

# 2008-2009 Undergraduate Catalog

**Covenant College**  
**14049 Scenic Highway**  
**Lookout Mountain, Georgia 30750-4164**  
**706.820.1560**  
**Website: [www.covenant.edu](http://www.covenant.edu)**

**Admissions Office**  
**Toll Free: 888.451.2683**  
**Phone: 706.820.2398**  
**Fax: 706.820.0893**  
**Email: [admissions@covenant.edu](mailto:admissions@covenant.edu)**

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## The Covenant College Motto and Logo

Covenant's motto, "In all things Christ preeminent," is based on the apostle Paul's letter to the Colossian church, in which he reminds young believers of Jesus Christ's central and exalted role in relationship to the created order: "He is the image of the invisible God, the firstborn of all creation. For by him all things were created, in heaven and on earth, visible and invisible, whether thrones or dominions or rulers or authorities - all things were created through him and for him. And he is before all things, and in him all things hold together. And he is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent." (Colossians 1:15-18) Jesus Christ's status as the firstborn of all creation is the foundation of Covenant's educational mission, as the College seeks as a community of learning to know and celebrate his preeminence in all dimensions of existence.

There is a long tradition in Western academia of higher educational institutions being represented graphically by a shield bearing heraldic insignia associated with the institution. Covenant's new icon is also a shield, indicating the College's close affinity with the best aspects of the Western higher academic tradition. However, while other colleges employ a simple shield shape, Covenant's logo is distinctive, unique to the College.

In the left half of the shield lies an iconographic thistle. Used as a logo from the earliest days of the College, the thistle has a much longer history as the national symbol of Scotland. In the College's context, the thistle points to the distinctly Scottish heritage of Presbyterianism. But for the Scots themselves it is a reminder of the legendary day in 1263 when the invading Vikings of King Haakon IV stepped on the prickly spurs and cried out in pain, thus alerting the sleeping Scots to their presence. The Norsemen would never rule over or attack the Scots again.

Offset in the right-hand side of the shield is a swatch of Covenant tartan. Many academic shields contain some sort of symmetrical chevron, cross, or division. Covenant, in keeping with that tradition, employs a chevron in its shield. But, as was the case with the shield's shape, this element strays from the bounds of Western tradition to emphasize again Covenant's distinct character. The swatch of plaid used for the chevron is derived from the Clergy tartan worn in the eighteenth and nineteenth centuries by Scottish pastors and employed by the College in various uses since its founding.

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# Important Dates

November 1	*Financial aid priority deadline (spring applicants only)
December 1	Enrollment Deposit due for spring applicants
December 1	*Maclellan, Wilberforce, Leadership, Donaldson Memorial Science, Community Development, Emerging Artist, Future Teachers, Business, and Computer Science Scholarship applications deadline. Admission file must also be complete.
January	Financial aid requirements for the next academic year are posted on the Covenant Website.(Important: file U.S. tax returns early)
January-May	Enrollment Deposit due based on date of acceptance and financial aid award. Pre-registration order for the fall and next spring semesters are determined by the deposit date.
March 1	Priority deadline for scholarships. Please complete the FAFSA annually.
March/April	Enrollment deposit for current students due before pre-registering for the fall term. (refundable as a payment to the student account before June 1; see Refund section)
May	Pre-registration, housing, and other forms are completed online by deposited new students.
July	Housing assignments made

\*If the deadline falls on a weekend, materials will be accepted through 8:00AM Monday morning.

# Calendar

## Fall Semester 2008

August 22	Freshmen and transfer students arrive
August 22-27	New student orientation
August 26	Residence halls open for returning students; meal plan begins Wednesday 8/27 at 5:00 p.m.
August 28	First day of classes and registration. Opening Convocation 11:00 a.m.
August 29	Last day to register without incurring a late registration fee
September 4	Last day to make schedule changes without incurring a fee
September 11	Last day to add a course and last day to drop a course without assignment of a "W"
September 17	Constitution Day Speaker – (all classes meet according to normal schedule)
September 24	Day of Prayer – No day classes, night classes meet beginning after 5:00 p.m.
September 25	Graduation Applications due for December 2008 and May 2009 grads.
October 2-4	Campus Preview Weekend
October 9-10	Board of Trustees meeting
October 10-11	Homecoming Weekend
October 18-22	Fall break
Oct 28-Nov 14	Pre-registration for spring semester
November 3	Last day to drop a course with a "W" or change to or from Pass/Fail
November 24	Last day to drop a class with "WP" or "WF"
November 26-30	Thanksgiving break
December 4-6	Madrigal dinners
December 10	Last day of classes
December 11-12	Reading/Snow Days – may be used for class meetings depending upon college closings
December 15-18	Final examinations; meal plan concludes Thursday 12/18 at 7:00 p.m.
December 19	Residence halls close 12:00 noon

## Spring Semester 2009

January TBA	New student orientation
January 11	Residence halls open for returning students at 2:00 p.m.; meal plan begins Monday 1/12 at 5:00 p.m.
January 13	First day of classes and registration.
January 14	Last day to register without incurring a late registration fee
January 20	Last day to make schedule changes without incurring a fee.
January 22-24	Scholarship Weekend
January 27	Last day to add a course and last day to drop a course without assignment of a "W."
February 10	Day of Prayer – No day classes, night classes meet beginning after 5:00 p.m.
March 1	Submit 09-10 FAFSA application online to meet priority deadline.
March 7-15	Spring Break
March 19-20	Board of Trustees meeting – dates to be finalized by the Board.
March 19-Apr 10	Pre-registration for fall semester; enrollment deposit due before pre-registering; refundable before June 1.
March 26	Last day to drop a course with a "W" or change to or from Pass/Fail.
March 26-28	Campus Preview Weekend
March 31	Assessment Day – no day classes; night classes meet beginning after 5:00 p.m. Students required to participate for accreditation review.
April 4	Last day to drop a class with a "WP" or "WF."
April 10-13	Easter Break - no classes on Good Friday or Monday; meal plans resumes Monday 4/13 at 5:00 p.m.
April 28	Last day of classes
April 29-30	Reading/Snow Days – may be used for class meetings depending upon college closings.
May 1-6	Final examinations
May 9	Commencement 10:00 a.m.; meal plan ends at 1:30 p.m.
May 9	Residence halls close at 5:00 p.m.

