
EDTE652	Measurement and Assessment in Education	3
EDTE662	Curriculum and Instruction for Exceptional Learners	3

OR		
Educational Administration		
EDTE670	Educational Leadership	3
EDTE674	Educational Finance and Law	3
EDTE676	Human Resources Administration	3
Cognate Course		3 cr.
PHIL542	Applied and Professional Ethics	3
Research		9 cr.
EDTE590	Research Methods in Education	3
EDTE695	Thesis in Education	6
		Total Credits 36

MASTER OF ARTS IN TEACHING

The MAT is a degree program designed for professional educators who seek to enhance their competence in the field of education, to improve their instructional skills and methodology, as well as to focus on teaching a particular subject matter taught in either the elementary or the secondary school.

Currently, English is the only subject matter offered by the department. In case of undergraduate deficiencies, students will be required to take prerequisite courses specified by the department.

Students must complete 36 credits as follows:

Department Core Courses		15 cr.
EDTE510	Philosophical Foundations of Education	3
EDTE520	Learning Theories and Instructional Strategies	3
EDTE625	Instructional Technology and the Educator	3
EDTE652	Measurement and Assessment in Education	3
3 credits from:		
EDTE618	Current Trends and Issues in Education	3
EDTE672	Educational Supervision	3
Concentration Courses		9 cr.
Subject Matter-English		
EDTE635	Curriculum and Instruction-English	3
EDTE638	Teaching Reading and Writing in the Content Areas	3
EDTE658	Theories, Methods, and Materials in Teaching English to Speakers of Other Languages	3
Cognate Courses		3 cr.
PHIL542	Applied and Professional Ethics	3
Research		9 cr.
EDTE590	Research Methods in Education	3
EDTE695	Thesis in Education	6
		Total Credits 36

FACULTY OF BUSINESS ADMINISTRATION

Carlos Biaggi, PhD
Faculty Dean

The Faculty of Business Administration offers an academic curriculum including business situations and practices that the next generation of business leaders will need to cope with. Studying business at MEU provides the professional, ethical, and spiritual tools to face the challenges of an innovative entrepreneur, manager, or business leader in their environment.

The mission of the Faculty of Business Administration is to equip and inspire the next generation of business professionals, grounding them in a solid foundation of integrity, competence, and service. Students are equipped with high quality competencies to be innovative, to master analytical tools, and to think critically in order to play a prominent role in the global environment. They are inspired to live lives of integrity, with values, and ethical professionalism, serving society with compassion and faith.

DEPARTMENT OF BUSINESS ADMINISTRATION (BSAD)

The Department of Business Administration offers undergraduate and graduate degree programs in business and information systems. Our graduates will possess competencies in business knowledge, communication, critical thinking, entrepreneurship, teamwork, and ethical and biblical practices. Thus, they will be prepared for service in a multicultural and global environment.

The department offers the following degree programs:

- Bachelor of Business Administration (BBA)
- Bachelor of Science in Information Systems (BS)
- Master of Business Administration (MBA)

BACHELOR OF BUSINESS ADMINISTRATION

BBA students build applicable skills through a variety of internship opportunities, and start-up competitions that enable them to find positions in public and private, not-for-profit, and government organizations. They hold jobs in sales, accounting, finance, advertising and promotion, management, and consulting, among others.

Successful BBA graduates will possess competencies validated by the following Program Learning Outcomes:

- Foundational knowledge of business disciplines: Graduates will demonstrate a foundational understanding of key business principles unique to the primary areas of their disciplines.
- Communication skills: Graduates will demonstrate oral and written communication skills pertaining to their disciplines.
- Critical thinking and entrepreneurship skills: Graduates will demonstrate critical thinking skills to define business problems and apply innovative entrepreneurship skills to solve them.
- Teamwork: Graduates will be able to display interpersonal skills as well as abilities to work well

in diverse teams. Consequently, they will recognize the relevance of multicultural issues in business practices.

- Ethical practices: Graduates will follow ethical norms in assessing business situations, embody integrity in decision-making and apply values-based leadership.
- Biblical practices: Graduates will utilize biblical principles to significant business challenges as faithful stewards of God's resources.

The BBA degree provides students with a solid background in core business subjects and concentrations in specific disciplines such as: Accounting, Finance and Banking, Information Systems, International Business, Management, and Marketing. Students must complete 97 credits comprising General Education, Core Business, and Concentration courses in a special field selected by the student.

General Education Courses			34 cr.
COMM211	Communication Skills		3
CPTR208	Foundations of Information Technology		2
ENLG211	English Composition I		3
ENLG212	English Composition II		3
ENLG215	Research Methodology		2
HLED135	Wellness 360		3
PEAC____	Physical Education Course		1
PHIL241	Ethics in Modern Society		3
RLGN274	God and Human Life		3
SOCI200	Philosophy of Service		2
3 credits from:			
ARAB101	Arabic for Beginners I		3
ARAB211	Arabic Language Skills		3
3 credits from:			
RLGN212	Jesus in His Time and Ours		3
RLGN213	Old Testament Survey		3
RLGN214	New Testament Survey		3
RLGN281	Introduction to World Religions		3
3 credits from:			
PSYC201	General Psychology		3
SOCI210	General Sociology		3
Core Courses			39 cr.
ACCT221	Principles of Accounting I		3
ACCT222	Principles of Accounting II		3
BSAD341	Business Law		3
BSAD355	Management and Organization		3
BSAD365	International Environment of Business		3
BSAD475	Operations Management		3

BSAD494	Business Strategy and Decisions	3
CPTR215	Information Systems Theory and Application	3
ECON225	Principles of Macroeconomics	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
MKTG310	Principles of Marketing	3
STAT285	Elementary Statistics	3

ACCOUNTING CONCENTRATION

Major Courses	24 cr.
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ACCT321	Intermediate Accounting I	3
ACCT322	Intermediate Accounting II	3
ACCT330	Cost and Managerial Accounting	3
ACCT425	Taxation	3
ACCT456	Advanced Accounting	3
ACCT465	Auditing	3

6 credits from:

ACCT355	International Accounting	3
ACCT397	Topics in _____	3
ACCT455	Accounting for Not-for-Profit Organizations	3
ACCT476	Accounting Information Systems	3
ACCT487	Internship in Accounting	3
BSAD395	Blockchain Technology and Digital Currencies	3
FNCE430	Investment and Portfolio Management	3

Total Credits 97

FINANCE AND BANKING CONCENTRATION

Major Courses	24 cr.
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FNCE348	Commercial and Investment Banking	3
FNCE394	Futures and Options Markets	3
FNCE426	International Banking and Finance	3
FNCE430	Investment and Portfolio Management	3

12 credits from:

BSAD395	Blockchain Technology and Digital Currencies	3
FNCE206	Personal Finance	3
FNCE330	Financial Planning	3
FNCE352	Financial Institutions and Capital Markets	3
FNCE397	Topics in _____	3
FNCE410	Intermediate Business Finance	3
FNCE450	Financial Modeling	3

FNCE455	Insurance and Risk Management	3
FNCE487	Internship in Finance	3
		Total Credits 97

INTERNATIONAL BUSINESS CONCENTRATION

Major Courses		24 cr.
BSAD450	Multicultural Business Relations	3
BSAD467	International Management	3
ECON454	International Economics	3
FNCE426	International Banking and Finance	3
MKTG465	International Marketing	3
9 credits from:		
ACCT330	Cost and Managerial Accounting	3
ACCT355	International Accounting	3
BSAD345	Business and Society	3
BSAD384	Human Resource Management	3
BSAD395	Blockchain Technology and Digital Currencies	3
BSAD397	Topics in ____	3
BSAD410	Entrepreneurship	3
BSAD436	Motivation and Work Behavior	3
BSAD470	Quality Management	3
BSAD487	Internship in ____	3
FNCE348	Commercial and Investment Banking	3
FNCE410	Intermediate Business Finance	3
FNCE430	Investment and Portfolio Management	3
MKTG320	Consumer Behavior	3
MKTG368	Advertising and Promotion	3
MKTG440	Marketing Management	3
MKTG456	Marketing Research	3
		Total Credits 97

MARKETING CONCENTRATION

Major Courses		24 cr.
MKTG320	Consumer Behavior	3
MKTG368	Advertising and Promotion	3
MKTG440	Marketing Management	3
MKTG456	Marketing Research	3
12 credits from:		
BSAD395	Blockchain Technology and Digital Currencies	3
MKTG375	Direct Marketing	3
MKTG397	Topics in ____	3

MKTG435	Marketing Ethics and Contemporary Issues	3
MKTG444	Not-for-Profit Marketing	3
MKTG450	Retailing	3
MKTG465	International Marketing	3
MKTG487	Internship in Marketing	3
		Total Credits 97

MANAGEMENT CONCENTRATION

Major Courses		24 cr.
BSAD345	Business and Society	3
BSAD384	Human Resource Management	3
BSAD410	Entrepreneurship	3
BSAD436	Motivation and Work Behavior	3
BSAD467	International Management	3
BSAD470	Quality Management	3
6 credits from:		
Group A electives: 3-6 credits of BSAD courses not previously applied		
BSAD395	Blockchain Technology and Digital Currencies	3
BSAD397	Topics in ____	3
BSAD420	Organizational Leadership	3
BSAD460	Project Management	3
BSAD487	Internship in ____	3
Group B electives: 0-3 credits selected from ACCT, FNCE, CPTR, or MKTG		
		Total Credits 97

INFORMATION SYSTEMS CONCENTRATION

Major Courses		24 cr.
CPTR231	Networks and Telecommunications 3	
CPTR331	Web Programming I	3
CPTR332	Web Programming II	3
CPTR351	Database Systems Design and Development	3
CPTR370	Data Analytics	3
CPTR447	Project Management	3
CPTR461	System Analysis, Design and Development	3
3 credits from:		
CPTR341	Operating Systems	3
CPTR395	Blockchain Technology and Digital Currencies	3
CPTR397	Topics in Computing	3
CPTR470	E-Business	3
CPTR487	Internship in Computing	3

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

The BS degree in Information Systems equips students with the ability to integrate information systems into the business environment. The program is intended to train students in conceptualizing, designing, implementing, maintaining and managing information technology resources in specific and applied environments.

Successful BS graduates will possess competencies validated by the following Program Learning Outcomes:

- Foundational knowledge of information technologies: Graduates will demonstrate a foundational understanding of key knowledge and principles of the information technologies.
- Communication skills: Graduates will demonstrate oral and written communication skills pertaining to information systems.
- Critical thinking skills: Graduates will demonstrate critical thinking skills to solve problems.
- Teamwork: Graduates will be able to work in teams presenting different roles used in the most popular engineering models.
- Ethical practices: Graduates will follow ethical norms in software development and in professional practices.
- Biblical practices: Graduates will utilize biblical principles to overcome significant information systems challenges.

The program recognizes that technology has now penetrated the realm of business, education, government and other organizations, and is designed to produce students who recognize this impact and the potential of technology in the society of the future. Students must complete 97 credits as follows:

General Education Courses		34 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
ENLG215	Research Methodology	2
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PHIL241	Ethics in Modern Society	3
RLGN274	God and Human Life	3
SOCI200	Philosophy of Service	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
3 credits from:		
RLGN212	Jesus in His Time and Ours	3
RLGN213	Old Testament Survey	3
RLGN214	New Testament Survey	3
RLGN281	Introduction to World Religions	3

3 credits from:		
PSYC201	General Psychology	3
SOCI210	General Sociology	3
Core Courses		33 cr.
CPTR211	Computer Programming I	3
CPTR212	Computer Programming II	3
CPTR231	Networks and Telecommunications	3
CPTR331	Web Programming I	3
CPTR332	Web Programming II	3
CPTR351	Database Systems Design and Development	3
CPTR370	Data Analytics	3
CPTR447	Project Management	3
CPTR450	Computer and Systems Security	3
CPTR460	Systems Development Project	3
CPTR461	System Analysis, Design and Development	3
Major Courses		6 cr.
6 credits from:		
CPTR215	Information Systems Theory and Application	3
CPTR341	Operating Systems	3
CPTR395	Blockchain Technology and Digital Currencies	3
CPTR397	Topics in Computing	3
CPTR440	Network Administration	3
CPTR470	E-Business	3
CPTR472	Decision Support and Expert Systems	3
CPTR475	Knowledge Management	3
CPTR487	Internship in Computing	3
Cognate Courses		24 cr.
ACCT221	Principles of Accounting I	3
ACCT222	Principles of Accounting II	3
BSAD355	Management and Organization	3
BSAD475	Operations Management	3
ECON226	Principles of Microeconomics	3
FNCE317	Business Finance	3
MKTG310	Principles of Marketing	3
STAT285	Elementary Statistics	3
		Total Credits 97

MASTER OF BUSINESS ADMINISTRATION

The MBA degree program is designed to provide advanced business education to students who have achieved the required academic competence and are aiming to further their academic knowledge and advance their professional skills.

The program emphasizes the preparation of students for leadership roles that require clear and critical thinking, sound judgment, effective communication, integrity in all actions, and recognition of opportunities for service. Success in today's business world requires a thorough understanding of global business developments. Through the use of case studies, students are given the opportunity to put their theoretical study into practice.

Successful MBA graduates will possess competencies validated by the following Program Learning Outcomes:

- Advanced knowledge of business disciplines: Graduates will demonstrate an advanced understanding of key business principles unique to the primary areas of their disciplines.
- Communication skills: Graduates will demonstrate professional oral and written communication skills.
- Critical thinking and managerial skills: Graduates will demonstrate critical thinking skills to analyze business problems and apply innovative managerial skills to solve them.
- Teamwork: Graduates will be able to display interpersonal skills as well as abilities to lead diverse teams. Consequently, they will recognize the relevance of multicultural issues in business practices.
- Ethical practices: Graduates will follow ethical norms in assessing business situations, embody integrity in decision-making and apply values-based leadership.
- Biblical practices: Graduates will utilize biblical principles to significant business challenges as faithful managers of God's resources.

Students who apply to the MBA program must have relevant undergraduate coursework in business. However, provision is made for students without adequate undergraduate business background to complete 9 credits of foundation courses that are not part of the MBA program. These courses must be taken before or during the first year of MBA coursework. The courses are:

Foundations Courses in Business		9 cr.
BSAD505	Foundations of Accounting and Finance	3
BSAD506	Foundations of Management and Marketing	3
BSAD507	Foundations of Economics	3

The MBA degree requires all students to take 21 credits of core courses, 9 credits of concentration courses, and 9 credits in the culminating phase. The concentration courses can be in the fields of Finance, Management, Marketing, or a combination of them for a general MBA. In the culminating phase, the student can either complete a thesis in the chosen field or take three elective courses.

Students who do not complete the thesis will have a recognized professional degree, but may limit their options for doctoral studies.

Students must complete 39 credits as follows:

Core Courses		21 cr.
ACCT610	Managerial Accounting	3
BSAD515	Organizational Behavior and Leadership	3
BSAD689	Strategic Management	3
ECON530	Managerial Economics	3
FNCE675	Financial Management	3
MKTG680	Strategic Marketing Management	3
PHIL542	Applied and Professional Ethics	3
Finance Concentration		9 cr.

Choose 3 Courses		
BSAD555	Blockchain Technology and Digital Currencies	3
FNCE556	Topics in ____	3
FNCE610	Business Valuation	3
FNCE645	Derivatives	3
FNCE655	Banking and Financial Institutions	3
FNCE680	Investment Strategy & Portfolio Analysis	3
Management Concentration		9 cr.
Choose 3 Courses		
BSAD545	International Business Management	3
BSAD555	Blockchain Technology and Digital Currencies	3
BSAD556	Topics in ____	3
BSAD665	Strategic Implementation and Managing Change	3
BSAD670	Management of Human Resources	3
BSAD675	Logistics and Supply-Chain Management	3
Marketing Concentration		9 cr.
Choose 3 Courses		
BSAD555	Blockchain Technology and Digital Currencies	3
MKTG556	Topics in ____	3
MKTG640	Services Marketing	3
MKTG645	Customer Relationship Marketing	3
MKTG665	Brand Management	3
MKTG670	Strategic Communication and Public Relations	3
General Concentration		9 cr.
Choose 3 courses from any concentration		
Culminating Phase		9 cr.
BSAD520	Business Research Methods	3
BSAD695	Thesis in Business	6
or		
BSAD/FNCE/MKTG	3 elective courses	9
		Total Credits 39

FACULTY OF PHILOSOPHY AND THEOLOGY

Larry Lichtenwalter, PhD
Faculty Dean

The Faculty of Philosophy and Theology consists of two departments: the Department of Religion, which offers two undergraduate degrees; and the Department of Mediterranean and Near Eastern Studies, which offers one graduate MEU degree in Islamic Studies, a BA concentration in Islamic Studies and creative research/symposia via its Adventist Institute for Islamic and Arabic Studies. Philosophy and Ethics courses are offered for both Department of Religion and other University departmental program needs.

The Faculty's vision is to be known for advancing the life-transforming worldview of Revelation's Three Angels' Messages (Rev 14:6-12) for personal life and compassionate service, and for its contribution to Adventist understanding of the Arab and Islamic world.

The mission of the Faculty is to equip converted Adventist gospel workers and leaders to think theologically, engage globally, and live biblically by:

- Developing in students a vision for God's redemptive work throughout the world and to formulate the strategies that will lead to effective church planting, pastoral care, leadership, teaching, research and writing, tentmaking, missions, evangelism, or discipleship.
- Nurturing spiritually mature gospel workers whose experiential knowledge of God in Christ is evidenced in their character, outlook, conduct, relationships, leadership, ministry, and mission.
- Preparing gospel workers who can positively interact with and biblically impact people of Arab and Muslim heritage both inside and outside the Arab world.
- Providing relevant resources for the MENA Union and the global Adventist Church.
- Offering a missionary relevant, academically solid, and culturally rich location for learning and praxis.

The Faculty supports and helps nuance MEU's spiritual, ethical, and service values and ethos. Faculty members bring rich experience in pastoral care and nurture as well as spiritual leadership and biblical insight in their personal interaction with both students and other MEU faculty and staff.

DEPARTMENT OF RELIGION

The Department of Religion offers undergraduate degrees to prepare Bible teachers and gospel ministers to serve the Seventh-day Adventist Church and the wider community. Degree students are provided in-depth instruction in biblical, theological, historical, ethical, and pastoral courses so as to be better equipped for a wide and relevant proclamation of the everlasting gospel of Jesus Christ. The department also provides basic religion courses to meet the religion course requirement needs of general education courses.

The mission of the department is to involve both degree majors and general education students in an experiential understanding of Jesus Christ and His Word; to encourage the study of God's word, sharing of spiritual and ethical ideas, connecting with people, serving humanity, and changing one's world; and to contribute to the development of family, community, and the Church in anticipation of the soon return of Jesus Christ.

The department offers the following degree programs:

- Bachelor of Arts in Religion (BA)
- Bachelor of Arts in Theology (BA)

BACHELOR OF ARTS IN RELIGION

The mission of the Faculty of Philosophy and Theology is to furnish the Seventh-day Adventist Church with competent, highly motivated, and consecrated graduates who can serve among people hailing from an Arab context. One of those contexts for service includes education. The BA degree in Religion is offered to those who wish to become Bible teachers at the elementary or secondary school levels. Students must complete 112 credits.

General Education Courses		26 cr.
CLST240	History and Culture of the Arabs	3
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PSYC201	General Psychology	3
RLGN290	Research Methods in Religious Studies	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
Department Courses		61 cr.
RLGN225	The Gospels	3
RLGN238	Biblical Spiritual Life	3
RLGN262	Personal Ministry	3
RLGN268	Music, Worship, and Liturgy	2
RLGN278	Biblical Hermeneutics	2
RLGN281	Introduction to World Religions	2
RLGN320	Studies in Daniel	3
RLGN322	Studies in Revelation	3
RLGN325	Old Testament Studies I	3
RLGN326	Old Testament Studies II	3
RLGN327	Old Testament Studies III	3
RLGN328	Acts and Epistles I	3
RLGN329	Acts and Epistles II	3
RLGN345	History of Seventh-day Adventism	3

RLGN375	Doctrines of the Adventist Faith	3
RLGN378	Prophetic Heritage	2
RLGN381	Introduction to the Religion of Islam	3
RLGN420	Foundations of Biblical Canon	2
RLGN425	The Bible as Literature	3
RLGN471	Christian Theology I	3
RLGN472	Christian Theology II	3
RLGN485	Theology of Mission	3
Cognate Courses		25 cr.
EDTE210	Foundations of Education	4
EDTE220	Principles of Teaching and Learning	3
EDTE311	Introduction to Religious Education	2
EDTE338	Methods of Teaching Religion	3
EDTE345	Educational Psychology	3
EDTE452	Classroom Testing and Evaluation	3
EDTE488	Student Teaching	3
EDTE495	Research in Education	1
PHIL245	Biblical Ethics	3
		Total Credits 112

NOTE: ARAB101 Arabic for Beginners (3) is for students who are non-Arabic speakers.

BACHELOR OF ARTS IN THEOLOGY

The BA degree in Theology is offered to those who desire to become gospel workers and leaders in the Seventh-day Adventist Church. Students are introduced to various phases of gospel ministry and to the methods, principles, and procedures of biblical interpretation. It aims to develop skills required for effective proclamation of biblical faith through personal witness, preaching, teaching, and leadership in local, regional, and global communities. Courses are designed to enhance students' commitment to Jesus Christ and their involvement in the mission of the Seventh-day Adventist Church. Graduates will be prepared for ministry in any vocation in the world field-but especially Middle Eastern North African contexts or with people who come from the region.

Students must complete 126 credits.

Who is a candidate?

- Individuals who have heard God's call inviting them to a life of service as a gospel worker.
- Persons whose spiritual vision includes a commitment to serve the world's Arab and Muslim population both within the Middle East North African region and beyond. This might include theology as a second degree in addition to their expertise of profession.
- Theology students of Adventist theological study programs around the world who desire a concentration in Mediterranean and Near Eastern studies, Arab and Islamic studies, or a de-Westernized orientation to biblical studies and theology.
- Tentmakers who envision self-supporting gospel ministry and/or entry into regions where only non-religious professional expertise is sought or allowed. This might include theology as a second degree in addition to their expertise or profession.

* International thinkers who desire a sound Adventist biblical and theological exposure on a uniquely situated and diverse campus that draws students from around the world to learn under an international faculty.

MEU's theology program graduates will be better equipped to interact with people of Arab and Muslim heritage with understanding, respect, confidence, and personal influence. Whether graduates go on to serve in the secular workforce, in community service, in education, through the media and arts, in sensitive spiritual interaction, or church leadership, the Faculty's goal is to provide a biblical foundation for impacting the Arab and Muslim people with a personal, Christ-centered life and message.

General Education Courses		23 cr.
COMM211	Communication Skills	3
CPTR208	Foundations of Information Technology	2
ENLG211	English Composition I	3
ENLG212	English Composition II	3
HLED135	Wellness 360	3
PEAC____	Physical Education Course	1
PSYC201	General Psychology	3
RLGN290	Research Methods in Religious Studies	2
3 credits from:		
ARAB101	Arabic for Beginners I	3
ARAB211	Arabic Language Skills	3
Department Courses		94 cr.
RLGN225	The Gospels	3
RLGN238	Biblical Spiritual Life	3
RLGN252	Biblical Hebrew I	3
RLGN253	Biblical Hebrew II	3
RLGN255	New Testament Greek I	3
RLGN256	New Testament Greek II	3
RLGN262	Personal Ministry	3
RLGN268	Music, Worship, and Liturgy	2
RLGN278	Biblical Hermeneutics	2
RLGN281	Introduction to World Religions	2
RLGN295	Ministerial Praxis I	0
RLGN320	Studies in Daniel	3
RLGN322	Studies in Revelation	3
RLGN325	Old Testament Studies I	3
RLGN326	Old Testament Studies II	3
RLGN327	Old Testament Studies III	3
RLGN328	Acts and Epistles I	3
RLGN329	Acts and Epistles II	3
RLGN341	History of the Christian Church I	3
RLGN342	History of the Christian Church II	3

RLGN345	History of Seventh-day Adventism	3
RLGN362	Pastoral Ministry	3
RLGN366	Biblical Preaching I	2
RLGN375	Doctrines of the Adventist Faith	3
RLGN378	Prophetic Heritage	2
RLGN381	Introduction to the Religion of Islam	3
RLGN395	Ministerial Praxis II	0
RLGN420	Foundations of Biblical Canon	2
RLGN428	Studies in Hebrews	3
RLGN440	Biblical Archaeology	3
RLGN462	Pastoral Counseling	2
RLGN466	Biblical Preaching II	2
RLGN471	Christian Theology I	3
RLGN472	Christian Theology II	3
RLGN485	Theology of Mission	3
RLGN488	Church Planting	3
RLGN495	Ministerial Praxis III	0
Cognate Courses		9 cr.
ACCT208	Stewardship and Church Finance	2
EDTE311	Introduction to Religious Education	2
PHIL245	Biblical Ethics	3
SOCI315	Marriage and Family Relations	2
		Total Credits 126

NOTE: ARAB101 Arabic for Beginners (3) is for students who are non-Arabic speakers.

As with all other programs at MEU, students admitted without the Lebanese Baccalaureate or its equivalent, are first required to complete the 30-credit Freshman program and then apply to the Equivalence Committee for permission to advance to Sophomore status before starting the BA in Theology.

MINISTERIAL PRAXIS

The three non-credit Ministerial Praxis courses (Ministerial Praxis I, II, III) enable theology students to be involved in practicing, strengthening, and refining their pastoral knowledge and skills in an authentic context while studying their degree program at the University. These non-credit courses are required in addition to the practical aspects of ministerial-related courses such as Personal Ministry, Pastoral Ministry, Pastoral Counseling, Biblical Preaching I & II, and Church Planting. Short- and long-term field projects will be assigned to each student or student teams by the chairperson of the department or a faculty member, who will also describe the week days or weekends' task(s), assign the area(s), set the timeframe, and oversee the implementation of the requirements and the periodic reporting.

At each Fall Semester registration of the student's sophomore, junior, and senior year, the student must enroll in RLGN295, 395, or 495 respectively. The requirements of each of the praxis courses must be completed during the Fall and Spring semesters for a total of 30 sessions (15 sessions per semester). A growth portfolio that includes

all the required reporting must be submitted in the last week of classes of the Spring Semester of each academic year. A "DG" (deferred grade) designation will be assigned for the Fall Semester until the requirements are completed in the Spring. An "S" or "U" (satisfactory or unsatisfactory) designation will be given for each semester.

Students cannot graduate before completing the praxis course series. The involvement of the students in ministerial praxis should help them gain real experiences in places such as local churches and their community, centers of influence, evangelistic/church planting endeavors, university/school campus ministries/chaplaincy, etc. The course syllabus shall describe in detail the requirements of each praxis course.

Non-credit summer long Ministry Internships within the Middle East North Africa Union Mission region's pastoral and service contexts provide relevant and practical learning opportunities.

DEPARTMENT OF MEDITERRANEAN AND NEAR EASTERN STUDIES

The Mediterranean world encompasses three continents: Western Asia, North Africa, and Southern Europe. The history of the Mediterranean region is the history of the interaction of the cultures and people of the lands surrounding the Mediterranean Sea-the central superhighway throughout history of transport, trade, and cultural exchange between diverse peoples. Its history is important to understanding the origin and development of the Mesopotamian, Egyptian, Canaanite, Phoenician, Hebrew, Carthaginian, Greek, Roman, Byzantine, Persian, Ottoman, Christian, and Islamic cultures, not to mention the history and culture of the Arabs. Its history and culture is important to understanding the Bible both in its context and for modern times.

The Mediterranean world is the cultural stage for civilization with both the clash and cross-fertilization of cultures. It continues as one of the world's most strategic regions and the church's greatest missional challenge. It is the birthplace of Jewish, Christian, and Islamic faiths. Studying within the department introduces one to the rich heritage of the Middle East and Mediterranean world including Islamic sources (religion, history, culture, society, ethics, politics), and to current culture and media of the Arab world. It provides insight into these places and peoples that continue to play a major role on the world stage. It does so from a biblical, theological, and missional perspective and with the purpose of deepening the understanding of Scripture, the Great Controversy metanarrative, and the critical issues/turning points of salvation history.

The department offers one graduate degree program, one BA level concentration or minor and cutting-edge research/symposia via its Adventist Institute for Islamic and Arabic Studies.

MEU's Faculty of Philosophy and Theology is emerging as the knowledge center for the global Adventist community on Islamic, Arabic, Mediterranean, and Middle Eastern culture and society. The expertise of an international faculty, relevant library holdings, culturally rich learning context, and pleasant instructional facilities provide an enriching post-graduate learning experience.

MASTER OF ARTS IN ISLAMIC STUDIES

As the faith of over a billion of the world's people, Islam exerts significant influence as a religion and a civilization in the culture and politics of world history, and the globalized context of the modern world. The MA degree in Islamic Studies is offered to thought leaders, administrators, educators, or professionals who seek a deeper

understanding of the beliefs and values of Islam together with the needs of dominant faith communities that interact with the Christian religion in the Middle East North Africa region. Its instructional environment provides a real-life context of living in an Islamic and Middle East setting dealing with the experience of Christian-Islamic coexistence. It seeks to provide knowledge, understanding, skills, and attitudes that promote respect and dialogue in the context of the Islamic religious understanding. The program provides a comprehensive and multidisciplinary approach to Islamic faith and practice, culture and society, language, history, and ethics, from a biblical and Seventh-day Adventist perspective.

The program is delivered largely through intensive classes that are taught on campus in either four consecutive summer sessions of 9 weeks each, or four consecutive semesters of 15 weeks each (two summers plus a fall and spring semester). Students whose mother tongue is not Arabic or who have not completed their secondary education in a school where Arabic was used as the language of instruction are required to take two prerequisite 4-credit Arabic language courses that are not part of the MA in Islamic Studies program. These courses must be taken in the order and in time sequence over two consecutive semesters.

The program will require considerable reading and study before and between sessions. Students will be supplied with relevant course outlines and textbooks at least six months prior to each session.

PROGRAM

The teaching methods will vary, including preparatory reading, lectures, class discussions, research, case studies, tutorials, field trips, and the exegetical practice of the Bible and the Qur'an. Skills will be developed in the following areas that cover the respective topics:

Language. Communication or language skills are indispensable, because without language, effective communication of the gospel is very difficult. Students will develop a working knowledge of Arabic language needed in everyday communication and basic understanding of the Qur'an. For those who need it, a proficiency in English will also be developed.

Religion of Islam. Students will develop a deeper knowledge of the Qur'an and the belief system of Islam, will know how this informs rituals and practices, and will be able to better interpret the Qur'an. They will understand the history and belief system of Islam and the factors in its development within the Middle East and as a global phenomenon.

Ethics. Students will gain a biblically informed perspective of the moral themes, values, issues of human rights, and ethics in Islamic and Arabic culture and society.

Theology. Students will study key Adventist values and teachings together with worldview in relation to Islam and compare Islamic thought with biblical revelation. They will become skilled in the exegesis of Scripture alongside the Qur'an and know the distinctives of the Adventist faith and values in relation to Islamic thought.

Culture. Students will study the various aspects of Islamic culture, patterns of society and its organization from both a biblical and contemporary perspective

Methodology. Students will come to understand cross-cultural interaction and to learn biblically informed approaches for meeting the physical, emotional, intellectual, and spiritual needs of Muslims and those either living in or originally from the Middle East North Africa region of the world.

Prerequisite courses required of students without adequate Arabic language background:

Prerequisite Courses		8 cr.
ARAB511	Arabic Language I	4
ARAB512	Arabic Language II	4

Department Courses 36 cr.

ISLM540	Historical Development of Islamic Religious Thought	2
ISLM571	Study of the Bible and the Qur'an I	3
ISLM572	Study of the Bible and the Qur'an II	3
ISLM573	Study of the Bible and the Qur'an III	3
ISLM581	Theology of Mission	2
ISLM585	Missiological Anthropology and Culture	2
ISLM611	Arabic Religious Texts I	3
ISLM612	Arabic Religious Texts II	3
ISLM631	Islamic Culture and Society I	3
ISLM632	Islamic Culture and Society II	3
ISLM638	Contemporary Issues in the Islamic World	2
ISLM675	Distinctives of the Adventist Faith in Relation to Islam	3
ISLM685	Approaches to Muslims I	2
ISLM686	Approaches to Muslims II	2

Research 8 cr.

ISLM590	Research Methods in Islamic Studies	2
ISLM695	Thesis in Islamic Studies	6

Program Total 44

ISLAMIC STUDIES CONCENTRATION/MINOR FOR BACHELOR OF ARTS IN THEOLOGY

The Faculty of Philosophy and Theology's Department of Mediterranean and Near Eastern Studies provides an Islamic Studies concentration/minor as additional non-degree coursework and/or course transfer credit course work for cross-registered BA in Theology students from affiliate Adventist universities. The concentration or minor provides BA in Theology level engagement in the rich heritage of the Middle East and Arab world at large. It nurtures knowledge, understanding, skills, and attitudes that promote respect and dialogue in the context of the Islamic religious understanding (faith and practice, history, language, culture, society, ethics, politics) as well as biblically informed approaches to touching a Muslim's heart through personal service and a Christ-centered witness.

The Islamic Studies Concentration/Minor coursework is open to Junior and Senior cross-registered Theology students from affiliate Adventist universities for degree credit. A letter of completion is provided for non-degree students.

Two Semester Islamic Studies Concentration

Concentration Courses		34 cr.
ARAB105	Basic Arabic	6
ARAB205	Intermediate Arabic	6
CLST240	History and Culture of the Arabs	3
ISLM271	The Bible and the Qur'an	3
ISLM338	Current Issues in the Islamic World	3
ISLM375	Adventist Faith in Relation to Islam	3
ISLM455	Spiritual Life in an Arab Culture	2
ISLM485	Approaches to Muslims	2
RLGN381	Introduction to the Religion of Islam	3
RLGN485	Theology of Mission	3

One Semester Islamic Studies Concentration

Concentration Courses		16 cr.
ISLM271	The Bible and the Qur'an	3
ISLM375	Adventist Faith in Relation to Islam	3
ISLM455	Spiritual Life in an Arab Culture	2
ISLM485	Approaches to Muslims	2
RLGN381	Introduction to the Religion of Islam	3
RLGN485	Theology of Mission	3

ADVENTIST INSTITUTE FOR ISLAMIC AND ARABIC STUDIES

The Adventist Institute for Islamic and Arabic Studies provides research and symposia opportunities together with library holdings towards both academic and workshop training/orientation in Islamic and Arabic Studies. The Institute's goal is to develop and sustain relevant biblically informed curriculum and research in Arab and Islamic Studies on the campus of Middle East University towards its becoming the knowledge center for the global Adventist community on Middle Eastern culture and society.