## May Term 2009

May 11	First day of classes
May 29	Last day of classes

# The Purpose Statement of Covenant College

Covenant College is a Christ-centered institution of higher education, emphasizing liberal arts, operated by a Board of Trustees elected by the General Assembly of the Presbyterian Church in America, and exists to provide post-secondary educational services to the denomination and the wider public.

The College is committed to the Bible as the Word of God written, and accepts as its most adequate and comprehensive interpretation the summary contained in the Westminster Confession of Faith and Catechisms.

The focus of Covenant College is found in its motto, based on Colossians 1:18 "In All Things...Christ Preeminent." Acknowledging Christ preeminent as the creator of all things, as the redeemer of people fallen into sin, as the touchstone of all truth, and as the sovereign ruler over all areas of life, the College strives to discern and to unfold the implications of His preeminence in all things. To serve this end, we seek to appropriate the mind of Christ as the biblical perspective from which we characterize and respond to reality. In attempting to make such a biblically-grounded frame of reference explicit and operative, we are committed to excellence in academic inquiry, and we seek to define all areas of the College's structure and program according to this understanding of our purpose.

We seek to implement our purpose in view of our belief that all human beings are created in the image of God and are, therefore, spiritual, moral, social beings who think, act, value, and exercise dominion. Because we are called to reflect in finite ways what God is infinitely, we attempt to institute programs designed to offer all students the opportunity to discover and give expression to their potential in each facet of their redeemed humanness.

With these commitments in mind, we seek to work together as a college community, responsibly striving, corporately and personally, to accomplish the following general aims in every area of life:

- (1) to see creation as the handiwork of God and to study it with wonder and respect;
- (2) to acknowledge the fallen nature of ourselves and of the rest of creation and to respond, in view of the renewal that begins with Christ's redemption, by seeking to bring every thought and act into obedience to Him;
- (3) to reclaim the creation for God and to redirect it to the service of God and humankind, receiving the many valuable insights into the structure of reality provided by the good hand of God through thinkers in every age, and seeking to interpret and re-form such insights according to the Scriptures;
- (4) to see learning as a continuous process and vocation;

- (5) to endeavor to think scripturally about culture so as to glorify God and promote true human advancement.

As an educational institution, Covenant College specifically seeks to provide educational services from a Reformed perspective to the students who enroll. While the traditional undergraduate, on-campus programs remain the primary focus of the College, we recognize that the College has a significant role to fulfill in the education of students in non-traditional categories.

## Traditional Students

Students in traditional on-campus programs are expected to become active participants in fulfilling the general aims just outlined. It is the College's purpose to help these students make significant progress toward maturity in the following areas:

### (1) Identity in Christ

A Covenant student should be a person who is united with Christ and committed to Him. This union and commitment should lead to an understanding both of one's sin and of one's significance as a person redeemed by Christ, resulting in a growing awareness of purpose. This awareness of purpose should facilitate the development of goals, priorities, and practices that foster spiritual effectiveness and well-being, including the emotional, social, physical, and intellectual aspects of the individual students.

### (2) Biblical frame of reference

Students should be acquiring the ability to orient their lives by a perspective based on scriptural revelation. For realization of this goal the following are important:

#### a. Scriptural knowledge

Students should be acquiring a working knowledge of the Scriptures, rejoicing in their promises and allowing them to direct their thoughts and actions in every area of life.

#### b. Academic inquiry

Students should be acquiring a broad appreciation of the various aspects of creation, becoming familiar with valid methods of inquiry into each area of study. Each student should be acquiring some depth in one or two academic disciplines.

#### c. Analytical skills

Students should be acquiring the capacity for incisive, critical and logical thinking.

#### d. Communication skills

Students should be acquiring the ability to communicate ideas clearly in both speaking and writing.

### (3) Service that is Christ-like

a. Students should be assuming responsibilities within a local congregation as well as in the

community of all believers. This implies demonstrating a positive influence on others while at the same time accepting their loving concern.

- b. Students should be assuming responsibilities in society as servants of God. This involves a total life-calling to fulfill one's covenantal responsibilities as succinctly summarized in Genesis 1:28 and Matthew 28:18-20, including not only the student's specific vocation, but all other activities as well.

### **Non-Traditional Students**

Although students in some adult non-traditional programs are not required by the College to make a profession of faith, they do participate in accomplishing the general aims outlined in this statement. Faculty members in such programs will teach from the Christian educational perspective of the College in hope that all students will embrace the insights and instruction that arise from the foundation of this mission statement. It is understood that non-believing students may not find their identity in Christ, but they will hear the gospel clearly proclaimed; they may not embrace the truth of the Bible, but they will be instructed within a biblical frame of reference; and they may not submit to Christ, but they will be encouraged in sacrificial service. Although no students will be coerced to express beliefs they do not hold, our hope is that the gospel so presented will bring students to a place of fully embracing the truth that frames their instruction.

## **General Information**

Covenant College is the Christian, liberal arts college of the Presbyterian Church in America and is committed to Jesus Christ and His Kingdom. Covenant seeks to help its students understand more fully the scriptural implications of Christ's preeminence as they study the natural creation, cultivate the arts and produce sound societal relationships in business, home, school and state. To accomplish these ends, Covenant bases its academic program on the Bible, the written Word of God.

Covenant College does not discriminate on the basis of race, age, color, national origin, or handicap. In accordance with the creedal commitment and ecclesiastical order of its sponsoring denomination, Covenant College regards men and women to be of equal value in the sight of God, created by God with distinctive roles as described in the Bible.