COURSE DESCRIPTIONS

ACCOUNTING

ACCT208	Stewardship and Church Finance	2 cr.
A study of the biblical plan for the support of the church. The course includes general bookkeeping of church finance, proper use of tithes and offerings, principles of stewardship, preparation of the church budget, and the principles of conducting the business affairs of the church. In addition, the course includes the management of one's personal finances; covering budgeting and debt issues.		
ACCT221	Principles of Accounting I	3 cr.
This course introduces students to the basic accounting concepts and techniques. It deals with different aspects of measuring, classifying, summarizing, reporting, and interpreting financial information within the context of generally accepted accounting principles. It emphasizes the construction of the basic financial accounting statements. Topics include merchandising activities, accounting cycle, financial assets, and bank reconciliation.		
ACCT222	Principles of Accounting II	3 cr.
Prerequisite: ACCT221 This course is second in a series of principles of accounting courses. It covers the rest of the basic accounting principles. Topics include inventory methods and valuation, tangible and intangible assets, liabilities, stockholders' equity, income, retained earnings, and the statement of cash flow.		
ACCT321	Intermediate Accounting I	3 cr.
Prerequisite: ACCT222 This course gives students a deeper understanding of accounting principles. Topics include the theory of accounting and financial reporting, its conceptual framework, major financial statements' form and content, cash and receivables, revenue recognition, valuation of inventories, acquisition and disposition of property, plant and equipment, depreciation, and depletion.		
ACCT322	Intermediate Accounting II	3 cr.
Prerequisite: ACCT321 This course is second in a series of intermediate accounting courses. Topics include intangible assets, current liabilities and contingencies, long-term liabilities, stockholders' equity, temporary and long-term investments, accounting changes, error analysis, and financial accounting disclosure.		
ACCT330	Cost and Managerial Accounting	3 cr.
Prerequisite: ACCT222 This course introduces students to contemporary themes in managerial accounting. It is a study of cost determination, accumulation, and allocation. Topics include preparation and utilization of financial information for internal management purposes, emphasis on job order, process and standard costs systems, cost-volume profit relationship, relevant cost, budgeting, performance evaluation, and control.		
ACCT355	International Accounting	3 cr.
Prerequisite: ACCT321 This course aims at studying the theoretical and practical aspects of international accounting as opposed to US GAAP. Topics include accounting systems in a global environment, international financial reporting and analysis, foreign currency, budgeting, and management accounting control.		
ACCT397	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
ACCT425	Taxation	3 cr.
Prerequisite: ACCT222 This course provides students with an understanding of international and Lebanese tax laws on individuals and enterprises, with emphasis on partnerships, estates, and enterprises. It includes capital transactions, pension and profit-sharing plans, estate and gift taxes, and tax audits and refunds.		
ACCT455	Accounting for Not-for Profit-Organizations	3 cr.
Corequisite: ACCT322 The study of the fundamental accounting systems used by government, hospitals, colleges and universities, and other not-for-profit organizations. Topics include the budgeting process, and the analysis and interpretation of governmental and not-for-profit financial statements.		

ACCT456	Advanced Accounting	3 cr.
Corequisite: ACCT322 Advanced financial accounting theory emphasizing problems related to specialized accounting entities. Topics include partnerships, joint ventures, installment sales, consignments, accounting for branches, business combinations, and consolidated financial statements.		
ACCT465	Auditing	3 cr.
Corequisite: ACCT322 Internal and external auditing; current professional standards, ethics of the auditor with emphasis on internal control, and evidence gathering.		
ACCT476	Accounting Information Systems	3 cr.
Corequisite: ACCT322 Planning and operation of electronic data-processing systems in accounting and the use of the information generated for financial reporting and control.		
ACCT487	Internship in Accounting	3 cr.
Prerequisite: Cumulative GPA of 2.67, completed courses beyond the fundamentals level. A student must work a minimum of 225 hours. The student must make full arrangements and obtain approval by the academic advisor before the internship commences. The academic advisor must approve the employer/student proposal as being appropriate for academic credit. The student and academic advisor will maintain contact throughout the internship, usually in the form of the weekly timesheets. At the end of the internship the employer will submit an evaluation of the student, and the student will submit an evaluation of the employer and a 10-page reflection paper.		
ACCT556	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
ACCT610	Managerial Accounting	3 cr.
The use of accounting data in decision making. Special attention is given to cost analysis and control, cost allocation, budgeting, and motivational aspects of accounting. Analysis of data from original records is studied.		

ARABIC LANGUAGE

ARAB101	Arabic for Beginners I	3 cr.
This course is for students without some prior knowledge in the Arabic language leading to Intermediate Level. Only students whose first language is not Arabic can take this courses for credit.		
ARAB105	Basic Arabic	6 cr.
A course in grammar, writing, reading, and some basic conversation providing an overview of and an introduction to the structure of the Modern Standard Arabic.		
ARAB110	Basic Grammar	3 cr.
An introductory course in grammar, providing an overview of and an introduction to the structure of the Arabic language, with emphasis on sentence patterns, basic sentence constituents, parts of speech and tenses.		
ARAB120	Basic Conversation	3 cr.
An introductory course in speaking and listening, providing an overview of and introduction to the functions of spoken Modern Standard Arabic.		
ARAB130	Basic Writing	3 cr.
An introductory course in writing, beginning with the instruction of Arabic characters, the formation of words and simple sentences.		

ARAB140	Basic Reading	2 cr.
An introductory course in reading, providing an overview of how to recognize Arabic characters and words and simple texts.		
ARAB145	General Studies in Arabic	3 cr.
A study of the essay, its development, and its various types. A collection of readings illustrating the types, with literary analysis and written application. Exercises in speech, discussion, and interpretive reading. For Freshman level only.		
ARAB150	Spiritual Life in an Arabic Context I	1 cr.
An introductory course in understanding spiritual life in an Arabic context, providing personal interaction with the Arabic language Bible in terms of words, themes, phrases, nuances and implications.		
ARAB205	Intermediate Arabic	6 cr.
Development of Arabic grammatical, writing, reading, and some basic conversation skills necessary for clear written and oral communication in Modern Standard Arabic.		
ARAB210	Intermediate Grammar	3 cr.
Development of Arabic grammatical, writing, reading, and some basic conversation skills necessary for clear written and oral communication in Modern Standard Arabic.		
ARAB211	Arabic Language Skills	3 cr.
An introduction to the role of language in communication. The course includes a study of texts (scientific and literary), general principles of the Arabic language, and skills of written expression. Students are required to apply what they have learned by writing a research paper and presenting it in the class.		
ARAB220	Intermediate Conversation	3 cr.
Development of fluency in conversation and accuracy in listening skills necessary for effective communication in academic and non-academic settings.		
ARAB230	Intermediate Writing	3 cr.
Development of writing skills to form more complex sentences and paragraphs. Development of writing strategies and skills necessary for well-developed academic writing.		
ARAB240	Intermediate Reading	3 cr.
Development and emphasis on building vocabulary and reading skills. Introduction of simple texts from authentic Arabic books and newspapers.		
ARAB250	Spiritual Life in an Arabic Context II	1 cr.
Prerequisite: ARAB150 The introduction of simple texts (and their memorization) from the Arabic language Bible together with the development and emphasis on building biblical Arabic language vocabulary towards deeper understanding of spiritual life in an Arabic language context.		
ARAB260	Current Events in the Arab World	2 cr.
This course will give a periodic review of news coverage and current events in the Arab world, including the Gulf, Levantine and North Africa. It will focus on review of television, newspapers, magazines and radio programs.		
ARAB270	Arab People and Their Culture	2 cr.
Lectures, readings and discussions will introduce students to the diversity of cultures within the Levantine, North Africa and the Gulf region. It will give an overview of history, arts and politics.		
ARAB310	Advanced Grammar	3 cr.
In-depth review of Arabic grammar. Emphasis on accurate grammar usage in a variety of communicative and academic contexts both oral and written.		
ARAB320	Advanced Conversation	3 cr.
Further development of fluency in conversational Arabic. Introduction of authentic listening situations for mastery. Development of accuracy in listening and speaking Modern Standard Arabic.		

ARAB330	Advanced Writing	3 cr.
Development of skills in writing with an emphasis on the formation of more complex sentence structures, paragraphs, and essays.		
ARAB340	Advanced Reading	3 cr.
Development of skills in analytical reading and discussion of academic and non-academic topics.		
ARAB350	Spiritual Life in an Arabic Context III	1 cr.
Prerequisite: ARAB250 The development of skills in analytical reading and discussion of spiritual themes in the Arabic language Bible together with implications for spiritual influence and exchange in an Arabic language context.		
ARAB397	Internship in Arabic Language	1 cr.
One credit repeatable for a total of three (3) credits for the whole academic year. 110 hours of activity are required for one semester internship credit. Internship credit is included in the full-load taken by the student. Opportunities: communication, marketing, teaching, television, international development, IT, business, graphic design, photography, and chaplaincy.		
ARAB511	Arabic Language I	4 cr.
A prerequisite for the MA in Islamic Studies program for students who do not have a proficiency in Arabic language skills. The development of Arabic grammar, vocabulary, and reading skills together with an introduction of simple texts from the Arabic language Bible, the Quran and other Arabic literature.		
ARAB512	Arabic Language II	4 cr.
A prerequisite for the MA in Islamic Studies program for students who do not have a proficiency in Arabic language skills. The development of Arabic grammar, vocabulary, and reading skills together with an introduction of simple texts from the Arabic language Bible, the Quran and other Arabic literature.		

BIOLOGY

BIOL111	Survey of Biology	3 cr.
A broad survey of living systems at the molecular, cellular and organismal levels. Ecological principals are covered along with a survey of microbes, plants and animals. BIOL111 does not include a laboratory session. (Fall semester)		
BIOL112	Survey of Biology	4 cr.
A broad survey of living systems at the molecular, cellular and organismal levels. Ecological principals are covered along with a survey of microbes, plants and animals. Includes a 3-hour laboratory session. (Fall semester)		
BIOL113	Survey of Biology Lab	1 cr.
A 3-hour laboratory session on topics covered in BIOL111. BIOL113 is intended for transfer students who lack the lab session for Survey of Biology. Taught concurrently with BIOL112. (Fall semester)		
BIOL201	General Biology I	4 cr.
First semester of the foundational biology course for science majors. Areas covered include: basic biochemistry, cell biology, enzyme function, metabolism, photosynthesis, genetics, molecular biology, natural history of life, and microbiology. Includes a 3-hour laboratory session. (Fall semester)		
BIOL202	General Biology II	4 cr.
Second semester of the foundational biology course for science majors. Areas covered include: protists, fungi, plants, animals (including the major organ systems), and ecology. Includes a 3-hour laboratory session. (Spring semester)		
BIOL203	General Biology I Lab	1 cr.
A 3-hour laboratory session on topics covered in BIOL201. BIOL203 is intended for transfer students who lack the lab session for General Biology I. Taught concurrently with BIOL201. (Fall semester)		

BIOL204	General Biology II Lab	1 cr.
A 3-hour laboratory session on topics covered in BIOL202. BIOL204 is intended for transfer students who lack the lab session for General Biology II. Taught concurrently with BIOL202. (Spring semester)		
BIOL211	Human Health Clinical I	1 cr.
Foundational course aimed at providing clinical time where students will learn basic health assessment techniques along with experience in providing health education in a community-based environment. (Fall semester)		
BIOL221	Anatomy & Physiology I	4 cr.
The first semester of a two-semester course sequence covering structure and function of the human body and mechanisms for maintaining homeostasis. Topics covered include cells, tissues, and the integumentary, skeletal, muscular, and nervous systems. Includes a 3-hour laboratory session. (Offered periodically)		
BIOL222	Anatomy & Physiology II	4 cr.
A continuation of the structure and function of the human body and homeostasis. Systems covered include neurological (with sensory systems), endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Growth, development, metabolism, fluid and electrolyte balance, acid-base balance, and genetics are also covered. Includes a 3-hour laboratory session. (Offered periodically)		
BIOL311	Human Health Clinical II	1 cr.
Prerequisite: BIOL211 This course builds on what was learned in BIOL 211. It includes classroom learning which is then applied in a community health education environment. Topics to be covered may include: health expo techniques, wellness and healthy living, depression recovery, diabetes education, issues of addiction including smoking, alcohol and drug education. (Spring semester)		
BIOL320	Genetics	3 cr.
Prerequisite: BIOL201 The study of inheritance and the molecular mechanisms which impact it with an emphasis on problem-solving. Emphasis is also placed on learning scientific writing skills. Includes a 3-hour laboratory session. (Fall semester)		
BIOL330	Ecology	3 cr.
Prerequisite: BIOL202 The study of living organisms in the context of their natural environment. Evaluates life at various organizational levels: the individual, population, species, community, and ecosystem. Includes a 3- hour laboratory session. (Offered periodically)		
BIOL340	Microbiology	3 cr.
This course covers the history of microbiology, pathogenic and nonpathogenic bacteria, fungi of medical significance and the Gram method of staining. Viruses are reviewed along with HIV and bacteriophages. The course includes an introduction to parasitology including protozoa (with a focus on malaria and other insect-born parasites), trematodes, nematodes, and cestodes. Particular emphasis is given to human disease throughout the course along with host defenses, immunity and immune responses. Includes a 3-hour laboratory session. (Offered periodically)		
BIOL350	Nutrition	4 cr.
This course is an introduction to the role of nutrition in human health. It is expected that students will be able to apply nutrition principles to daily dietary practice. Physiological processes including digestion, absorption, transport and elimination are examined. Further topics include the relationship between nutrition and pathology as well as emotional health, and appropriate nutrients for people of different ages and life stages. (Offered periodically)		
BIOL370	Plant Biology	3 cr.
Prerequisite: BIOL 201 and BIOL202 A survey of the plant kingdom. Covers classification, anatomy & physiology, the life cycles, and the ecology of plants. Includes a 3-hour laboratory session. (Offered periodically)		
BIOL372	Molecular Biology	3 cr.
Prerequisite: BIOL320, Corequisite: BIOL373 A study of the internal workings of the cell. The molecular basis of various cell activities is emphasized. Particular attention is paid to regulation of gene expression, protein synthesis, and methods in molecular biology. Emphasis is placed on reading, interpreting, and critiquing peer-reviewed literature. Includes a 3-hour laboratory session. (Spring semester)		

BIOL373	Molecular Biology Seminar	3-4 cr.
Prerequisite: BIOL320, Corequisite: BIOL372. This course will complement BIOL 372 Molecular Biology. Students will read, analyze and evaluate primary literature in molecular biology. (Spring semester)		
BIOL390	Statistics and Research Design	4 cr.
A study of research design and basic statistics of relevance to biologists and health professionals. Topics covered include: scientific method and hypothesis, probability, study design, sampling, t-tests, analysis of variance, correlation and linear regression, and parametric and non-parametric techniques. Emphasis will be given to biological and health examples. (Fall semester, even years)		
BIOL405	Topics in Biology	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair. (Offered periodically)		
BIOL410	Human Physiology	3-4 cr.
Prerequisites: BIOL201 and BIOL202. This course explores the inner workings of the human body and how it maintains homeostasis. Emphasis is placed on understanding structure-function relationships and the interconnectedness of organ systems. Students learn quantitative laboratory techniques used by physiologists. Includes a 3-hour laboratory session. (Spring semester, even years)		
BIOL421	Immunology	4 cr.
Prerequisites: BIOL201 and BIOL202 This course presents the basic concepts of the innate and adaptive immune systems including details about molecules, cells and organs involved. Emphasis will be placed on mechanisms of immune system development and response to pathogens, as well as on the classic experiments performed to make key discoveries in immunology. (Spring semester)		
BIOL449	Historical and Philosophical Biology	3 cr.
Examination of biological, paleontological, and geological concepts central to the study of historical events in biological systems. Considers the interactions of scientific data, theories, and extra-scientific concepts in historical biology, within the particular context of a biblical worldview. (Fall semester, odd years)		
BIOL450	Biochemistry	4 cr.
Prerequisite: CHEM302. Topics covered include: chemical, structural, and functional properties of the major classes of biological molecules (amino acids, carbohydrates, lipids, proteins, nucleotides, nucleic acids, biological membranes), metabolic pathways, including degradation and synthesis of biochemical macromolecules. (Fall semester)		
BIOL465	Histology	3 cr.
Prerequisites: BIOL201 and BIOL202 An investigation of the microscopic structure and function of the various tissues of the human body. Students learn about histology laboratory techniques and gain experience using the light microscope. Includes a 3-hour laboratory session. (Spring semester, odd years)		
BIOL471	Parasitology	3 cr.
Prerequisite: BIOL202. This course is a comparative survey of the primary parasites of medical and veterinary importance with an emphasis on morphology, life cycles, epidemiology, pathogenesis and the interface between the parasite and the host immune system. Students will develop a global perspective of the burden of parasitic diseases and will analyze current literature in molecular parasitology topics. (Fall semester)		

GENERAL BUSINESS

BSAD110	Introduction to Business Administration	3 cr.
An introduction to the fundamental concepts of business management. Topics include the basic principles of accounting, economics, business ethics, forms of business ownership, management and leadership, understanding money and financial institutions, and marketing.		
BSAD341	Business Law	3 cr.
A course in the fundamentals of business law and the legal Lebanese system. Topics include obligations and contracts, negotiable instruments, and the creation and dissolution of business organizations.		

BSAD345	Business and Society	3 cr.
A study of how business operates within the political, legal, and social environment, its relationship to government agencies and government controls, and how business relates its activities to various social problems. Ethical considerations of business decisions as related to this environment.		
BSAD355	Management and Organization	3 cr.
A study of management activities of profit as well as non-profit organizations, including planning, decision-making, organizing, leading, and controlling. The management of organizational resources.		
BSAD365	International Environment of Business	3 cr.
A survey of the world environment (political, legal, economic, cultural, historical, and geographical) in which international business is conducted, including both economic relations among nations and environmental factors that affect business operations. Topics include international trade and trade restrictions, balance of payments, international monetary systems, and multinational corporations.		
BSAD384	Human Resource Management	3 cr.
A survey of the objectives and issues associated with personnel management in organizations. Topics include studies in human resources planning and forecasting, job analysis and evaluation, personnel recruitment, selection and assessment, training and development, performance evaluation, compensation and benefits, grievance procedures and disciplinary actions.		
BSAD395	Blockchain Technology and Digital Currencies	3 cr.
Prerequisite: CPTR208 or CPTR210 This course provides conceptual understanding of the function of Blockchains as a method of securing distributed ledgers, and the new applications that they enable in accounting, finance, management, and marketing. It also examines decentralized digital currencies (cryptocurrencies) such as bitcoin, the likely interaction of cryptocurrencies with the banking, financial, legal and regulatory systems, and how cryptocurrencies could be viewed within a framework of innovation and development.		
BSAD396	Entrepreneurship Practicum	3 cr.
A six-months start-up entrepreneurship practicum focusing on starting your own business from inception to prototype, passing through the stages of feasibility study, launching, and operating. Includes three workshops: Value Propositions, Sensitivity Analysis, and Oral Pitch Delivery. Students participate in teams. Each team proposes an area of expertise where they will grow and transform an innovative idea into a sustainable real opportunity. Grade: S/U		
BSAD397	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
BSAD410	Entrepreneurship	3 cr.
Prerequisite: BSAD355, MKTG310 A systematic study of entrepreneuring, with an emphasis on contemporary trends. The creation, assessment, development, and operation of new and merging ventures, including home-based businesses, franchises, and existing business purchases. Addresses entrepreneurial profiles and elements required to write a business plan.		
BSAD420	Organizational Leadership	3 cr.
Prerequisite: BSAD355 This course focuses on the process of influencing individuals and groups toward organizational goals. Topics include evolution of leadership theory, leadership effectiveness, situational leadership, competencies required by leadership, and assessment of a leader's strengths and weaknesses. Students will be exposed to the problems that are encountered by leaders and the required behaviors, attributes, and outcomes needed to lead organizations effectively.		
BSAD436	Motivation and Work Behavior	3 cr.
Prerequisite: BSAD355 Advanced topics dealing with individual and organizational factors affecting employee motivation, performance, and satisfaction. Areas may include the work climate, organizational attachment, job design, goal-setting, emotional intelligence, group dynamics, and reward systems. Cases and projects.		
BSAD450	Multicultural Business Relations	3 cr.
Prerequisite: BSAD355 A study of globalization and the increasing ethnic and cultural diversity in the workplace that requires managers to become more aware of and sensitive to the role of culture in business relations. Communication, negotiation, principles and practices of management in a cross-cultural context is the focus of study.		

BSAD460	Project Management	3 cr.
Prerequisite: BSAD355 This course defines a project and its types. Topics include development management, project cycle management, process documentation, the concept of problem, stakeholder's analysis, budgeting, monitoring, implementation and evaluation, project formulation, and training. The course focuses on the use of Project Evaluation and Review Techniques (PERT), Critical Path Method (CPM), and others. Computer models and practices will be used to solve practical problems in organizations.		
BSAD467	International Management	3 cr.
Prerequisite: BSAD355 Among the subjects considered are the decision process in making investments abroad, relationships with host governments, and organizational and operating problems of the multinational corporation. Including setting strategic goals, personnel management, planning, communication, and control. Assumes a background in management and in the international environment of business.		
BSAD470	Quality Management	3 cr.
Prerequisite: BSAD355 Examines the history, theory and management of quality programs in business organizations. Topics include the quality management guiding principles of leadership commitment, customer focus, employee involvement, teamwork, continuous process improvement, and the systematic use of measurement data.		
BSAD475	Operations Management	3 cr.
Prerequisite: STAT285 Analysis of problems and issues faced by production/operations managers in manufacturing and service industries. Concepts and techniques include operations scheduling, quality control, plant layout, facility location, line balancing, queues, production and inventory controls, forecasting and linear programming.		
BSAD487	Internship in	3 cr.
Prerequisite: Cumulative GPA of 2.67, completed courses beyond the fundamentals level. A student must work a minimum of 225 hours. The student must make full arrangements and obtain approval by the academic advisor before the internship commences. The academic advisor must approve the employer/student proposal as being appropriate for academic credit. The student and academic advisor will maintain contact throughout the internship, usually in the form of the weekly timesheets. At the end of the internship the employer will submit an evaluation of the student, and the student will submit an evaluation of the employer and a 10-page reflection paper.		
BSAD494	Business Strategy and Decisions	3 cr.
Prerequisite: All other core BBA courses must be completed or concurrently enrolled. The goal of this capstone, interdisciplinary course is to enable students to develop and/or fine tune skills in the analysis of strategic and organizational problems and issues. Includes the analysis and formulation of a strategic plan for a real company as course project.		
BSAD505	Foundations of Accounting and Finance	3 cr.
A study of fundamental concepts in financial and managerial accounting. Topics include the accounting cycle; financial statement preparation, content, and analysis; planning and control techniques; activity-based costing; job costing; and differential cost analysis. Includes an overview of the principles of financial management. A revision of concepts of raising and investing money; conducting financial statement analysis; applying the time value of money techniques to security valuation; and determining a firm's cost of capital and capital budgeting. A discussion of managerial topics that include dividend policy, capital structuring, and working capital management.		
BSAD506	Foundations of Management and Marketing	3 cr.
This course explores the functions, roles, and skills associated with managing people and organizations. A study of concepts and models for effective management. The course also examines the principles, concepts, and practices of marketing products. How the marketing mix (product, price, promotion, and distribution) will impact the achievement of corporate goals and objectives.		
BSAD507	Foundations of Economics	3 cr.
A study of microeconomics and macroeconomics concepts, theories, and policies. A discussion of the economic impact of decision-making, optimization behavior, and market structures. An exploration of various economics systems, examining inflation, unemployment, governmental economic policies, and trade cycle theory.		
BSAD515	Organizational Behavior and Leadership	3 cr.
Application of behavioral sciences to management. The examination of contemporary theories and principles of human behavior. Topics include perception, personality, attitudes, emotions, motivation, leadership, decision-making, communication, group processes, diversity, organizational change, self-awareness, and stress management. A research paper and case analyses are required.		

BSAD520	Business Research Methods	3 cr.
This course establishes the technical foundation needed to write graduate business research papers, projects, and the thesis. Topics include questionnaire design and validation, sampling criteria, qualitative and quantitative data analysis, and hypothesis testing. The style and format of research writing is emphasized.		
BSAD545	International Business Management	3 cr.
Understanding the global enterprise and how management concepts, principles, and practice transcend national boundaries. Focus on global strategies, the importance of cultural differences to organizational effectiveness, management of people in international organizations, personnel selection and repatriation, political risks, ethics and social responsibility.		
BSAD554	Blockchain Technology and Digital Currencies	1 cr.
Created for certificate purposes. This certificate provides conceptual understanding of the function of Blockchains as a method of securing distributed ledgers, and the new applications that they enable in accounting, finance, management, and marketing. It also examines decentralized digital currencies (cryptocurrencies) such as bitcoin, the likely interaction of cryptocurrencies with the banking, financial, legal and regulatory systems, and how cryptocurrencies could be viewed within a framework of innovation and development.		
BSAD555	Blockchain Technology and Digital Currencies	3 cr.
This course provides conceptual understanding of the function of Blockchains as a method of securing distributed ledgers, how consensus on their contents is achieved, the new applications that they enable in different industries, and a critical evaluation of existing 'smart contracts' capabilities and platforms. It also examines decentralized digital currencies (cryptocurrencies) such as bitcoin, surveying the theory and principles by which cryptocurrencies operate, practical examples of basic cryptocurrency transactions, and the likely interaction of cryptocurrencies with the banking, financial, legal and regulatory systems.		
BSAD556	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
BSAD596	Entrepreneurship Practicum	0 cr.
A six-months start-up entrepreneurship practicum focusing on starting your own business from inception to prototype, passing through the stages of feasibility study, launching, and operating. Includes three workshops: Value Propositions, Sensitivity Analysis, and Oral Pitch Delivery. Students participate in teams. Each team proposes an area of expertise where they will grow and transform an innovative idea into a sustainable real opportunity. An executive summary is required in addition to the oral pitch delivery. Grade: S/U		
BSAD665	Strategic Implementation and Managing Change	3 cr.
The organizational leadership ability to strategically and tactically anticipate, plan, and implement large-scale change and continuous improvement in a dynamic business environment. Analyses focus on interrelating the organization's products and services, structure, technology, and people for effective change. Coursework includes effective communications, ethics, case analyses, change-model building, and personalized planning for change.		
BSAD670	Management of Human Resources	3 cr.
This course focuses on the human resources function. Students learn to manage the selection and development of personnel; equal opportunity; compensation and benefits; and safety and health requirements. Topics such as union relations, grievance, and arbitration procedures are also discussed. Students analyze various human resources issues using the case study approach.		
BSAD675	Logistics and Supply-Chain Management	3 cr.
Major competitive issues and founding principles of supply-chain management, as well as techniques used to analyze various aspects of logistics systems. The design and operation of logistical systems and their components. Insights, concepts, practical tools, and decision support systems that are important for the effective management of the supply chain. Inventory management and control, communication, warehousing, distribution and customer service standards, and facility location are examined. The role of the Internet and information systems as they relate to an efficient supply chain.		
BSAD689	Strategic Management	3 cr.
Prerequisite: All other core MBA courses must be completed or concurrently enrolled. Requires that students integrate relevant knowledge gleaned from previous core business-course experiences. Extensive case work and library research are demanded. Students work with a real organization to develop a comprehensive strategic plan.		
BSAD695	Thesis in Business	3-6 cr.
Prerequisite: BSAD520. A scholarly research into a topic in business. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary business world.		

CHEM111	Survey of Chemistry	3 cr.
A survey of general and organic chemistry including stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics and chemical equilibrium. CHEM111 does not include a 3-hour laboratory session. (Fall semester)		
CHEM112	Survey of Chemistry	4 cr.
A survey of general and organic chemistry including stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics and chemical equilibrium. Includes a 3-hour laboratory session. (Fall semester)		
CHEM113	Survey of Chemistry Lab	1 cr.
A 3-hour laboratory session on topics covered in CHEM111. CHEM113 is intended for transfer students who lack the lab session for Survey of Chemistry. Taught concurrently with CHEM112. (Fall semester)		
CHEM201	General Chemistry I	4 cr.
Topics covered include: matter and measurement, atoms, molecules and molecular compounds, ions and ionic compounds, stoichiometry, aqueous reactions, thermochemistry, molecular structure and bonding, matter and solutions. Includes a 3-hour laboratory session. (Fall semester)		
CHEM202	General Chemistry II	4 cr.
This course builds on first semester general chemistry. Topics covered include: chemical kinetics, chemical equilibrium, acid and base chemistry, titrations, buffers, solubility, thermodynamics, electrochemistry, and nuclear chemistry. Includes a 3-hour laboratory session. (Spring semester)		
CHEM203	General Chemistry I Lab	1 cr.
A 3-hour laboratory session on topics covered in CHEM201. CHEM203 is intended for transfer students who lack the lab session for General Chemistry I. Taught concurrently with CHEM 201. (Fall semester)		
CHEM204	General Chemistry II Lab	1 cr.
A 3-hour laboratory session on topics covered in CHEM202. CHEM204 is intended for transfer students who lack the lab session for General Chemistry II. Taught concurrently with CHEM 204. (Spring semester)		
CHEM301	Organic Chemistry I	4 cr.
Prerequisite: CHEM202 This is the first of a two-semester course of organic chemistry. Topics covered include: bonding principles, functional groups, isomerism, stereochemistry, nomenclature, organic reactions, nuclear magnetic resonance and infrared spectroscopy. Includes a 3-hour laboratory session. (Fall semester)		
CHEM302	Organic Chemistry II	4 cr.
Prerequisite: CHEM301 This is the second semester of organic chemistry which is a continuation and builds on semester I concepts. Topics covered include: UV spectroscopy, aromatic compounds and substitution reactions, continuation in analysis of organic reactions, polymers, and biomolecules including carbohydrates, amino acids, and nucleotides. Includes a 3-hour laboratory session. (Spring semester)		
CHEM303	Organic Chemistry I Lab	1 cr.
A 3-hour laboratory session on topics covered in CHEM301. CHEM303 is intended for transfer students who lack the lab session for Organic Chemistry I. Taught concurrently with CHEM 301. (Fall semester)		
CHEM304	Organic Chemistry II Lab	1 cr.
A 3-hour laboratory session on topics covered in CHEM302. CHEM304 is intended for transfer students who lack the lab session for Organic Chemistry II. Taught concurrently with CHEM 302. (Spring semester)		

CULTURAL STUDIES

CLST210	History of the Ancient World	3 cr.
This course has been designed to examine a range of topics including the origins of civilization in Ancient Mesopotamia and Egypt, the civilization of Ancient Greece and Rome, the origins and development of Judaism, and the early Christian Church; with emphasis on the contributions to world culture: its art, literature, philosophy, science, and technology. (Spring semester, periodically)		
CLST220	Ancient Near Eastern Civilizations	3 cr.
Development of Near Eastern civilizations. Near-eastern political, economic, religious, and cultural institutions from the beginnings to the Hellenistic era. (Spring semester, periodically)		
CLST231	Western Civilization I	3 cr.
The development of western civilization from the Grecian culture to the end of the Middle Ages, with emphasis on the political, economic, religious, social, and cultural institutions. The course fosters an intelligent appreciation of the philosophical schools that led to the emergence of the Renaissance age. (Spring semester, periodically)		
CLST232	Western Civilization II	3 cr.
The development of western civilization from the Renaissance age to the present time. Emphasis on the political, economic, religious, social, and cultural institutions. The course fosters an intelligent appreciation of the fine arts through the coordinated study of painting, sculpture, architecture, music, and literature, as well as science and ideology through a coordinated study of new scientific discoveries and influences on ideology. (Spring semester, periodically)		
CLST240	History and Culture of the Arabs	3 cr.
A survey of the history and culture of the Arabs from the pre-Islamic period to the end of the Abbasid state. A combination of political, social, economic, and cultural history, as well as an examination of specific aspects of the religion of Islam. Field trips may be a part of the course. (Spring semester, periodically)		

COMMUNICATION

COMM211	Communication Skills	3 cr.
Prerequisite: ENLG212 A study of the human communication process with focus on public speaking. The basic elements and principles of speech, including speech mechanism, development of communication, and construction of written speeches with an emphasis on organization, mechanics, content, and delivery. Students will prepare and deliver speeches.		

COMPUTER SCIENCE

CPTR208	Foundations of Information Technology	2 cr.
An overview of information technology and computers, their history and use in the workplace. Topics include data processing principles and practices, computer storage, desktop computing, operating system organization and architecture, computer networks, the Internet, the web, security systems, computer viruses, disk organization, Windows and its applications, word processing and spreadsheets, programming languages, and computer programming. (Fall semester)		
CPTR210	Foundations of Information Technology	3 cr.
An overview of information technology and computers, their history and use in the workplace. Topics include data processing principles and practices, computer storage, desktop computing, operating system organization and architecture, computer networks, the Internet, the web, security systems, computer viruses, disk organization, Windows and its applications, word processing and spreadsheets, programming languages, and computer programming. In addition, students learn basic WordPress and general web knowledge. (Fall semester)		

CPTR211	Computer Programming I	3 cr.
This course is an introduction to computer programming using C++. Topics include problem solving using computers, data types and declarations, statements, expressions, and assignments. Basic structures, procedures and functions, and structural programming. (Fall semester)		
CPTR212	Computer Programming II	3 cr.
Prerequisite: CPTR211 The course is a continuation of Computer Programming I. The goal is for students to refine and retain their programming skills. Emphasis is placed on functions, arrays, pointers, and recursion. Topics include an introduction to the object oriented features of C++ like classes, inheritance, operator overloading, file processing, and string processing. (Spring semester)		
CPTR215	Information Systems Theory and Application	3 cr.
Prerequisite: CPTR208 or CPTR210 The application of management techniques to data processing in a business organization. The theory and practical application of information systems within enterprises. Emphasis on spreadsheets, databases, business applications, equipment configuration, and software evaluation. Includes computer hardware and software, telecommunications, and database concepts and emphasizes e-commerce and Internet-based business models.		
CPTR221	Logic Design	3 cr.
Prerequisite: CPTR208 or CPTR210 Fundamentals of logic design. Review of the binary system, Boolean functions, Karnaugh maps, and the design of switching circuits using small and medium scale integrated devices. Topics also include flip flops, counters, decoders, multiplexers, and registers. (Fall semester, odd years)		
CPTR231	Networks and Telecommunications	3 cr.
Covers data communications and networking, covering hardware and software. Emphasis upon the analysis and design of PC networking applications. Management of telecommunications networks, cost-benefit analysis, and evaluation of connectivity options are also covered. Students learn to evaluate, select, and implement different communication options within an organization. (Spring semester, odd years)		
CPTR314	Data Structures and Algorithms	3 cr.
The course will introduce students to the use of algorithm, complexity, sorting, and searching algorithms, abstract data types and data structures. Topics include linear and non-linear data structures, linked lists and recursion, stacks, queues and their applications, trees, balanced trees and their implementations, maps and hashing, priority queues, graphs and their algorithms. (Fall semester, even years)		
CPTR315	Programming Paradigms	3 cr.
Prerequisites: CPTR212, CPTR314 A comparative study of programming languages: syntax, semantics, and implementation. Students will learn and analyze the procedural, functional, logic, and object oriented paradigms through the study of representative programming languages like Pascal, C, Lisp, Prolog, C++, etc. (Spring semester, odd years)		
CPTR322	Computer Organization and Assembler	3 cr.
Prerequisite: CPTR221 Machine level architecture, functional units, memory, debugging, input/output structures, storage systems, instruction sets, machine cycle, assemblers, macro-assemblers and microprocessors, machine instruction types, addressing modes, registers, caching, machine and assembly languages. (Spring semester, even years)		
CPTR323	Computer Architecture	3 cr.
Von Neumann architecture, machine instructions and formats, addressing techniques, microprogramming, fast arithmetic, buses, advanced and I/O practices, peripherals. (Offered periodically)		
CPTR331	Web Programming I	3 cr.
Internet and web history, architecture of web applications: web, protocols (TCP/ IP, HTTP, FTP), web technologies, and markup languages overview (HTML, DHTML, XML). Building static web pages (HTML). Cascading style sheet (CSS), Flash. (Fall semester, even years)		
CPTR332	Web Programming II	3 cr.
Prerequisite: CPTR331 Review of protocols and architecture of web applications. Client-server, dynamic web pages (JavaScript, VBScript, DHTML). Server side programming (PHP/ASP), connectivity to a database (ADO, ODBC connectivity). (Spring semester, odd years)		