## **Disclaimer**

The College reserves the right to add and withdraw courses and major programs, and otherwise alter the content of the curriculum announced here. Many courses listed in the catalog are offered on alternate years. The schedule of classes in any given semester will be available on Banner

prior to registration. Students are aided in their academic pursuits by a variety of resources including faculty advisors, the Banner Web Degree Evaluation system, and the Office of Records. Students are encouraged to work with their faculty advisor and other resources to outline a curricular schedule, by term, that will plan the completion of the core, major and elective hours required to earn the minimum of 126 hours required for a bachelor's degree. Students are ultimately responsible for following academic policies and procedures, meeting college deadlines, monitoring progress to meet degree requirements, and knowing and completing all the requirements of the program in which they are enrolled (see department sections).

Although most administrative information in this catalog applies to all programs of Covenant College, the majority of the content in this undergraduate catalog applies to the traditional undergraduate programs. The non-traditional programs, which include the Master of Education, Bachelor of Science in Early Childhood Education (BSECE), and Bachelor of Science in Organizational Management (BSOM-Quest), are described herein. Handbooks containing the policies and procedures of the non-traditional programs are available from the individual departments.

## **Accreditation**

Covenant College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097, phone 404.679.4501, Website [www.sacsoc.org](http://www.sacsoc.org)) to award associate's, bachelor's, and master's degrees. For more information concerning accreditation, please contact the Office of Academic Affairs.

NOTICE: Covenant College operates in compliance with the official complaint policy of the Commission on Colleges of the Southern Association of Colleges and Schools as revised and approved June 1995. All written complaints from students concerning the status of the College with respect to its standing with the Commission on Colleges or allegations of significant non-compliance with the *Criteria for Accreditation* may be forwarded to the Southern Association of Colleges and Schools, Commission on Colleges, at the above address.

## **Costs**

It is the desire of Covenant College, within the limits of its available funds, to offer its Christian educational opportunities to all who qualify for admission, regardless of individual economic circumstances. Over ninety-percent of the student body receive financial aid—either in scholarships, grants, loans or work study.

The cost of an education at Covenant is only partly covered by tuition charges; the balance is paid from

contributions made by friends and alumni of the College. Because of increasing costs, the Covenant College Board of Trustees reserves the right to make changes at any time in the tuition charges and other general and special fees.

**All account balances are due in full at the start of the semester.** Covenant allows for payments to be made over a semester. Any amount remaining after each monthly due date will have a finance charge added. To avoid late payments, students should check their account balance online. Accounts must be fully paid each semester before a student can register for a subsequent semester, view grades or receive a transcript. Students with prior semester account balances on January 2<sup>nd</sup> and August 1<sup>st</sup> may be removed from their residence hall assignment and their class schedule for the subsequent semester. Account balances with no payment activity for one year are sent to a collection agency and the collection fee is added to the balance.

To help students understand all of the financial resources that are available to them, students with account balances greater than \$1,500 will be prevented from pre-registering for the subsequent term unless a plan is in place (e.g. monthly payment arrangement, pending loan disbursements). Students may not realize they are eligible for low interest loans with deferred payments and/or deferred interest, work study jobs or additional hours with an existing work study position. These options may provide alternatives to higher interest rate programs and avoid having to make quick arrangements to clear the account balance at the end of the term.

A specific listing of fees and expenses is printed on the following page and posted on the Covenant website.

## Room and Board

All freshmen, sophomores, and juniors must live in the residence halls unless specifically excused by the Dean of Students. Seniors in good standing with the College may live off-campus. Questions about off-campus privileges should be directed to the Office of Student Development.

Meals are served beginning the day residence halls open through final examinations, with the exception of the official college breaks as noted with the college calendar. Board provides resident students access to the dining facilities through their ScotsCard (college ID) during open hours.

Students will be notified prior to move-in of the earliest date in which they can occupy their rooms. Students enrolled in EDU 495-498. Teaching Practicum or cooperative programs with other higher education institutions will follow the calendar of the school to which they are assigned for their student teaching or enrolled, and may be eligible for a Room and Board credit through the ScotsCard Services Office. Students will provide their own meals during dates when food service is not scheduled with the campus dining plans.

# Fees and Expenses

## 2008-2009 Traditional Undergraduate Tuition and Fees Rates

Tuition - per term (12-18 credits).....	\$11,800
Tuition - per term (1-11 hours) - per credit .....	\$985
Tuition - per term (19+ hours) - per credit .....	\$655
Tuition - May Term, independent study or correspondence - per credit.....	\$330
Tuition - Web-based courses - per credit .....	\$985
Application fee (per completed application) .....	\$35
Enrollment deposit (applied to balance).....	\$300
New Student Orientation Fee .....	\$715
Continuing Student Fee (if greater than 6 hours) .....	\$360
Technology Fee (if 6 or less hours).....	\$75

## Residential Fees – Room & Board

6-person room (per term) .....	\$2,900
5-person room (per term) .....	\$3,035
4-person room (per term) .....	\$3,175
3-person room (per term) .....	\$3,315
2-person room (per term) .....	\$3,450
1-person room (per term) .....	\$3,595
Apartments (per resident; 3-4 residents per apartment)	\$1,145
(Board plan is not included in Apartment price and may be purchased separately)	

## Non-Board Dining Plans

160 Plan.....	\$1,290
80 Plan .....	\$705
For assistance or more information see the ScotsCard Services Office ( <a href="http://www.covenant.edu/student/scotscard">www.covenant.edu/student/scotscard</a> )	

## Miscellaneous Fees

Late registration .....	\$100
Course change fee – per course change.....	\$15
Graduation fee (assessed upon earning 90 hours, paid once) .....	\$115
Health insurance fee, See Student Development (required for non-U.S. citizens)	
Parking fee: Please see Parking Regulations Manual about parking fees and regulations. This manual is handed out to students when registering vehicles, and it is also available online at <a href="http://scots.covenant.edu">scots.covenant.edu</a> under Safety and Security.	
Course fees in various areas .....	
see course descriptions	

In addition to the above fees, the student may also want to consider estimated expenses for books and supplies (\$500), transportation (\$325), and personal expenses (\$325) to determine a total budget for the semester. These costs are only estimates and will vary depending on courses taken, the distance from the College, and personal spending habits.