CPTR341	Operating Systems	3 cr.
History and evolution of operating systems, process and processor management, primary and auxiliary storage management, performance evaluation, security, distributed systems. Topics include an overview of the components of an operating system, mutual exclusion and synchronization, implementation of processors, scheduling algorithms, memory management and file systems. Case studies of operating systems are also discussed. (Spring semester, even years)		
CPTR351	Database Systems Design and Development	3 cr.
Prerequisite: CPTR208 or CPTR210 This course covers the concept of database and database modeling. The procedure of transforming the conceptual model to logical model (relational) is introduced, the relational query language (SQL) and the procedural query language programming using PL/SQL. (Spring semester, even years)		
CPTR370	Data Analytics	3 cr.
Prerequisite: CPTR212 or CPTR215 Introduction to the data analytics process: asking data-driven questions, data acquisition, cleaning, management, and analysis. Programming and analysis techniques for summarizing data. Introduction to common languages and tools used in data analytics. (Spring semester, odd years)		
CPTR395	Blockchain Technology and Digital Currencies	3 cr.
This course provides conceptual understanding of the function of Blockchains as a method of securing distributed ledgers, and the new applications that they enable in accounting, finance, management, and marketing. It also examines decentralized digital currencies (cryptocurrencies) such as bitcoin, the likely interaction of cryptocurrencies with the banking, financial, legal and regulatory systems, and how cryptocurrencies could be viewed within a framework of innovation and development.		
CPTR397	Topics in Computing	1-4 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair. (Offered periodically)		
CPTR440	Network Administration	3 cr.
Prerequisite: CPTR231 This course will provide the students with the necessary information to provide support to the different users; from installing, configuring and troubleshooting a computer network to provide computer support. Topics such as network operation systems, protocols, TCP/IP, DNS, DHCP, Ethernet and different topologies, Routers, Switches, VLAN, LAN, will be the core of this class. Other areas like computer architecture and Virtual Machines will be explored. The practical elements of this course will be based on 2 operating systems (Linux &). Some knowledge in Linux will be helpful since this is not the common OS amongst users.		
CPTR447	Project Management	3 cr.
Covers the factors necessary for successful management of system development or enhancement projects. Both technical and behavioral aspects of project management are discussed. Focus is on management of development for enterprise-level systems.		
CPTR450	Computer and Systems Security	3 cr.
Computer security is one of the most important areas in computing today. The student will learn about the different aspects while developing an understanding about the true meaning of computer security means not only in the theory but also in the practice of real systems. Threats faced by both the common and the IT professional will be studied, as well as the different technologies that will address these challenges. Topics will include reverse engineering, networking, wireless security, encryption, network vulnerability analysis, defense methods and social engineering. (Spring semester, even years)		
CPTR460	Systems Development Project	3 cr.
Corequisites: INFS318, INFS428, INFS447 Advanced course in systems analysis and design. An integration of previous coursework and an exploration of new issues in information systems. Topics include problem analysis, software design, coding, work breakdown structure, testing, system implementation in a computer-aided software engineering (CASE) environment, and team development using modern management techniques. A complete project is required including presentations, demonstrations, and reports. The course will also improve awareness of professionalism and ethical responsibilities.		
CPTR461	System Analysis, Design and Development	3 cr.
Introduction to software engineering, software models, engineering process, requirements analysis, systems models (data flow models, object models, data dictionary), requirement definition and specification. Software design process, object oriented design and UML, evaluating, testing, and verifying software reliability and reuse, user interface design, software documentation. (Fall semester, odd years)		

CPTR470	E-Business	3 cr.
An introduction to the basics of electronic business. Focuses on how e-business is carried out, including marketing, web design, electronic retailing, the advantages and disadvantages of this form of commerce, the infrastructures in place to support this type of electronic business, and the global economy within which it takes place. The course focuses on information, business, technology, and the integrated set of activities used to run most organizations. These activities constitute customer relationship management, supply chain management, enterprise resource planning, and outsourcing. (Offered periodically)		
CPTR471	Artificial Intelligence	3 cr.
Prerequisite: Senior Standing This course examines selected topics in artificial intelligence (AI) and expert systems. Intelligence fundamentals and basic concepts of artificial intelligence: heuristic, intelligent agents (search-based agents, logic-based agents), propositional logic, predicate calculus, first order logic, inference, natural language processing, planning, uncertainty and decision-making (fuzzy logic), machine learning. (Offered periodically)		
CPTR472	Decision Support and Expert Systems	3 cr.
Prerequisite: Senior Standing The development of Intelligent Systems and the role they play in the organization. Topics include development of decision support and expert systems, decision support framework, decision processes, design and development, architecture and networking, rule-based systems, and web-based DSS. Students learn how to design a decision support system, which can make decisions on the basis of simple information and how these systems help solve business problems. The course tackles issues related to the role of data warehousing and data mining in modern enterprise business contexts.		
CPTR475	Knowledge Management	3 cr.
The concepts and practice of knowledge. Defines and differentiates between knowledge, data, and information and between knowledge management and information management. Topics include intranets, groupware, weblogs, instant messaging, content management systems, and email in both individual and organizational contexts. The course also covers knowledge creation, codification, transfer, capturing knowledge technologies, and ethical issues and problems inherent in knowledge management. (Offered periodically)		
CPTR481	Formal Theory of Computation	3 cr.
Prerequisite: Senior Standing Strings and languages, regular sets, finite automata, Kleene's theorem, languages and grammars, Chomsky classification, Turing machines, and complexity. (Offered periodically)		
CPTR487	Internship in Computing	3 cr.
A program of information systems experience. Student must be a Junior and have at least a B- cumulative GPA. A total of 225 hours of work experience is required. Full arrangements for a structured program must be made in advance.		
CPTR495	Computer Science Senior Project	3 cr.
Prerequisite: Senior Standing and approval of the department chairperson A project chosen in consultation with the faculty member. The student will defend the project during an oral examination. (Fall semester)		

CHEMISTRY

ECON225	Principles of Macroeconomics	3 cr.
Theory and analysis of determination of economic conditions at the national level. Topics include an overview of macroeconomics, measuring national output and income, consumption and investment, the multiplier model, money and commercial banking, central banking and monetary policy, business cycles and unemployment, inflation and unemployment, economic growth, and price stability.		
ECON226	Principles of Microeconomics	3 cr.
The course deals with the nature and scope of economics, consumer behavior, allocation of resources, theories of the firm, production, price analysis, resource allocation, demand theory, market imperfections, analysis of cost, and long-run supply.		

ECON454	International Economics	3 cr.
Prerequisites: ECON225, ECON226 A description and theoretical analysis of international trade, balance-of payments accounts, the mechanisms of international economic adjustment, the theory of comparative advantage, and economic integration.		
ECON530	Managerial Economics	3 cr.
The use of economic theory and optimization techniques as tools of management decision making within a business firm are studied. Statistical analyses such as regression techniques will be utilized. While microeconomics serves as a foundation, emphasis on quantitative approaches also requires knowledge of basic calculus and statistics.		

EDUCATION

EDTE210	Foundations of Education	3 cr.
An orientation to the teaching profession in a multicultural society. It includes the philosophical/ethical assumptions underlying different education philosophies and the social, cultural, and instructional aspects of education. Analysis of educational philosophies and practices.		
EDTE220	Principles of Teaching and Learning	3 cr.
An introduction to the basic methods and techniques of instruction, planning, and classroom management. Emphasis is on acquisition and application of an instructional framework and classroom management. Procedures for creating a productive classroom environment.		
EDTE311	Introduction to Religious Education	3 cr.
This course reviews the historical and theoretical implementation of religious education in the church, school, and family settings. A study of the teaching and discipling mandates of the gospel commission, and the principles of integrating faith and learning.		
EDTE318	Issues in Education	3 cr.
An exploration and a study of contemporary vital issues and concerns in education. Topics of current significance to school instruction.		
EDTE321	Methods for Teaching Reading	3 cr.
Prerequisite: EDTE220 A study of the theory and practice in a variety of methods for teaching reading with classroom observation, demonstration, and participation. A study of specialized reading skills needed to handle the content area.		
EDTE323	Arts and Movement in Elementary Curriculum	3 cr.
Prerequisite: EDTE220 Application of principles integrating art, music, and physical education instruction in the elementary curriculum.		
EDTE325	Instructional Technology and Media	3 cr.
Prerequisites: CPTR208, EDTE220 The course focuses on the use of a wide variety of instructional technology and media to support student learning with emphasis on the application of technologies to effective teaching. Topics include technology as a tool, Internet in the classroom, standards for integrating technology and multimedia teaching tools, and facilitating students' use of technology.		
EDTE328	Methods for Teaching in Secondary School	3 cr.
Prerequisite: EDTE220. Focuses on teaching strategies on the secondary level. A study of aims, principles, methods, and management of instruction. Emphasis on developing a repertoire of strategies that enhances a variety of learning outcomes in students. A blend of theory and practice		
EDTE331	Methods for Teaching Social Studies	3 cr.
Prerequisite: EDTE220 Theory and practice in methods for teaching history, geography, and civics with classroom observation, demonstration, and participation.		

EDTE332	Methods for Teaching Mathematics	3 cr.
Prerequisite: EDTE220 Theory and practice in methods for teaching mathematics with classroom observation, demonstration, and participation.		
EDTE333	Methods for Teaching Science	3 cr.
Prerequisite: EDTE220 Theory and practice in methods for teaching science with classroom observation, demonstration, and participation.		
EDTE334	Methods for Teaching Arabic	3 cr.
Prerequisite: EDTE220 Theory and practice in methods for teaching the Arabic language with classroom observation, demonstration, and participation.		
EDTE335	Methods for Teaching English as a Second Language	3 cr.
Prerequisite: EDTE220 Specialized techniques of modern language teaching applied to spoken and written English as a second language.		
EDTE338	Methods of Teaching Religion	1-4 cr.
Prerequisite: EDTE220 A study of the religion curriculum, with emphasis on instructional theory, learning strategies, and proper teaching. The development of necessary skills and expertise vital for success in Bible instruction.		
EDTE345	Educational Psychology	3 cr.
Prerequisite: EDTE220 An introductory study of the nature, conditions, and outcomes of human learning, with emphasis on the psychological factors.		
EDTE397	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
EDTE452	Classroom Testing and Evaluation	3 cr.
The writing of instructional objectives, the preparation of classroom test to measure the attainment of those objectives, the concepts of reliability and validity, simple item analysis, interpreting tests and data from standardized tests, grading, and reporting.		
EDTE455	Curriculum Design and Development	3 cr.
Prerequisite: Senior Standing Theory and practice regarding curriculum organization of learning experiences, methods, materials, and instructional aids for teaching. Students will be exposed to the design, development, implementation, analysis, improvement, and evaluation of curricula at any level.		
EDTE462	Educating Exceptional Learners	3 cr.
Prerequisite: Senior Standing The characteristics and educational needs of learners from various backgrounds (the gifted and the handicapped). Promoting awareness and knowledge about the nature of exceptional learners, and specific teaching strategies suitable in meeting these students' needs.		
EDTE481/2	Student Teaching-Elementary	3 cr.
Prerequisite: EDTE220. Application of teaching theory in the classroom. Supervised teaching experience and feedback in an elementary school setting. Involves observation and full participation in actual teaching situations.		
EDTE488	Student Teaching	3 cr.
Prerequisite: EDTE220. Application of teaching theory in the classroom. Supervised teaching experience and feedback in a school setting. Involves observation and full participation in actual teaching situations.		
EDTE495	Research in Education	3 cr.
Prerequisite: Senior Standing and approval of the department chairperson An independent research in education chosen in consultation with the advisor. A research paper of 15 pages per credit is required. The student will also defend the paper's findings in an oral examination.		
EDTE510	Philosophical Foundations of Education	3 cr.
This course examines the philosophical and historical bases of major worldviews and critiques the impact of naturalism and post-modernism on education.		

EDTE520	Learning Theories and Instructional Strategies	3 cr.
An examination of the relationship of progressive instructional strategies to learning styles through methods, curricula, and materials. The implications of learning-style-concepts and suggesting learner-centered instructional strategies for accommodating varied learning styles in the classroom.		
EDTE590	Research Methods in Education	3 cr.
A study of methods and procedures of research in the field of education. Formulating and stating the problem; planning, designing, and implementing research; collecting and analyzing data; and reporting research.		
EDTE618	Current Trends and Issues in Education	3 cr.
An exploration of emerging trends and research in public and private education. Students are challenged to understand controversial issues and to become aware of possible alternative solutions. The topics are not necessarily covered in the degree's courses.		
EDTE625	Instructional Technology and the Educator	3 cr.
The integration of technology in learning environments. Technology-related issues from faculty and student perspectives. Issues include the philosophy of and need for technology, learning outcomes associated with the use of technology, implementation of and problems associated with technology in the instructional environment, and technology related to professional development.		
EDTE635	Curriculum and Instruction-English	1-4 cr.
A survey of the curriculum, methodology, and research-based strategies used in teaching the English language. Topics include the development of knowledge and skills in defining objectives, planning instruction, assessment, measurement, and program evaluation.		
EDTE638	Teaching, Reading and Writing in the Content Areas	3 cr.
The knowledge and skills needed in teaching reading and writing. An examination of the specific components of the reading process, the appropriate methods and materials for teaching reading instruction, the evaluation of students' strengths and weaknesses relative to reading and writing, the synergy of reading and writing skills, the development of curriculum objectives, and the planning of instruction for reading and writing.		
EDTE652	Measurement and Assessment in Education	3 cr.
This course provides an examination of measurement as it applies to student performance in the classroom, as well as a review of current practices and trends in assessment in the schools. Topics include quantitative and qualitative measures such as standardized testing, criterion-referenced tests, teacher-made tests, rubrics, and portfolios.		
EDTE655	Curriculum Theory, Design, and Supervision	3 cr.
Theories of curriculum development, the prominent curricular designs utilized in contemporary education, and the processes and procedures of supervising curriculum change, follow-through, and evaluation.		
EDTE658	Theories, Methods, and Materials in Teaching English to Speakers of Other Languages	3 cr.
A capstone course that ties together theories of language learning with an analysis of methods and materials, in an attempt to develop a clearer understanding of best practices within the field of TESOL.		
EDTE662	Curriculum and Instruction for Exceptional Learners	3 cr.
A study of practices and trends in educational programming for all exceptional students. Topics include the development of knowledge and skills in defining objectives, planning instruction, assessment, evaluation of children with special needs, and program evaluation.		
EDTE670	Educational Leadership	3 cr.
An orientation to the organization and administration of educational programs and institutions in the public and private sectors; the organizational structure and control of school systems; the nature of administration; the foundations of educational leadership; and leadership and ethical behavior, management theory and practice.		
EDTE672	Educational Supervision	3 cr.
The improvement of teaching and learning by professional supervision; the role, aims, and principles of instructional supervision; a study of supervisory techniques.		
EDTE674	Educational Finance and Law	3 cr.
The steps necessary to build an effective school budget and the legal foundations of public and private education. The financial and economic issues affecting educational institutions, the legal issues affecting teachers and administrators, teacher employment, and school-board operations and procedures.		

EDTE676	Human Resources Administration	3 cr.
An examination of the human resources concepts and practices associated with developing and managing an effective education team. Different approaches to personnel administration and management, motivation, professional development, and performances are addressed, along with obstacles to effective team development.		
EDTE695	Thesis in Education	3-6 cr.
A scholarly research into a topic in education. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of education.		
EDTE697	Thesis Continuation	0 cr.
For students who have not yet completed their thesis.		

ENGLISH LANGUAGE

ENLG110	Introduction to Academic English	3 cr.
A remedial university-level English course focused on developing the necessary language and academic skills for success in regular classes taught in English. The course reviews grammar, usage, punctuation and vocabulary, as well as reading comprehension and retention, and academic writing and presentation skills. Not counted towards any degree.		
ENLG211	English Composition I	3 cr.
A review of sentence structure and mechanics. Emphasis on expository essay writing and editing as a recursive process for generating meaning and communicating effectively. The course includes note taking and oral presentations.		
ENLG212	English Composition II	3 cr.
Prerequisite: ENLG211 An emphasis on argumentative/persuasive writing, summarizing, analyzing, and reading from a critical perspective. The course includes classroom debate.		
ENLG215	Research Methodology	2 cr.
Corequisites: ENLG212, INFS210 Emphasis on an interdepartmental approach to major papers or projects in the area of the student's specialty, with a review of library and research skills and styles. A step-by-step application of the basic research methodology. Students will defend their research product in an oral examination.		
ENLG220	Introduction to Rhetoric	3 cr.
Prerequisite: ENLG212 Finding, arranging, and presenting evidence to support a given position in argumentation. Includes classical and modern theories. Emphasis is given to the practical applications of rhetorical analysis in various contexts including mass media, advertising, and literary and political representations.		
ENLG230	Introduction to the Study of Language	3 cr.
Prerequisite: ENLG212. An introduction to linguistics, the scientific study of language. Topics include language and the brain, grammatical aspects of language such as morphology, syntax, and semantics; phonetics and phonology; psychological aspects such as language acquisition and processing; and language and society topics such as language change and writing systems, and differences between oral and written communication.		
ENLG250	Literary Genres	3 cr.
Prerequisite: ENLG211 An introductory literature course that familiarizes students with different genres of literature in English including poetry, the essay, drama, autobiography, the novel, short story, etc. Students will be able to analyze, critique, and write about literature.		

ENLG267	Literature for Children and Adolescents	3 cr.
A survey of poetry, non-fiction and fiction works for children and adolescents. Includes selection, analysis, and evaluation of works appropriate for specific ages and language abilities, and potential educational applications.		
ENLG268	World Literature in English	3 cr.
A survey of English literature and poetry from around the world, including the Middle East. Topics include the modern novel, stream of consciousness, and postmodern selections, as well as traditional international favorites.		
ENLG280	Drama	3 cr.
A recognition of the power of performance to change people's lives and the artistic, educational, social, and political power of performance to facilitate understanding and growth in our lives. The course will include the study of the genres and history of drama, acting techniques, methods of speaking with clear diction and poise, the role of imagination, and ways of engaging the audience. Activities will include a public performance of a well-known play.		
ENLG310	Creative Writing	3 cr.
Prerequisite: ENLG212 A foray into the forms and techniques of writing fictional and non-fictional short stories, essays, poetry, and drama.		
ENLG315	Media Writing	3 cr.
Prerequisite: ENLG212 Introduces students to writing in a journalistic style. Includes the basics of journalistic writing for various media (newspapers, radio, television, and Internet), public relations, press releases, basic features, and editorials. This course emphasizes the importance of audience for any written communication as well as the values of timeliness, objectivity, and fairness.		
ENLG323	Teaching and Tutoring Writing	3 cr.
Current issues in the field of teaching and tutoring writing in primary and secondary English classes. This course includes the study of composition as a discipline, and strategies for teaching writing. Requirements include practice in teaching and tutoring writing skills.		
ENLG332	Language, Culture, and Society	3 cr.
A study of the social and anthropological side of linguistics. Includes topics such as literacy, multilingualism, globalization, power, identity, gender, gestures, and other pragmatic aspects of language.		
ENLG334	Phonetics and Phonology	3 cr.
Prerequisite: ENLG230 A theoretical and practical introduction to the broad range of human speech sounds (tone, intonation, stress, articulatory phonetics, and phonemics). Traditional and modern phonological theory and analysis. Includes practical applications for teaching speaking and pronunciation.		
ENLG335	Methods for Teaching English as a Second Language	3 cr.
Prerequisite: EDTE220 An overview of the historical development of language teaching methods over time. Principles and best practices of modern English language teaching. Includes classroom observation, materials selection and design, and an introduction to techniques for teaching speaking, listening, reading, writing, and grammar.		
ENLG338	Second Language Acquisition	3 cr.
Theories of second language acquisition in children and adults; comparison of first and second language acquisition including psychological, social, and individual factors. Includes concepts of EFL/ESL curricular approaches and applications of language learning theory in the classroom.		
ENLG361	English Literature	3 cr.
Reading and analysis of major literary genres, authors, and works, focusing on selected British literature from the beginnings to the modern era, exclusive of Shakespeare.		
ENLG363	Shakespeare and His Contemporaries	3 cr.
A study of selections from William Shakespeare's plays, sonnets, and poems. The course also presents some of Shakespeare's contemporary writers like Christopher Marlow and Ben Jonson.		
ENLG365	American Literature	3 cr.
Reading and analysis of major literary genres, authors, and works, focusing on American literature from its beginnings to the modern era.		

ENLG423	Advanced Composition	3 cr.
Prerequisite: ENLG220 A capstone writing workshop covering a wide variety of writing genres. Writing tasks in this course will mainly focus on authentic situations that are typically encountered in daily life, including editorials, op-ed pieces, critical reviews, and other nonfiction works. Students will create original writing, analyze, respond to, and edit the works of others, and learn to polish their own work in preparation for publication.		
ENLG440	Advanced English Grammar	3 cr.
Prerequisite: Senior Standing An advanced review of the basic parts of speech, verb tenses, sentence constituents, as well as unusual features of English such as phrasal verbs, slang, and idioms from a pedagogical point of view. A brief introduction to the basic features of structural and transformational English grammar. A discussion of the advantages and disadvantages of different theories of grammar instruction. An introduction to methods of teaching grammar in the second and foreign language classroom.		
ENLG445	Development of the English Language	3 cr.
Prerequisite: Senior Standing This course focuses on the history of the English language, tracing changes in its inflections, syntax, phonology, spelling, and lexicon. All these will be considered against the background of cultural and historical developments, as well as recent trends related to the use of English as a global language.		
ENLG471	Literary Criticism and Theory	3 cr.
Prerequisite: Senior Standing A historical review of the different literary theories from Plato to the Romantic Movement and on through modern times. The examination of philosophical and socio-political backgrounds and trends, and the derivation of practical tools for literary analysis from them. Frequent reading and writing assignments allow students to apply diverse critical theories to the analysis of selected works of literature.		
ENLG490	Research in English	3 cr.
Prerequisites: Senior Standing and approval of the department chairperson An independent research in the English language chosen in consultation with the faculty advisor. A research paper of 15 pages per credit is required. The student will also defend the paper's findings in an oral examination		
ENLG530	Schools of Linguistics	3 cr.
A survey of the history of linguistics from the Ancient Grammarians to the present day. This course focuses on the development of various schools of linguistics during the 19th and 20th century, from De Saussure to Chomsky.		
ENLG535	Psycholinguistics	3 cr.
The research areas such as speech perception, word recognition, sentence and discourse processing, speech production, and language acquisition. Major research findings and theories in each area will be discussed in class, in addition to the relationship between theoretical linguistics concepts and constructs, and psycholinguistic data.		
ENLG537	Semantics and Pragmatics	3 cr.
An examination of the science of linguistic meaning. The two branches to this discipline are: semantics (the study of conventional, "compositional" meaning) and pragmatics (the study of interactional meaning or how meaning is conveyed). This course is of interdisciplinary interest since it has other contributories as well: philosophy, logic, syntax, and psychology.		
ENLG539	Theory and Practice in ESL	3 cr.
This course is designed for those currently teaching or planning to teach English as a Second Language (ESL) programs. Students will begin by examining learning theories and second language acquisition. It includes ESL curriculum approaches, teaching methods, and materials design.		
ENLG590	Research Methods in English Language	3 cr.
This course is a study of methods and procedures of research in the field of English. Formulating and stating the problem; planning, designing, and implementing research; collecting and analyzing data; and reporting research.		
ENLG612	Writing for Publication	3 cr.
The writing processes of professional writers, writing venues, analysis of publication specifications, revision strategies, and working in a community of writers. Students are expected to produce/revise and submit a piece to a publication.		
ENLG634	Discourse Analysis	3 cr.
The three important kinds of discourse analysis are included in this course: conversation analysis, critical discourse approaches, and rhetorically-influenced approaches (discursive psychology, action-implicative discourse analysis). Students will learn to do original discourse analysis.		

ENLG638	Contrastive Analysis and Alternative Approaches	3 cr.
An analysis of the types of errors made by second language learners with special emphasis on both first-language (traditionally known as contrastive analysis) and second-language interference, with a discussion of other sources of error. Emphasis on theoretical implications of these for a theory of second language learning.		
ENLG645	Rhetorical Grammar and Style	3 cr.
The grammatical structures of written English and the kinds of textual environments that motivate this structure. The grammatical constructions such as cleft sentence, passive, and relative clause from the point of view of their functions in discourse, which helps students put this critical thinking about grammar and style into practice.		
ENLG690	Topics in	3 cr.
This course covers topics that have received a lot of attention in the English language in the past few years. Topics discussed may include learning versus acquisition, accuracy versus fluency, classroom interaction, individual differences, and computer-assisted instruction.		
ENLG695	Thesis in English	3 cr.
Prerequisite: Approval of the department chairperson A scholarly research into a topic in the English language. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of English language.		
ENLG697	Thesis Continuation	3 cr.
For students who have not yet completed their thesis.		

ENGLISH LANGUAGE INSTITUTE

ENLI110	Basic Grammar	4 cr.
An introductory course in grammar, providing an overview of and an introduction to the structure of the English language. Emphasis is placed on sentence types, basic sentence constituents, parts of speech, and verb tenses.		
ENLI111	Basic Speaking and Listening	4 cr.
An introductory aural/oral skills course, covering the sounds, rhythms, and intonation of the English language, as well as conversation and presentation skills, basic idioms and figurative language, note-taking skills, and listening competence.		
ENLI112	Basic Writing	4 cr.
An introductory writing course. Emphasis is placed on sentence patterns, basic grammar, and multiple writing formats.		
ENLI113	Basic Reading	4 cr.
An introductory reading course. Emphasis is placed on phonemic awareness, sight word recognition, phonics, word analysis, reading strategies, and decoding of written language as tools to achieve reading comprehension and fluency.		
ENLI120	Intermediate Grammar	4 cr.
A progressive development of English grammar structures, with focus on verb tenses, parts of speech, modals, and clauses. Emphasis is placed on correct grammar usage in real-life situations.		
ENLI121	Intermediate Speaking and Listening	4 cr.
Speaking and listening skills with a focus on fluency and accuracy. The course emphasizes vocabulary expansion, and developing the listening, conversation, and presentation skills needed for effective communication in academic settings.		

ENLI122	Intermediate Writing	4 cr.
The development of the writing skills necessary to produce coherent academic text. The course introduces paragraph writing, with an extensive review of sentence patterns, paragraphs, transitional expressions, and punctuation rules. Students are exposed to the concepts of writing as a process, and different types of paragraphs.		
ENLI123	Intermediate Reading	4 cr.
Reading with an emphasis on academic texts. The course focuses on the development of the vocabulary, comprehension, retention, and analytical skills necessary for success in university courses.		
ENLI130	Advanced Grammar	4 cr.
A review of advanced English grammatical forms and functions, with emphasis on fluency and accuracy. Includes a review of the English verb tenses, modals, active and passive voice, different types of clauses, and conditionals.		
ENLI131	Advanced Writing	4 cr.
The transition from paragraph to essay writing with an emphasis on the development of academic writing skills, fluency, accuracy, and critical thinking. Students will learn to write different types of essays and to strengthen their work by using the words of others while avoiding plagiarism.		
ENLI132	Advanced Reading and Discussion	4 cr.
Advanced development of vocabulary and the analytical and critical thinking skills needed for reading, analyzing, discussing, and presenting academic topics. Includes testing for comprehension and retention, as well as written and oral presentations based on the readings.		
ENLI170	English for TOEFL	10 cr.
(3 cr.) Focused and intensive review and preparation for the TOEFL. The course includes advanced review, correction, and timed practice in grammar, listening comprehension, reading comprehension, structure/written expression and speaking as included in the PBT, CBT, and iBT TOEFL examinations.		

FINANCE AND BANKING

FNCE206	Personal Finance	3 cr.
Designed to explore the management of personal finances and to help the student understand household budgeting, the use and cost of credit, life, property and umbrella insurance, individual taxation, housing, estate planning, savings and investing. This course emphasizes the principles of stewardship; the recognition that our financial assets are God-given to not only satisfy our needs and wants, but to also be a blessing to others.		
FNCE317	Business Finance	3 cr.
Prerequisite: ACCT221 The purpose of this course is to introduce the concepts of planning, controlling and monitoring financial resources in order to achieve and optimize the organizational objectives. Topics covered include: calculation of cash flows, financial statement analysis, time value of money, stock and bond valuation, capital budgeting techniques, risk-return trade-off, capital budgeting techniques, project cash flows and risk, the cost of capital, capital structure and leverage, inventory and credit management, and dividend policy.		
FNCE330	Financial Planning	3 cr.
Prerequisite: FNCE317 An integrative approach to financial planning incorporating time value of money, financial statements, federal taxation, risk management and insurance concepts. Emphasis will be placed on developing a framework for formulating sound financial plans.		
FNCE348	Commercial and Investment Banking	3 cr.
Prerequisite: FNCE317 This course covers commercial and investment bank management techniques and policies. Analysis includes performance analysis of banks, asset-liability management while focusing on risk management aspects including interest rate risk, liquidity risk, credit risk, capital risk and off-balance sheet risk activities.		

FNCE352	Financial Institutions and Capital Markets	3 cr.
Prerequisite: FNCE317. This course involves an introduction to the objectives and roles of various financial institutions and markets. Topics covered include: various financial intermediaries and their function in the economy, determination of interest rate levels, financial markets, financial claims, distribution channels for financial products, central bank system and monetary policy, performance analysis and foreign exchange.		
FNCE394	Futures and Options Markets	3 cr.
Prerequisite: FNCE317. The theory of futures, options and swaps pricing, and the application of the theory to develop a framework for analyzing hedging and investment decisions using futures and options. Attention to practical considerations in the use of these investments.		
FNCE397	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
FNCE410	Intermediate Business Finance	3 cr.
Prerequisite: FNCE317. A study of more advanced topics in corporate finance and an application of previously covered topics with the use of cases.		
FNCE426	International Banking and Finance	3 cr.
Prerequisite: FNCE317 This course presents the dynamic nature of international banking focusing on the main institutions and markets in which international banks are involved. It also presents the financial management of international enterprises along with capital budgeting in changing foreign exchange conditions.		
FNCE430	Investment and Portfolio Management	3 cr.
Prerequisite: FNCE317 The techniques, vehicles, and strategies for implementing investment goals in light of risk-return tradeoffs. Key factors that determine the composition of the individual or institutional portfolios emphasized. In addition, the course covers the theories and techniques needed for management of portfolios with emphasis on the portfolio manager's role in diversification and meeting investors' goals.		
FNCE450	Financial Modeling	3 cr.
Prerequisite: FNCE317. This course is an overview of statistical techniques used in Finance (Regression, Time Series, Sampling, Data Analysis), and overview of financial concepts, such as financial price simulation, cash flow maps, game theory and market implementations.		
FNCE455	Insurance and Risk Management	3 cr.
Prerequisite: FNCE317. This course is designed as an overview of the insurance business, including property and liability insurance contracts and risk typically covered by these contracts. The techniques in the risk management process as practiced in business. Life, health, and employee benefit programs are also discussed.		
FNCE487	Internship in Finance	3 cr.
Prerequisite: Cumulative GPA of 2.67, completed courses beyond the fundamentals level. A student must work a minimum of 225 hours. The student must make full arrangements and obtain approval by the academic advisor before the internship commences. The academic advisor must approve the employer/student proposal as being appropriate for academic credit. The student and academic advisor will maintain contact throughout the internship, usually in the form of the weekly timesheets. At the end of the internship the employer will submit an evaluation of the student, and the student will submit an evaluation of the employer and a 10-page reflection paper.		
FNCE556	Topics in	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
FNCE610	Business Valuation	3 cr.
An overview of the concepts, theories, and practices of business valuation. Topics include valuation approaches; company information-gathering methods; economic and industry analysis; and financial statement analysis. Discussions of appropriate discounts; valuations for special purposes; publicly traded firms; discounted cash flow valuation (DCF); valuation by multiples using comparables; contingent claims valuation; mergers and acquisitions; and multinational project and firm valuations.		
FNCE645	Derivatives	3 cr.
This course introduces the practical uses of interest rate swaps, credit derivatives, and financial futures and options on bonds, stock indexes, and foreign currencies. The focus of the course is on the relationships between derivatives and their underlying cash markets, analytical modeling, and on the correct use of swaps, futures, credit derivatives, and options for hedging and trading.		

FNCE655	Banking and Financial Institutions	3 cr.
A study of the financial, regulatory and economic environment in which banks and other financial institutions operate. Topics include the competitive aspects of the financial services industry in comparison with non-financial service organizations; the internal operations of banks; analysis of a bank's financial statements; a bank's investment function; as well as the marketing of banking services.		
FNCE675	Financial Management	3 cr.
An advanced study of major topics in corporate financial management. These topics include valuation of financial assets, investment in long-term assets, capital structure, dividend policy, working capital management, and other specialized topics, such as risk management, and international finance.		
FNCE680	Investment Strategy & Portfolio Analysis	3 cr.
Financial theory and empirical evidence for making investment decisions. Topics include portfolio theory; equilibrium models of security prices (including the capital asset pricing model and the arbitrage pricing theory); the empirical behavior of security prices; market efficiency; performance evaluation; and behavioral finance.		