## Music Fees

Private instruction for lessons required for a major or minor:	
One 25 minute lesson weekly, per term.....	\$275
One 50 minute lesson weekly, per term.....	\$550
Private instruction not required for a major or minor:	
One 25 minute lesson weekly, per term.....	\$375
One 50 minute lesson weekly, per term.....	\$650
Accompanist fee: .....	\$60 or \$120
Consult the Music Department.	

## Insurance

A student medical insurance program is available to all students. Details on coverage and cost are available upon request from the Priesthill Health and Counseling Center. All students participating in the College's intercollegiate athletic program are required to have their own primary medical insurance. Students are also covered by the intercollegiate athletic medical insurance program which is a secondary insurance coverage. Non-U.S. citizens must participate in the student medical insurance program. U.S. citizens may elect to participate at their own discretion.

## Refund of Financial Aid and Expenses

### Financial Aid

Refunds are calculated by the Business Office when a student formally withdraws from the College through the Office of Records, a student leaves the College without notice, or does not return from an approved leave of absence. The refund of all financial aid resources and the return of Title IV funds is based on the amount of time spent in academic attendance and has no relationship to the student's incurred institutional charges. The return of all funds is the same for both a student-initiated withdrawal and a involuntary withdrawal or suspension. A pro rata federal schedule is used to determine the percentage refund at the time of withdrawal up through the completion of the 60 percent point in a term. After the 60 percent point, a student has earned 100 percent of the Title IV funds. The refund percentage for tuition, fees, room and board are noted below.

The effective withdrawal date of a student who withdraws from the College through the Office of Records will be the date on which the student begins the withdrawal

process, either orally or in writing, or the last date of attendance at an academically-related activity (e.g. attendance in class, lab, study groups, advising sessions, submission of quizzes, exams, lab work). In cases where a student is unable to visit the office, the effective date will be the date the student makes known their intent to withdraw.

When a student leaves the College without notice, faculty will be contacted to determine the last date of academically-related activity. Since attendance is not required to be taken by all instructors, the College will also look at other evidence of campus activities (e.g. activity dates of the campus ID card for library access and meals) to help determine an effective date for both Title IV and institutional refund purposes. If an effective date cannot be accurately determined, the midpoint of the term will be used as the effective date. A different effective date may be used for refund purposes of institutional funds and expenses compared to Title IV funds (e.g. when there are differences between the date the withdrawal was initiated compared to when the student completed the process and vacates campus).

This refund policy is in compliance with Department of Education Title IV requirements. Federal financial aid refund percentages are calculated based on formulas published by and software received from the Department of Education.

## Semester Tuition

For all educational programs (traditional on-campus fall, spring and May terms, adult degree completion terms, and Master of Education), the federal Title IV pro rata schedule is used. This schedule provides for a pro rata refund during the first 60 percent of the term. No tuition refund will be granted during the remainder of the term. After the last day to add a class, no tuition will be refunded as a result of a load adjustment reducing a student from full-time to less than 12 hours, or from over 18 hours reduced to a full-time tuition rate range. A student who is dismissed for disciplinary reasons forfeits the right to a refund of tuition and fees.

Example: If a term is 100 days long and the student withdraws on the 20<sup>th</sup> day, 20 percent of the term has been completed resulting in an 80 percent reduction of the tuition and financial aid. If the student was billed for tuition of \$10,000 and received financial aid of \$6,000, the tuition would be reduced by \$8,000 and financial aid reduced by \$4,800. This will leave an \$800 tuition charge that is still the responsibility of the student. Other charges will apply as stated in this section on refunds.

## Fees

Mandatory fees, course fees and/or lab fees are not refundable.

## Room and Board

During the first seven calendar days of the term, an 88 percent refund of room and board fees will be returned. **Room and board will not be refunded after the first week of classes.** In the event of medical emergencies, room charges will be reviewed on an individual basis. A student must participate in the College meal plan if living in the residence hall.

## Enrollment Deposit

The enrollment deposit for a continuing student is required before pre-registering for fall classes, and is refundable before June 1 with the approval of the Office of Records. Any refund approved will be transferred as a payment to the student account. Should the payment create a credit balance on the student account, the student may request a credit balance refund check be issued.

## Involuntary Withdrawal or Suspension

A student who is dismissed for disciplinary reasons forfeits the right to a refund of tuition and fees. Conditions for which a student may be suspended are outlined under Academic Suspension and in the *Student Handbook* regarding the Standards of Conduct.

## Leave of Absence

An approved Leave of Absence (LOA) is a temporary interruption in the student's program of study, most often to take advantage of an opportunity for academic enrichment. The student must petition for an LOA in writing to the Director of Experiential Studies at least three weeks before the beginning of the term of LOA. The petition must include the reason for the student's request, with a reasonable expectation that the student will return from the LOA to continue the educational program. An LOA must not exceed a total of 180 days in any 12-month period. If a student is a Title IV loan recipient, prior to granting an LOA the Financial Aid Office can explain the effects that the student's failure to return from an LOA may have on the student loan repayment term, including the expiration of the student's grace period. A loan exit interview will be required.

While on LOA, a student retains "in-school status" for federal loan deferment eligibility. A student may choose to maintain Covenant Email and network access by paying the off-campus Technology Fee or by placing a non-refundable enrollment deposit for the returning semester which will then apply as a payment toward that term. An enrollment deposit will be required before being permitted to pre-register for the returning term.

However, if a student does not return from an LOA, the student's grace period begins the date the student began the LOA. Please contact the Office of Records with any questions.

# Admissions

Covenant College seeks to attract students who give evidence of those qualities of mind and purpose which are essential in a Christian liberal arts education and whose personal qualifications give assurance that they will be responsible and contributing members of the College community. Applicants for on-campus programs are required to submit a written, credible profession of faith in Jesus Christ as their Savior and Lord. Students unable to express faith in Christ, who are children of the covenant, will be considered for admission after submitting a letter explaining their desire to attend a Christ-centered college.

Requirements for admission to external degree programs for working adults are listed under the Organizational Management section.

Covenant College is authorized under federal law to enroll non-immigrant alien (international) students. Covenant is also approved for the training of ex-service personnel under public laws, and the College meets the criteria established by the United States Office of Education for listing in its higher education directory. The teacher education programs of Covenant College are approved by the State of Georgia Department of Education.

## Application for Admission

To begin the application process, the candidate should apply online ([www.covenant.edu](http://www.covenant.edu)) or print an application from our website and submit the following: completed and signed Application for Admission, \$35 non-refundable application fee, Christian testimony, official high school transcript, minimum GPA of 2.50, a combined SAT score of at least 1000 (sum of the critical reading and math section scores) or composite ACT score of at least 21, the Admission Academic Reference Form, and the Admission Church Reference Form. If the applicant does not meet minimum academic requirements, the following additional information will be required to be evaluated by the Admissions Committee: a graded essay from within the last year, and an essay on a topic provided by the Admissions Office. Transfer students must also submit an official transcript from each post-secondary school attended. Note: Covenant's code numbers are 6124 for the SAT and 3951 for the ACT.

Covenant accepts admissions and financial aid applications on a rolling basis. (Refer to the Financial Aid Handbook for procedures for earlier awards in the fall.) For priority consideration, please submit applications before March 1. Once the entering class is full, accepted applicants will be placed on a waiting list. All inquiries or application materials should be sent to: Admissions, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750.

## Admission from a Secondary School

A candidate for admission should be a graduate of an approved secondary school or homeschool by the time he or she enters Covenant. The candidate should have at least sixteen units, each representing one year of satisfactory work in a subject. It is recommended that the units be distributed as follows:

English.....	4
Mathematics (algebra, trigonometry, geometry) .....	3
One foreign language * .....	2
History and Social Studies.....	2
Natural Science.....	2
Electives .....	3 or 4

\* Although not required, two or three (2-3) units of one foreign language are recommended.

Homeschooled candidates must present a transcript of work completed including the following for each course: high school year of study, course title, length of course (i.e., semester or year), and grade. Admission will be considered on a case-by-case basis, with special consideration given to SAT/ACT scores and the distribution of courses. A "Guidelines for Homeschooled Students" brochure is available from the Admissions Office or on our Website at [http://www.covenant.edu/admissions/trad/adm/home/hs\\_guidelines.php](http://www.covenant.edu/admissions/trad/adm/home/hs_guidelines.php).

Since the College's primary objective is to obtain evidence that a student is prepared to satisfactorily complete college work, the Admissions Committee is willing to consider the applications of students whose preparations may vary from the usual pattern. For instance, students may be admitted if they have equivalent education representing a normal four-year course of study, provided they present above-average marks and SAT/ACT scores. Candidates who attain a satisfactory score on the General Education Development (GED) Test may also be admitted.

## Admission of Transfer Students

In addition to the items listed in the Application for Admission, transfer candidates must have a cumulative grade point average of 2.00 on college-level courses (excluding developmental courses).

An official transcript must be submitted for each institution attended by a student. All coursework will be entered on Covenant's transcript with transfer credit being awarded only for college-level courses completed with a letter grade of "C-" or better from regionally accredited or other approved programs. The transfer of credit whether into or out of Covenant College, is at the discretion of the receiving institution and an institution's accreditation does not guarantee transferability. Transfer coursework will be evaluated in terms of level, content, quality, comparability, and degree program relevance by the appropriate academic

department at Covenant. Normally, a maximum of 70 semester hours may be transferred from a regionally accredited two-year program or other approved programs.

Courses with a grade of Pass, Credit, or any code other than a standard letter grade will not be accepted unless the sending institution's policy to issue that grade would require the equivalent of a "C-" or better. Courses may not be accepted for transfer with a similar title or content if the content will be duplicated in a Covenant course. A transfer candidate may be excused from certain required courses for which he or she has had equivalent general subject matter. This may require the consent of a professor in the parallel academic area at Covenant. The Dean of Records is the initial contact regarding transfer courses. The Dean may request a college catalog, college URL, or course syllabus to determine if a course is equivalent to a Covenant course or requirement.

To become eligible for graduation from Covenant, a transfer student must complete a minimum of 32 semester hours at Covenant. A student's institutional grade-point-average is computed only on courses completed at Covenant. To be eligible for academic honors upon graduation, a student must complete a minimum of 60 semester hours at Covenant College.

## Admission of International Students

In addition to the items listed in the Application for Admission, international candidates must complete a Foreign Student Financial Aid Application (including a Declaration & Certification of Finances and an Immunization Certification Form). Since we cannot issue paperwork for a student visa without a guarantee of finances, we will not process an international student's Application for Admission until we have received a written guarantee that the student's finances will be covered while he or she is a student at Covenant. International students are required to show proof of health insurance. For more information concerning insurance, please contact the Priesthill Health and Counseling Center.

International candidates whose native language is not English and who cannot take the SAT or ACT should present a minimum score of 540 (paper-based) or 207 (computer-based) or 76 (internet-based) on the Test of English as a Foreign Language (TOEFL). Information about the TOEFL may be obtained from the Admissions Office or from the Educational Testing Service, Box 899, Princeton, NJ 08540, USA.

## Readmission

When a matriculated student withdraws from the College and desires to return, the student should contact the Office of Admissions. The student must submit an Application for Re-entering Students form and a Re-entering Student Reference

Form. If the student has attended another college since leaving Covenant, a transcript of all courses taken must be submitted. Upon acceptance, the \$300 enrollment deposit is required.

## Admission Status

Once all necessary information has been received, the candidate will be evaluated for acceptance. Covenant College does not discriminate on the basis of race, gender, age, color, national origin, or handicap.