GRAPHIC DESIGN AND DIGITAL MEDIA

GDDM221	History of Art	3 cr.
A lecture course about the study of the arts-painting, sculpting, and architecture. The major historical, cultural, and intellectual movements of each period are outlined to provide a context for the various visual cultures. Periods range from pre-historic times to the present day. A special emphasis is placed on the history of Graphic Design. (Spring semester, alternate years)		
GDDM223	Color Theory/Painting	3 cr.
An introduction to various painting techniques, principles of color, composition and materials. Objective subject matter is emphasized and the development of a basic visual vocabulary. (Spring semester, alternate years)		
GDDM231	Drawing	3 cr.
A studio art course in freehand drawing that emphasizes the development of observational skills, perceiving ratios and proportions, and manual rendering techniques. The course covers still-life objects, human figure, and basics in perspective drawing. (Fall semester)		
GDDM235	Graphic Design I	3 cr.
An exploration of the design elements, principles, basics, and rules. Analysis, observation and critique of samples as to what makes an effective design and the process of creating it. Studio course. (Fall semester)		
GDDM236	Graphic Design II	3 cr.
Prerequisite: GDDM235 This studio course teaches students how to design ads and create compelling layout designs (banners, flyers and poster, brochures, magazines). Industry standard design software is introduced. (Spring semester)		
GDDM237	Digital Media	3 cr.
This course will involve an overview of digital media and further introduce the Adobe Creative Suite with special emphasis on InDesign and Illustrator programs. Students will continue to develop their visual vocabulary through this course. (Spring semester)		
GDDM242	Digital Imaging	3 cr.
A study of raster graphic fundamentals as they apply to image manipulation, image composition, restoration, enhancement, digital graphics using Adobe Photoshop. (Fall semester)		
GDDM245	Digital Photography	3 cr.
An introduction to the principles of digital photography and principles for aesthetically appealing photographs. Digital SLRs are used to explore the technical and aesthetic issues involved in the process of taking compelling photographs. (Summer semester)		

GDDM248	Illustration	3 cr.
Prerequisite: GDDM231. This studio art course will cover advanced drawing topics for skill enhancement and conceptual development. Students will also learn how to create vector illustrations and typographical shapes. (Fall semester, alternating years)		
GDDM326	Typography	3 cr.
Prerequisite: GDDM248. The history of typography is explored along with the rules to understand the styles used in letter shaping and composition. Foundation typographic skills are applied to situations involving the use of type in design and applications. (Fall semester)		
GDDM327	Advanced Typography	3 cr.
Prerequisites: GDDM248, GDDM326 An advanced exploration of typography as a means of effective communication. Learn timeless principles and concepts of type as a means of conveying information that is aesthetically pleasing. The course will engage students in the process of creating original typeface designs. Synergistic effects of image and type will also be examined. Students will explore context and culture when choosing typeface in design. (Spring semester)		
GDDM345	Web Design	3 cr.
Prerequisites: GDDM242, GDDM235 This course is an introduction to the field of web design. Students are exposed to the foundations of website creation and use of visual design applications and tools. (Fall semester, alternating years)		
GDDM397	Topics in Art & Design	3 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair. (Offered periodically)		
GDDM400	Ideation and Visual Processes	3 cr.
Prerequisites: GDDM235, GDDM236 This course will explore the process of generating new, creative ideas as a visual artist/designer. Everything we make has its beginning as an idea, which takes form as a designer makes a series of decisions to guide its creative evolution. This course is designed to help students explore the development of new ideas and their own process of making. Students also create visual tools to track their creative process from idea through construction and then to post production analysis. The course consists of discussions, critiques, exercises, and visual logs. (Fall semester, alternating years)		
GDDM402	Culture, Context and Message	3 cr.
Prerequisites: GDDM235, GDDM236, GDDM326 This course will explore the visual vocabularies of local and regional cultures to develop contextualized graphic design. Emphasis will be on developing design projects that are relevant for one's cultural context. Multi-lingual approaches to design will be explored. Students will learn the meaning of colors, shapes, imagery and typographical elements as they relate to design in a specific, cultural context. (Offered periodically)		
GDDM455	Branding	3 cr.
Prerequisite: GDDM236, GDDM236, GDDM326 Branding, Identity & Logo Design Explained and demonstrated. Students will learn the effective process to visually develop a contextualized brand. (Spring semester)		
GDDM456	Advertising Design	3 cr.
Prerequisite: GDDM236, GDDM236, GDDM326 This course examines the process of creating advertising campaigns and develops creative solutions based on market research from concept to completion. Students will learn how to visually communicate the key aspects of an advertising campaign that maximize the desired outcome. (Fall semester)		
GDDM457	Layout Design	3 cr.
Prerequisite: GDDM236, GDDM236, GDDM326 In this course students will learn how to arrange the elements on a multi-page layouts which make up the content of a design while presenting in an aesthetic and logical way. Using the key principles of design, students will learn how to create cohesive and visually appealing layouts. (Spring semester, periodically)		
GDDM461	Senior Project and Portfolio	1-4 cr.
Prerequisite: Senior standing This course involves the student developing a digital portfolio for employment or continuing education purposes. There is also a design project that shows cumulative evidence of the students design skills, under the direction of a faculty member. The student will defend the project in an oral examination for a panel of GD faculty members. (Spring semester)		

GDDM466	Internship in Graphic Design	1-4 cr.
Supervised work experience in the student's major area. 120 hours of work is required for each credit.		
GDDM468	Beyond Walls/Service Learning Project	2-3 cr.
This course gives the student the opportunity to grow academically, professionally, personally and civically through participation in a service-learning experience. Students will serve a community through a cross cultural, public art and educational project by applying knowledge from their major courses.		

HEALTH EDUCATION

HLED110	Principles of Healthful Living	2 cr.
The basic factors contributing to holistic health and what constitutes a healthy lifestyle are considered. Principles needed to achieve and maintain good health are explored.		
HLED135	Wellness 360	3 cr.
This course will consider the basic factors contributing to holistic health. Content will include principles needed to achieve and maintain wellbeing in physical, emotional, spiritual, social, academic, and financial aspects of life. The course will also include practical components for personal application of health principles. (Fall and spring semesters)		
HLED250	Introduction to Nutrition	3 cr.
This course is an introduction to the role of nutrition in human health. (Offered periodically)		

ISLAMIC STUDIES

ISLM271	The Bible and the Qur'an	3 cr.
An introductory course in comparative study of the Bible and the Qur'an focusing on principles of interpretation, text, inner logic, worldview and themes, and how they might be utilized when sharing faith with a Muslim.		
ISLM338	Current Issues in the Islamic World	3 cr.
An exploration of major social, political, ethical, religious, and intellectual trends in the contemporary Islamic world towards a deeper understanding of their existential implications for the contemporary Muslim and ministering to their needs.		
ISLM375	Adventist Faith in Relation to Islam	3 cr.
A survey of Adventist worldview and faith together with its major themes in relation to Qur'anic/Islamic worldview and its themes.		
ISLM455	Spiritual Life in an Arab Culture	2 cr.
An introductory course in understanding spiritual life in an Arabic context, providing personal interaction with the Arabic language Bible in terms of words, themes, phrases, nuances and implications and the power of personal spiritual life and biblical witness in proportion to one's grasp of the spiritual/moral vocabulary and expressions of the Arab soul.		

ISLM485	Approaches to Muslims	2-3 cr.
An introductory practicum, which focuses on the dynamic and vital way in which the student can interact meaningfully with an individual professing the Muslim faith. It introduces students to approaches that best meet the physical, emotional, intellectual, and spiritual needs of people as well as unique cross-cultural interactions and approaches towards living among and working with Muslims.		
ISLM540	Historical Development of Islamic Religious Thought	3 cr.
An examination of history, writings, personalities, and religious divisions and movements in Islam.		
ISLM571/2/3	Study of the Bible and the Qur'an I/II/III	3,3,3 cr.
A study of the holy writings in Christianity and Islam and other Adventist and Muslim sources of faith such as the Spirit of Prophecy, the Hadith, and Islamic tafsir. Comparative study of the Bible and the Qur'an. Exegetical and hermeneutical principles applied to the Bible and the Qur'an. Biblical and Qur'anic exegesis: text, content and intertext, and how they might be utilized when sharing faith with a Muslim.		
ISLM581	Theology of Mission	2 cr.
A study of the Biblical, theological, and historical bases of mission, the role of the church in mission, pertinent missiological issues, and their implications for today.		
ISLM585	Missiological Anthropology and Culture	2 cr.
A historical and contemporary study of culture, social structure, group organization, cross-cultural communication of the gospel and critical contextualization with emphasis on Adventist mission. Factors that facilitate and hinder intercultural ministry.		
ISLM590	Research Methods in Islamic Studies	2 cr.
A study of method and procedures of research. Formulating and stating the problem; planning, designing and implementing research; collecting and analyzing data; and reporting research.		
ISLM611/2	Arabic Religious Texts I/II	3,3 cr.
Prerequisite: ARAB501 or equivalent A closer reading of the Arabic Bible and the Arabic Qur'an as well as some classical Hadith and Sirah with the necessary grammatical analysis and explanation. Basic exegetical study of the Qur'an and the Arabic Bible. A glossary of words essential for ministry in the Islamic context. The purpose of this course is further developing the student's proficiency in reading and understanding Qur'anic Arabic in order to interact spiritually with Muslims and to utilize effectively the Scriptures of the "People of the Book" in the language of Islam.		
ISLM631/2	Islamic Culture and Society I/II	3,3 cr.
An in-depth study of cultural patterns of Islamic society from an anthropological and religious perspective: male/female, shame/honor, language/silence, family life, birth, marriage, divorce and education, Shar'iah, and practices of folk Islam.		
ISLM638	Contemporary Issues in the Islamic World	2 cr.
An exploration of the major social, political, and intellectual trends in contemporary Islam, and theological and social interaction between Islam and Christianity with the emphasis on dialog and its importance in Christian-Muslim relations.		
ISLM675	Distinctives of the Adventist Faith in Relation to Islam	3 cr.
Analysis of the key Adventist doctrines in relation to Islamic doctrines.		
ISLM685/6	Approaches to Muslims I/II	2,2 cr.
The practicum focuses on the dynamic and vital way in which the student can have a meaningful interchange with an individual professing the Muslim faith. It introduces the student to approaches that best meet the physical, emotional, intellectual, and spiritual needs of people as well as unique cross-cultural interactions and approaches towards living among and working with Muslims. Requirements include a visit to a mosque and an Islamic center in the area where students come from and involvement in a program of dialogue and participation in events in the district.		
ISLM695	Thesis in Islamic Studies	3-6 cr.
Prerequisite: Approval of the department chairperson A scholarly research into a topic in Islamic studies. The thesis must be of sufficient quality, originality, thoughtful analysis, and substantial refinement in communication skills. It should demonstrate substantive and insightful understanding of the topic chosen, its importance to the academic community, and its relevance to the contemporary world of Christian-Muslim Relations.		
ISLM697	Thesis Continuation	0 cr.
For students who have not yet completed their thesis.		

MATHEMATICS AND STATISTICS

MATH110	Pre-Calculus	3 cr.
Integers, fractions, ratio, sets, linear equations and inequalities, integer exponents, scientific notation, polynomial equations, factoring, rational equations, absolute value, quadratic equations and inequalities, roots and radicals, rational exponents, coordinates system, lines in the plane, functions and graphs, linear and polynomial functions, rational functions, trigonometric functions. (Fall semester)		
MATH115	Calculus I	3 cr.
Functions, limits, continuity, derivatives, differentiation, derivative as a rate of change, maxima and minima problem, mean value theorem, antiderivatives. (Spring semester)		
MATH116	Calculus II	3 cr.
Indefinite integral, integration by substitution, fundamental theorem of calculus, applications of integrals, transcendental functions, techniques of integration, differential equations, vectors and the geometry of space. (Fall semester, offered periodically)		
MATH217	Calculus III	4 cr.
Prerequisite: MATH116 or placement exam Techniques of integration, improper integrals, polar coordinates, infinite sequences and series, Taylor and Maclaurin series, multiple integrals, functions of two or more variables, partial derivatives, hyperbolic functions. (Spring semester)		
MATH221	Discrete Mathematics	3 cr.
Logical reasoning, sets, relations and functions, mathematical induction, counting and simple finite probability theory, modular arithmetic and arithmetic in different bases, recurrence relations, truth tables and switching circuits, graphs and trees, and strings and languages. (Fall semester, odd years)		
MATH235	Linear Algebra	4 cr.
Prerequisite: MATH217 Linear systems, matrices, and their applications, determinants, vector spaces, eigenvalues and eigenvectors, linear transformations and algebraic properties, orthogonal matrices, normed spaces, and diagonalization. (Spring semester, even years)		
MATH240	Statistics	2 cr.
An introduction to statistical concepts used in education and the social sciences. The course will provide a basic understanding of commonly used descriptive and inferential statistics, such as one might need for reading and understanding primary research results. It also includes basic statistical procedures and the fundamental theories behind them, including practice with statistical software in actual data analysis and the interpretation of results. (Spring semester, offered periodically)		
MATH241	Probability and Statistics	3 cr.
Prerequisite: MATH217 Probability of events, axioms of probability, conditioning and independence, random variable and expectations, discrete and continuous distributions, moment generating functions, the central limit theorem, confidence intervals, estimation, testing of statistical hypotheses, and regression and correlation. (Fall semester, even years)		
MATH451	Numerical Methods and Analysis	4 cr.
Prerequisite: MATH217 Introduces techniques of numerical analysis: number representations and roundoff errors, root finding, interpolation and extrapolation, approximation of functions, numerical integration, numerical differentiation, and Monte Carlo methods. (Spring semester, odd years)		

MKTG310	Principles of Marketing	3 cr.
This course focuses on the contribution of the functions of marketing to any business organization. The course covers topics in buyer behavior, products, channels of distribution, promotion, and pricing and social issues in marketing. Students will also learn about managing customer relationships, services, public relations, direct marketing, product life-cycle, and branding. In addition, students will be exposed to the changes that face our world today because of the digital age revolution and e-marketing.		
MKTG320	Consumer Behavior	3 cr.
Prerequisite: MKTG310. This course observes the reasons behind the way consumers act in the marketplace. Topics covered in this course include attitudes and beliefs, perception, interpretation, learning, personality, communication, cultural values and norms, social class, and cultural and gender diversity. The consumer decision-making process is evaluated from an individual and group perspective. In brief, the course describes the behavioral sciences to marketing.		
MKTG368	Advertising and Promotion	3 cr.
Prerequisite: MKTG310. A general survey of the major marketing methods, institutions, and practices examined from the viewpoint of their effects on exchange transactions linking producers with consumers. Assumes a working knowledge of micro-economics.		
MKTG375	Direct Marketing	3 cr.
Prerequisite: MKTG310. Marketing goods and services directly to consumers, marketing through ecommerce, catalogs, direct-mail, telemarketing, kiosk shopping, TV and radio direct response, magazine and newspaper direct response.		
MKTG397	Topics in	1-4 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
MKTG435	Marketing Ethics and Contemporary Issues	3 cr.
Prerequisite: MKTG310. Emphasizes the ethical challenges that confront the decision maker and their impact on society at large as well as ethically-based contemporary issues. Marketing ethics topics include: survey of ethical decision-making theories, organizational processes, ethics research, and case histories. Contemporary issues are constantly updated.		
MKTG440	Marketing Management	3 cr.
Prerequisite: MKTG310, MKTG320, MKTG368, MKTG456, or permission of the dean. An integrative capstone course for marketing majors. Emphasizes process by which marketing managers seek solutions to marketing problems and considers marketing opportunities. Field studies provide students with opportunities to apply knowledge gained in marketing course work to concrete situations. Assumes completion of majority of courses in marketing major.		
MKTG444	Not-for-Profit Marketing	3 cr.
Prerequisite: MKTG310. Examines the meaning and role of marketing concepts and tools in nonprofit institutions such as hospitals, schools, public agencies, foundations, and churches. The role of activities such as marketing research, product development, pricing, advertising, publicity, personal selling, and marketing control are examined in the non-profit sector.		
MKTG450	Retailing	3 cr.
Prerequisite: MKTG310. Designed to help students increase awareness of the retailing process, understand the changes in customer needs, demographics, and shopping behaviors, assess the emerging technologies which have a dramatic effect on retail operations, and analyze the strategic long-term plans which retailers are using for creating advantages in this rapidly changing environment.		
MKTG456	Marketing Research	3 cr.
Prerequisite: MKTG310, STAT285 Focuses on the systematic collection of business and marketing-related data to provide information to decision makers. Emphasis on translating management problems into research questions, developing a research design to address these questions, and analyzing research results with recommendations to management.		

MKTG487	Internship in Marketing	3 cr.
Prerequisite: Cumulative GPA of 2.67, completed courses beyond the fundamentals level. A student must work a minimum of 225 hours. The student must make full arrangements and obtain approval by the academic advisor before the internship commences. The academic advisor must approve the employer/student proposal as being appropriate for academic credit. The student and academic advisor will maintain contact throughout the internship, usually in the form of the weekly timesheets. At the end of the internship the employer will submit an evaluation of the student, and the student will submit an evaluation of the employer and a 10-page reflection paper.		
MKTG556	Topics in	1-4 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Student may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair.		
MKTG640	Services Marketing	3 cr.
The distinct needs and problems of service organizations/industries in the area of marketing. Topics include the difference between marketing services vs. manufacturing organizations; the marketing mix for service organizations; market research in services; managing demand in services; integrated services marketing communication; services pricing; and the overlap of marketing/operations/human resources systems in service organizations.		
MKTG645	Customer Relationship Marketing	3 cr.
A study of various e-marketing methods such as electronic advertising, direct email, electronic commerce, and Web-based strategies used to reach customers and build individual relationships. Customer value analysis to determine the individual customer's contribution to profit; Web metrics; and analysis of customer/buyer values.		
MKTG665	Brand Management	3 cr.
The elemental decisions about message design given different managerial objectives. It investigates the role of advertising in one particularly important objective, brand-building. Using a discussion of current marketing research, focuses on the importance of consumer perception in advertising/branding efficacy and integrated marketing communications (IMC) as an emerging goal in advertising efforts.		
MKTG670	Strategic Communication and Public Relations	3 cr.
The elements of message design, creation, and transmission of various modes of business communications. Forms of authoring while building communication skills for internal and external audiences. Varying formats will include document types such as marketing, crisis communication, image and mission, and social responsibility as well as customer documents, compliance auditing, digital documentation, newspaper releases, training materials, and other media and business documentation. The design of persuasive, informational, narrative, and other categories of organizational messages are studied.		
MKTG680	Strategic Marketing Management	3 cr.
Designed to help students think like a marketing strategist to recognize marketing problems, analytically evaluate possible alternatives, and creatively institute strategic solutions. Analysis of contemporary marketing problems, currently corporate marketing strategies and case analysis are used to achieve course objectives.		

PHYSICAL EDUCATION

PEAC101	Basic Physical Education	1 cr.
Various methods of body development, physical fitness, and the proper way to conduct, organize, and participate in physical activities. Meets two periods per week.		
PEAC104	Individual Activities-Tennis	1 cr.
Instruction in the fundamental skills of ground strokes, serving, and team play. Basic strategy and rules. Meets two periods per week.		
PEAC105	Individual Activities-Basketball	1 cr.
Fundamental skills of shooting, passing, ball-handling, person-to-person defensive play, offensive strategy, basic rules, team play, and injury prevention. Meets two periods per week.		

PEAC106	Individual Activities-Volleyball	1 cr.
Instruction in the basic skills of serving, setting, passing, and spiking, and the basic instruction of rules, and 2-, 3-, 4-, and 6-person team play. Meets two periods per week.		
PEAC107	Individual Activities-Soccer	1 cr.
Learning the fundamental skills of ball control, passing, blocking, and shooting goals. Meets two periods per week.		
PEAC108	Individual Activities	1 cr.
Instruction in the basic skills of a chosen sport, varies from year to year. Meets two periods per week.		