The evaluation of a completed application will result in one of five decisions: full acceptance, acceptance on limited load, acceptance on academic probation, acceptance as a special student, or denial. The Admissions Committee may apply other conditions of enrollment as deemed necessary. Supplemental information may also be requested when necessary before action is taken.

**Full Acceptance:** The candidate is accepted as a degree-seeking student and may enroll for a maximum of 17 hours for the first semester unless approved otherwise by their advisor.

**Limited Load:** The candidate is accepted as a degree-seeking student but is restricted to a maximum of 15 hours for the first semester. The candidate will also be required to enroll in the one-hour course College Life (GE 131).

**Academic Probation:** The candidate is accepted as a degree-seeking student but is restricted to a maximum of 15 hours for the first semester along with other restrictions outlined in the Academic Probation section on page 36. The candidate will also be required to enroll in the one-hour course College Life (GE 131).

**Special Student:** The applicant has not been admitted to the degree program of the College but may be permitted to enroll in a maximum of 15 hours per semester based on available seats. Other restrictions are outlined in the Special Student section under Admissions.

**Denial:** The candidate has been denied admission to the College. Further study at another institution is recommended to demonstrate the student's preparation for the academic rigor of college-level work.

The status under which a candidate is accepted will apply only to their first semester at Covenant. A student's institutional grade point average will determine the enrollment status for subsequent semesters. The institutional grade point average is computed only for courses taken at Covenant College and programs affiliated with the Council for Christian Colleges and Universities.

## Confirmation of Acceptance

To confirm acceptance to the College, the candidate must send a \$300 non-refundable enrollment deposit that will reserve a space on campus and be applied toward first semester expenses. The deposit date will also be used in determining priority for class registration and housing assignment for the fall and spring semesters.

## Disability Accommodation

Covenant College offers students reasonable accommodations for disabilities in accordance with the guidelines of the Americans with Disabilities Act. A student must provide current documentation of the disability from a licensed professional and complete the Disability Accommodation Application. Once an accommodation has been approved, the student must contact the Office of Records at the beginning of each semester for which accommodation is requested. Approved accommodations will be made within a reasonable time period after receiving a written request. Students who are receiving disability accommodations are encouraged to establish a relationship with the Director of Academic Support to receive additional training and assistance in working with disabilities as a college student.

## Advanced Placement, International Baccalaureate and CLEP Examinations

A maximum of 30 hours of advanced standing credit may be earned by Advanced Placement (AP), International Baccalaureate (IB), and/or College Level Examination Program (CLEP) examinations. Each academic department will determine how examination credit can be applied toward a program of study. See the next few pages or the Covenant Website to find the minimum passing score and course equivalence for a specific examination. Contact the Office of Records regarding new exams that are not on the current lists. Academic departments that have experience with certain examinations may submit a proposal to the Academic Standards Committee for a deviation from the posted minimum passing score. Credit by examination will not be given for an examination in which candidates have already attempted or earned equivalent or higher level college credit.

Candidates enrolled in the Educational Testing Service's College-Level AP Program courses in secondary schools will ordinarily receive credit for courses in which they earn a score of 4 or 5 on the AP Examinations. Candidates enrolled in the IB Program courses in secondary schools will ordinarily receive credit for courses in which they earn a score of 5, 6, or 7 on the Higher Level Examinations only.

Credit may be earned in the CLEP Program sponsored by the College Entrance Examination Board. Credit will be given for subject examinations only on the basis of minimum passing scores, and the demonstration of writing proficiency when an essay is required.

## Covenant Placement Testing Program

All entering freshmen who wish to bypass the foreign language or mathematics core requirement must take the respective placement test to demonstrate proficiency. Demonstrating proficiency will exempt a student from that requirement, however, it does not award academic credit for that subject. Students who have taken two or more years of French, German, Latin, or Spanish in high school must take a foreign language placement test in order to be placed in the correct level of language study. Mathematics placement levels are initially assigned based on SAT or ACT math scores, but students may improve their placement level by completing the placement exam. Exams will only be administered during new student orientation.

## Dual Enrollment of High School Students

Candidates who have not yet earned a high school diploma may be permitted to enroll in classes where there are available seats if the following requirements are met: complete an Application for Dual Enrollment; submit a written, credible profession of faith in Jesus Christ as Savior and Lord, and agree to abide by the Covenant College Standards of Conduct.

The candidate seeking enrollment under this program must be actively pursuing a high school diploma and submit a current high school transcript. The candidate must also be enrolled in a recognized public or private high school, or be pursuing an acceptable homeschool secondary program with a high school class standing of junior or senior level.

The candidate must show evidence of being an able student through standardized test scores, with at least one such test having been taken within twelve months of the time of enrolling in a Covenant College course. Dual enrollment would require a combined SAT score of 1100 (sum of the critical reading and math section scores), or a composite ACT score of 24. For the Test of Achievement and Proficiency (TAP) or other nationally recognized standardized tests, a national stanine of 7 or higher is required in the general area of the course to be taken at Covenant. When the TAP or other standardized high school tests other than the SAT or ACT are used to meet this requirement, there must be scores from two separate test dates, with one test being at a level 16 or higher. Other standardized tests will be considered on a case-by-case basis. All prerequisites for specific courses to be taken at Covenant must be met.

Dual enrollment candidates will be required to write an essay to explain their motivation for dual enrollment at Covenant. This essay should also outline their prior course work in the areas of study desired and demonstrate writing skills to meet the demands of college level course work. The instructor (or instructors, in the case of a student enrolling in

more than one course) will be involved in the evaluation of the application, and the consent of each instructor is required.

Dual enrollment students who wish to become degree-seeking candidates must complete the standard admissions application before being considered for acceptance. Normally dual enrollment students pay the appropriate tuition rate and technology fee, but are not eligible for federal, state or institutional financial assistance. Students may enroll in a maximum of 14 hours per semester, and their involvement in extracurricular activities may be restricted. Normally, dual enrollment students will not be eligible for on-campus housing. For additional information, contact the Office of Records.

## Special Students

On a limited basis, the College will admit students for enrollment who have already earned a high school diploma or higher degrees. These special students will not be admitted to the degree program of the College and will be permitted to enroll in classes based on available seats in the class, would be charged the appropriate tuition rate and technology fee. Special students who wish to become degree-seeking candidates must complete the standard admissions application before being considered for acceptance. Normally, special students pay the regular tuition rate but are not eligible for federal, state or institutional financial assistance. Special students may enroll for a maximum of 15 hours per semester, and their involvement in extracurricular activities may be restricted. Normally, special students will not be eligible for on-campus housing. For additional information, contact the Office of Records.

## Transient Students

Students who are enrolled in another college or university and who do not wish to transfer to Covenant College and seek a degree may enroll as a transient student (another type of special student). Enrollment under this condition is usually for one semester and students are usually enrolled in courses that will transfer to another institution and apply toward degree requirements. A transient student enrolled under this program must still offer a credible profession of faith in Jesus Christ as Savior and Lord and agree to abide by the Covenant College Standards of Conduct. An

Application for a Special Student and a transcript or a letter indicating that the student is in good standing (eligible to return to the present institution) must be sent to the Office of Admissions from either the Registrar or Academic Dean of the student's present institution. A transient student cannot receive institutional financial assistance from Covenant and cannot be on any type of academic or disciplinary restriction, warning or action such as probation, suspension or dismissal. A transient student applying for continued enrollment must apply as a degree-seeking candidate.

## Covenant Fellows Program

The Covenant Fellows Program was established to encourage a spirit of continued education. This program allows graduates with a bachelor degree from Covenant College to enroll in up to two courses per semester and a maximum of 12 hours per year of traditional and non-traditional undergraduate classroom courses at a nominal cost of \$33 per credit hour if seats are available in the class following registration. Students will be charged the appropriate tuition rate with an offsetting Covenant Fellows Grant applied to result in the \$33 per credit charge. These hours may also apply toward an additional major or minor. Grades earned in these classes will impact the student's cumulative grade point average but will not alter the academic honors designation awarded at graduation.

Graduates are limited to two courses per semester and a maximum of 12 hours per year under the Covenant Fellows Program. Registration for more than two courses per semester and a maximum of 12 hours per year, and registration for May term courses, master degree programs, summer or correspondence courses will be charged at the respective published student tuition rate. Graduates must pay all other College and course-related fees which would include a technology fee, a continuing student fee if enrolled for greater than six hours (which includes the technology fee), parking fee (\$50-\$100 for on-campus classes), purchase texts and other required course materials, complete daily assignments, and take examinations. Covenant Fellows are not eligible for other institutional financial assistance.

Covenant Fellows are also encouraged to participate in the many spiritual, intellectual, social, and cultural programs which characterize Covenant College.

## Advanced Placement, International Baccalaureate and CLEP Credits

A maximum of 30 hours of college credit may be earned by AP, IB and/or CLEP. Credit by examination will not be given for courses in which students have already earned college credit.

### Advanced Placement Tests

*Score range: 1-5. Credit awarded for subject examinations only.*

Examination	Min. Pass Score	Award Hours	Course Equivalent
Art History	4	3	Art elective. Total number of hours in major still required.
Biology	4	8	BIO 111-112. General Biology I, II
Calculus AB	4	4	MAT145. Calculus I
Calculus BC	4	8	MAT145-146. Calculus I, II
Chemistry	4	8	CHE 121-122. General Chemistry I, II
Computer Science A	4	4	Elective - see dept. if COS major
Computer Science AB	4	8	Elective - see dept. if COS major
Macroeconomics	4	3	ECO201. Principles of Macroeconomics
Microeconomics	4	3	ECO202. Principles of Microeconomics
English Language	4	3	ENG111. English Composition
English Literature	4	3	ENG114. Intro to Literature
Environmental Science	4	4	NSC110. Problems of Environmental Science
European History	4	3	HIS214. Age of Europe. Not apply toward # of total history hours in major.
French Language	3	14	FRE 101-102. Elementary French I,II; FRE 201-202. Intermediate French I,II
French Literature	4	17	Same as French Language plus FRE340.
German Language	3	14	GER 101-102. Elementary German I, II; GER 201-202. Intermediate German I, II
Government & Politics/Comparat.	4	3	Core Social Science Distribution Requirement
Government & Politics/US	4	3	Core Social Science Distribution Requirement
Human Geography	4	3	Core Social Science Distribution Requirement
Italian Language and Culture	4	14	Core Language Distribution Requirement
Latin Literature	4	14	Core Requirement-Credit for one exam only.
Latin: Virgil	4	14	Core Requirement-Credit for one exam only.
Music Theory	4	3	MUS 161 w/ required Music Dept. assessment
Physics B	4	8	PHY131-132-General College Physics I, II
Physics C	4	4	See Physics Department
Psychology	4	3	Core Social Science Distribution Requirement (cannot fulfill psych major, minor, or IDS concentration)
Spanish Language	3	14	SPA101-102. Elementary Spanish I, II; SPA 201-202. Intermediate Spanish I, II
Spanish Literature	4	14	Same as Spanish Language; only one SPA exam.
Statistics	4	4	STA251. Elementary Statistical Methods
Studio Art	4	3	ART 201 Drawing I or ART 210 Two-D Design. Total number of hours in major still required.
U.S. History	4	6	HIS111-112-US History. Does not apply toward # of total history hours in major.
World History	4	3	Core Humanities Distribution Requirement