PHILOSOPHY AND ETHICS

PHIL210	Introduction to Philosophy	3 cr.
An introduction to basic philosophical issues, including the relationship of faith and reason, epistemology, the mind-body problem, determinism and free will, and ethics.		
PHIL241	Ethics in Modern Society	3 cr.
A consideration of a range of moral theories and principles providing the basis for the thoughtful consideration of specific ethical issues within the biblical tradition.		
PHIL245	Biblical Ethics	3 cr.
A foundation course in moral being, decision-making, and action. Explores timeless biblical norms alongside a range of moral theories and principles providing the basis for thoughtful consideration of specific moral issues toward making basic ethical decisions across the personal, social, and professional spectrum.		
PHIL542	Applied and Professional Ethics	3 cr.
An introduction to the fundamental principles of a biblically informed ethical theory and their application to professional life, providing a values-based approach to ethical professionalism and method of thinking about and dealing with ethical issues in the workplace. Implications with respect to being and doing in terms of both the professional as a person and as a specialist. Ethical and professional issues of leadership. Ethical principles and values central to moral life of any professional or leader. Integrating ethical principles into everyday life and vocation. Thinking in moral/ethical terms and articulating one's thoughts on various basic moral issues (both personal and leadership) within given professions: business, education, healthcare, leadership, helping professions, public service.		

PHYSICS

PHYS103	Survey of Physics	3 cr.
A survey of basic physics including astronomy, matter, physical laws, electricity, magnetism, optics and atomic and nuclear science. (Spring semester)		
PHYS301	Physics for Life Sciences I	4 cr.
This course covers the basic concepts of physics using non-calculus based mathematics and trigonometry. Topics covered include kinematics, dynamics, gravity, work, energy, momentum, angular momentum, conservation laws, thermodynamics, fluids, vibrations, and waves. Includes a 3-hour laboratory session. (Fall semester)		
PHYS302	Physics for Life Sciences II	4 cr.
Prerequisite: PHYS301. This is the second semester of physics which is a continuation and builds on semester I concepts. Topics covered include: practical problem-solving skills, electrostatics, magnetism, circuits, optics, relativity, atomic structure, the nucleus, and fundamental particles. Includes a 3-hour laboratory session. (Spring semester)		

PSYCHOLOGY

PSYC201	General Psychology	3 cr.
Principles of psychology including the study of growth, perception, learning, thinking, motivation, emotion, personality, and mental health. Students will understand themselves and others, and thereby be better prepared to deal with the issues of life and living. (Spring semester, odd years, Summer semester, even years)		
PSYC302	Developmental Psychology	3 cr.
Lifespan is an integrative approach to psychological development which emphasizes the interdependency of physical, cognitive, emotional, and social development. The interrelatedness of theory, research, and application are seen throughout the entire sequence of human development from conception to death.		
PSYC470	Counseling and Guidance	3 cr.
Prerequisite: Senior Standing An introduction to the theory, concepts, aims, and process of school counseling and guidance, consultation, and current trends in legal and ethical matters. Roles, functions, and identity of school counselors.		

RELIGIOUS STUDIES

RLGN212	Jesus in His Time and Ours	3 cr.
The mission, the message, and the meaning of Jesus Christ for His day and for ours. Why the Christian story captured the attention of many. The connection between Christ's first Advent and His second.		
RLGN213	Old Testament Survey	3 cr.
A survey of the content and message of the Old Testament books. The application of Old Testament truths to contemporary living.		
RLGN214	New Testament Survey	3 cr.
A survey of the history, literature, and message of the New Testament's book of Acts of the Apostles and the Epistles. The story of the development of the Christian Church in the first century A.D.		
RLGN225	The Gospels	3 cr.
A study of the four gospels as historical and theological documents and as sources of information on the life and teaching of Jesus.		
RLGN238	Biblical Spiritual Life	3 cr.
A study of the biblical perspective on the transforming work of the Holy Spirit, the devotional principles that guide the spiritual life, and the means of grace that foster growth in Christ.		
RLGN252	Biblical Hebrew I	3 cr.
An introductory course in Biblical Hebrew grammar providing students with tools for elementary word studies, engagement with the biblical text in reading, exegesis, and theology. Vocabulary, parts of speech, tenses, and simple sentence patterns.		
RLGN253	Biblical Hebrew II	3 cr.
Prerequisite: RLGN252. The development of Biblical Hebrew vocabulary together with grammatical and reading skills. Worldview, syntax, exegesis, interpretation and theology of major texts.		
RLGN255	New Testament Greek I	3 cr.
An introductory course in NT Greek grammar providing students with tools for elementary word studies, engagement with the biblical text in reading, exegesis, and theology. Vocabulary, parts of speech, tenses, and simple sentence patterns.		

RLGN256	New Testament Greek II	3 cr.
Prerequisite: RLGN255. The development of NT Greek vocabulary together with grammatical skills for deeper engagement with the biblical text. Worldview, syntax, exegesis, interpretation, and theology of major texts.		
RLGN257	New Testament Greek III	3 cr.
Prerequisite: RLGN256 Advanced NT Greek study including selected portions from Luke, Paul, the book of Hebrews, and James, analyzed on the bases of Greek syntax and author specific vocabulary. Selections from the Septuagint and early church fathers will be considered to illustrate the development of thought within Christianity as well as sections from Philo and Josephus for further perspective.		
RLGN262	Personal Ministry	3 cr.
The dynamics of personal Christian ministry in the neighborhood, at work, in small groups, and in the person-to-person approach of Bible studies. A study of the biblical perspective on the priesthood of all believers and the mobilization of spiritual gifts. Christ's example of witnessing is highlighted.		
RLGN268	Music, Worship, and Liturgy	2-3 cr.
An introduction to the biblical theology of worship, music, and liturgy. A survey of the development of music in the church, techniques in enhancing congregational singing, different types of church service music, representative hymnology, music from a contemporary context, and engaging musicians for worship leadership and nurture.		
RLGN274	God and Human Life	3 cr.
This course explores how God confronts human beings-including the process of revelation, principles of interpreting Scripture, the nature of God and His expectations for humans, biblical themes relating to human life in response to God, and the evaluation of these concepts as presented in Scripture.		
RLGN278	Biblical Hermeneutics	2-3 cr.
Basic principles for understanding biblical interpretation in an Adventist context-definition, history, interpretive methods and approaches, the NT use of the OT, biblical genre (narrative, prophecy, poetry, wisdom, epistle), cultural aspects of the Bible, when the Bible does not address modern questions, and the theological use of the Bible.		
RLGN281	Introduction to World Religions	2-3 cr.
An introductory study surveying the major religious traditions of the world: Hinduism, Buddhism, Confucianism, Shintoism, Judaism, Islam, Animism, and Christianity. Consideration is given to their origins, historical setting, their founders, worldviews, culture, their view of God and man, their moral values and ethics, and their major philosophical and theological teachings.		
RLGN290	Research Methods in Religious Studies	2 cr.
Corequisite: ENGL212. A step-by-step study and application of basic research techniques and design used in religious studies. Students will produce a research paper on a topic in religion and defend their research product in an oral examination.		
RLGN295	Ministerial Praxis I	0 cr.
Required short- and long-term field projects for practicing, strengthening, and refining pastoral knowledge and skills in an authentic context while studying BA in Theology degree program at the University. Are in addition to the practical aspects of other ministerial courses such as Personal Ministry, Pastoral Ministry, Pastoral Counseling, Biblical Preaching I &, and Church Planting. Fall Semester registration of the student's sophomore, junior, and senior year RLGN295, 395, or 495 respectively with course requirements completed during the Fall and Spring semesters of given year-a total of 30 sessions (15 sessions per semester). Periodic reporting and growth portfolio completed in the Spring. An "S" or "U" designation (satisfactory or unsatisfactory) will be given for each semester. Students cannot graduate before completing the praxis course series.		
RLGN320	Studies in Daniel	3 cr.
The background, content, and construction of the OT apocalyptic book of Daniel. An exegetical study with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.		
RLGN322	Studies in Revelation	3 cr.
The background, content, and construction of NT apocalyptic book of Revelation. An exegetical study with emphasis upon the interpretation of prophecy, apocalyptic imagery, and symbols.		
RLGN325	Old Testament Studies I	3 cr.
An introduction to the Pentateuch: selected passages, dominant themes, relevant historical and social backgrounds, and theological motifs in relation to Hebrew Scripture and NT backgrounds.		

RLGN326	Old Testament Studies II	3 cr.
An introduction to the biblical major and minor prophets of Israel and prophetic literature (history of prophecy, pre-writing prophetic figures, books of the writing prophets to the end of the prophetic OT canon). Attention is given to literary analysis, theology and ethics of the books, and the relevance of their message to present-day issues.		
RLGN327	Old Testament Studies III	3 cr.
An introduction to the OT historical books, Psalms, and wisdom literature. Selected passages and themes are studied highlighting relevant historical and social backgrounds, theological motifs, ethics and relevance to present-day issues.		
RLGN328	Acts and Epistles I	3 cr.
Studies in the background, message, and interpretation of the Book of Acts and the Epistles of the NT, with emphasis on Luke/Acts theology and Paul's letters to the Roman and the Corinthian churches.		
RLGN329	Acts and Epistles II	3 cr.
Studies in the background, message, and interpretation of the NT epistles, with emphasis on Paul's letters and the General Epistles.		
RLGN341	History of the Christian Church I	3 cr.
This course surveys the internal and external developments and conflicts that Christianity has experienced from the time of Christ up to the Reformation. Special attention is given to those developments that relate to the Seventh-day Adventist theological heritage. It aims to enable students to develop a broader historical perspective through which the outworking of the Great Controversy is seen.		
RLGN342	History of the Christian Church II	2-3 cr.
This course surveys the history of the church from the Protestant Reformation to the present. Attention is given to the Protestant Reformation, the Catholic Counter-Reformation, Puritanism, Rationalism, Evangelicalism, modern denominations, the worldwide mission expansion, and ecumenism.		
RLGN345	History of Seventh-day Adventism	2-3 cr.
A study of the historical context within which Seventh-day Adventism originated, significant points in its development, the prophetic office of Ellen G. White, and challenges facing the contemporary church.		
RLGN362	Pastoral Ministry	2 cr.
The pastor as leader of worship, nurturer, church administrator, and evangelist. Adequate local church organization and administration, combining pastoral leadership with church management. The four-dimensional role of the pastor-person, administrator, church leader and priest. Principles of worship, pastoral duties, and ethics.		
RLGN366	Biblical Preaching I	2 cr.
A study of the art of preaching. The foundation for biblical sermon construction and delivery. This course addresses the crucial nature of expository preaching, stressing proper principles of interpreting and applying the text to practical life. Supervised classroom and church preaching.		
RLGN375	Doctrines of the Adventist Faith	3 cr.
The definition and clarification of the fundamental doctrines of Seventh-day Adventism. Students will understand the uniqueness of Adventism and its relevance and role as an end-time movement.		
RLGN378	Prophetic Heritage	2 cr.
A study of the prophetic manifestation in the Bible, the Church, and history: canonical and non-canonical prophets, worldview and cosmic conflict, ethics, nurture, divine character and mission, and prophecy of the future. The historical role, ministry, and writings of Ellen G. White and her influence on Adventism.		
RLGN381	Introduction to the Religion of Islam	3 cr.
An introduction to and historical development of Islamic religious thought. Islamic/Muslim worldview(s), theology, culture and society, institutions, creeds, ethics, Muhammad's prophetic journey, and major qur'anic themes are surveyed in relation to the distinctives of the Adventist faith and communicating Adventist beliefs in Muslim context.		
RLGN395	Ministerial Praxis II	0 cr.
Required short- and long-term field projects for practicing, strengthening, and refining pastoral knowledge and skills in an authentic context while studying BA in Theology degree program at the University. Are in addition to the practical aspects of other ministerial courses such as Personal Ministry, Pastoral Ministry, Pastoral Counseling, Biblical Preaching I &, and Church Planting. Fall Semester registration of the student's sophomore, junior, and senior year RLGN295, 395, or 495 respectively with course requirements completed during the Fall and Spring semesters of given year-a total of 30 sessions (15 sessions per semester). Periodic reporting and growth portfolio completed in the Spring. An "S" or "U" designation (satisfactory or unsatisfactory) will be given for each semester. Students cannot graduate before completing the praxis course series.		

RLGN397	Topics in	1-4 cr.
	N/A	
RLGN420	Foundations of Biblical Canon	2 cr.
	A consideration of the various contexts in which the biblical documents were written and how these texts have been interpreted.	
RLGN425	The Bible as Literature	3 cr.
	This course opens up new avenues to and background for the interpretation of the Bible. It develops an appreciation for the indebtedness of great art, music, and literature to biblical themes and types, and awakens a new awareness of the "beauty of holiness" as expressed through the literary forms of the Bible.	
RLGN428	Studies in Hebrews	3 cr.
	An exegetical/expositional introduction to the Book of Hebrews-text, historical context, and style and structure towards understanding the book's worldview, theology, ethics and eschatology (including Christology, sanctuary motif, atonement, as well as Christian identity and hope, suffering, and perseverance).	
RLGN440	Biblical Archaeology	3 cr.
	An introductory study of the archaeological and historical evidence relating to the Old and New Testament. The role of archaeology in biblical study. Field trips are required.	
RLGN462	Pastoral Counseling	2 cr.
	The understanding that pastoring is by definition counseling. Introduces both the actual skill of counseling and the acquisition of knowledge and insights based on reading and experience. The basic principles of pastoral counseling and ethics, pre-marital counseling, and practical counseling.	
RLGN466	Biblical Preaching II	2 cr.
	Prerequisite: RLGN366. This course explores further methods of expository preaching such as narrative, induction, and great themes of the Scriptures. It addresses the needs of special preaching events such as public evangelistic campaigns and their techniques, weddings, funerals, dedications, supervised classroom and church preaching.	
RLGN471	Christian Theology I	3 cr.
	Corequisite: RLGN375. An introduction to Systematic Theology. The course studies the basic Christian doctrines of God, revelation and inspiration. The Bible, the Trinity, creation, evil, angels, man, and nature of sin. These doctrines are examined in regard to their biblical foundations, historical expressions, and practical and social implications.	
RLGN472	Christian Theology II	3 cr.
	Prerequisite: RLGN471. A study of Christian doctrines of Jesus Christ, atonement, the Holy Spirit, salvation, the Church, and eschatology. These doctrines are examined in regard to their biblical foundations, historical expressions, and practical and social implications.	
RLGN485	Theology of Mission	3 cr.
	A survey of status and role of Christianity and mission worldwide. A brief history of Christian mission, current facts about mission needs, mission as a basic function of the church, Christian and mission relationships to world religions, political ideologies, national development, and cultures in relation to Adventist worldview and missional distinctives. The application of biblical theology in defining the concerns, priorities, structures, and methods of mission in the light of biblical eschatology and cosmic conflict motif.	
RLGN488	Church Planting	3 cr.
	The biblical rationale, theological and missional importance of church planting. Basic models and procedures for successful church planting programs and ways of implementing. Principles of gospel planting movement focus and strategy toward establishing spiritually healthy and biblically grounded self-reproducing worshipping groups (home groups) of Seventh-day Adventist believers in major cities and unreached regions, which sensitively interacts with the faith journey of those in the region serving them in a holistic way.	
RLGN491	Research in Religious Studies	1 cr.
	Prerequisite: Senior Standing and approval of the department chairperson. An independent research in religious studies. A research paper of 15 pages per credit is required. The student will also defend the paper's findings in an oral examination.	
RLGN495	Ministerial Praxis III	0 cr.
	Required short-and long-term field projects for practicing, strengthening, and refining pastoral knowledge and skills in an authentic context while studying BA in Theology degree program at the University. Are in addition to the practical aspects of other ministerial courses such as Personal Ministry, Pastoral Ministry, Pastoral Counseling, Biblical Preaching I &, and Church Planting. Fall Semester registration of the student's sophomore, junior, and senior year RLGN295, 395, or 495 respectively with course requirements completed during the Fall and Spring semesters of given year-a total of 30 sessions (15 sessions per semester). Periodic reporting and growth portfolio completed in the Spring. An "S" or "U" designation[satisfactory or unsatisfactory] will be given for each semester. Students cannot graduate before completing the praxis course series.	

SOCIOLOGY

SOCI200	Philosophy of Service	2 cr.
Provides a theoretical and practical basis for understanding and meeting needs of communities and individuals. Course materials include works from Christian and secular sources. Students develop an individualized practical plan to understand and meet needs. Does not apply to a major or minor. (Fall and spring semesters)		
SOCI210	General Sociology	3 cr.
A survey of the development of sociology as a social science, its principles, terms, and concepts. The course focuses on the behavior patterns of different groups of society and their effects on social interaction and change. It includes the study of norms, values, processes, socialization, and culture. (Spring semester, even years, Summer semester, odd years)		
SOCI315	Marriage and Family Relations	2-3 cr.
The course examines the field of social relationships and preparation for marriage through the study of topics such as love vs. infatuation, courtship, premarital sex, emotional maturity, compatibility, conflict resolution, religious and cultural principles, marital relationship and adjustment, and family structure and dynamic.		
SOCI397	Topics in Sociology	1-4 cr.
Provides an opportunity to offer courses in specialized or experimental areas, not listed in the Catalog. Students may be allowed to repeat the course for credit if topics are different. Prerequisites are approved by the department chair. (Offered periodically)		

STATISTICS

STAT101	Survey of Statistics	3 cr.
An introduction to; organizing data, frequency distributions, measures of central tendency and dispersion, probability, random variables, binomial and normal distributions, sampling, estimation, hypothesis tests, regression and correlation. (Fall semester)		
STAT285	Elementary Statistics	3 cr.
An introduction to statistical concepts used in business and the social sciences. The course will provide a basic understanding of commonly used descriptive and inferential statistics, such as one might need for reading and understanding primary research results. It also includes basic statistical procedures and the fundamental theories behind them, including practice with statistical software (such as Microsoft Excel and R Project) in actual data analysis and the interpretation of results. An introduction to probability theory and its applications in business. (Spring semester, even years)		