## International Baccalaureate Tests

*Score range: 1—7. Credit awarded for Higher Level Examinations only.*

Subject/Test Score	Min. Pass Score	Award Hours	Course Equivalent
<b>Language A:</b>			
French A1	5	14	FRE 202. Inter.Fr.(upper div/case by case basis)
German A1	5	14	GER 202.Inter.Gr.(upper div/case by case basis)
English A1	5	6	ENG 111. Eng.Comp.; ENG 114-Intro to Lit.
Spanish A1	5	14	SPA 202. Inter.Span.(upper div/case by case)
<b>Language B:</b>			
English B	5	6	ENG 111. English Composition
French B	5	14	FRE 202. Inter.Fr. (upper div/case by case basis)
German B	5	14	GER 202.Inter.Gr.(upper div/case by case basis)
Spanish B	5	14	SPA 202. Inter.Span.(upper div/case by case)
<b>Individuals &amp; Societies:</b>			
Business and Management	5	0	No Equivalent Course
Geography	5	0	No Equivalent Course
Economics	5	6	ECO 201-202. Prinof Macro & Microeconomics
History	5	9	HIS 3XX. Upper division history elective (3hrs), General Elective (6 hrs.)
Islamic History	5	0	No Equivalent Course
Philosophy	5	3	PHI 101. Intro to Philosophy
Psychology	5	3	Core Social Science Distribution Requirement (Does not fulfill psych. major, minor, or IDS concentration requirement)
Social and Cultural Anthropology	5	3	SOC 229. Cultural Anthropology
<b>Experimental Sciences:</b>			
Biology	5	8	BIO 111-112. General Biology I, II
Chemistry	5	8	CHE 121-122. General Chemistry I, II
Physics	5	8	PHY 131-132. General College Physics I, II
Design Technology	5	0	No Equivalent Course
Environmental Systems	5	4	Core Natural Science Lab Distribution Requirement
<b>Mathematics &amp; Computer Sci:</b>			
Mathematics	5	8	MAT 145-146. Calculus I, II
Computing Science	5	3	General Elective
<b>The Arts:</b>			
Visual Arts	5	3	General Elective (will not fulfill Art minor or fine arts core)
Music	5	3	Core Humanities Distribution Requirement
Theatre Arts	5	0	No Equivalent Course

## CLEP Computer Based Examinations After July 1, 2007

*Score range: 20 – 80. Credit awarded for Subject Examinations only.*

Examination	Min. Pass Score	Award Hours	Equivalent Course
<b>Composition &amp; Literature:</b>			
American Literature	50	3	Core Humanities Distribution Requirement
Analysis and Interpretation of Lit.	50	3	ENG 114. Intro to Literature (core Humanities)
English Literature	50	3	Core Humanities Distribution Requirement
<b>Foreign Languages:</b>			
College French (Levels 1 & 2)			No Credit Awarded
College German (Level 1 & 2)			No Credit Awarded
College Spanish (Level 1 & 2)			No Credit Awarded
<b>Social Sciences and History</b>			
American Government	50	3	General Elective
History of the United States I	50	3	HIS 111. History of the U.S. before 1877. Does not apply toward # of total history hours in major.
History of the United States II	50	3	HIS 112. History of the U.S. since 1877. Does not apply toward # of total history hours in major.
Western Civilization I	50	3	HIS 213. Formation of Europe to 1550. Does not apply toward # of total history hours in major.
Western Civilization II	50	3	HIS 214. Age of Europe. Does not apply toward # of total history hours in major.
Principles of Macroeconomics	50	3	ECO 201. Principles of Macroeconomics
Principles of Microeconomics	50	3	ECO 202. Principles of Microeconomics
Human Growth & Development	50	3	General Elective
Intro to Educational Psychology	50	3	General Elective
Introductory Psychology	50	3	Core Social Science Distribution Requirement
Introductory Sociology	50	3	Core Social Science Distribution Requirement
<b>Science &amp; Mathematics:</b>			
College Algebra	50	3	MAT 141. College Algebra
Precalculus	50	3	MAT 142. Precalculus
Calculus	50	6	MAT 145-146. Calculus I,II
General Biology	50	6	General Elective
General Chemistry	50	6	General Elective
<b>Business:</b>			
Financial Accounting	50	3	General Elective
Information Sys. & Comp. App.	50	3	General Elective
Introductory Business Law	50	3	General Elective
Principles of Management	50	3	General Elective
Principles of Marketing	50	3	General Elective
General examinations are not awarded credit			

# Financial Aid

## Financial Aid Purpose Statement

The primary purposes of the Financial Aid Office are to:

- Help students and their families navigate the "world" of financial aid
- Provide as many students as possible with the resources to help meet their financial need
- Distribute scholarships and grants in an equitable manner
- Further the mission of the institution

Our goal is to honor our Lord by practicing good stewardship of the financial resources entrusted to us. A secondary goal of our program is to encourage the students to practice good stewardship of the financial resources the Lord has provided them.

Please refer to the Financial Aid Handbook on the Covenant web site at: <http://www.covenant.edu/admissions/trad/finaid/> for financial aid program details and contact the Financial Aid Office with additional questions at 706.419.1126 or email [financialaid@covenant.edu](mailto:financialaid@covenant.edu).

## Veterans' Benefits

Covenant is approved to disburse veterans' benefits to students who qualify. If you qualify for VA benefits, send a completed 22-1990 form and a copy of your DD214 to: VA Certifying Official, Office of Records, Covenant College, 14049 Scenic Highway, Lookout Mountain, GA 30750.

## Satisfactory Academic Progress Policy

Federal regulations mandate that colleges establish standards of Satisfactory Academic Progress (SAP) for students receiving Title IV financial assistance. These standards are also applicable to institutional funds to maintain a consistent policy for all students. Satisfactory progress for students will be determined at the beginning of each academic term by the Office of Records. Normally, students may receive aid for the entire award year as long as all qualitative and quantitative standards listed below are met. Students on probation or having received a SAP waiver may have their records checked at the end of each semester. Students may

not receive financial aid disbursements after losing eligibility until SAP standards have been met or a waiver has been granted.

Qualitative standards: Normally, students must earn the minimum total institutional grade point average designated for the number of overall attempted hours as listed below. By the end of the second academic year (measured as a period of time, not by the student's class level), students must normally have a 2.00 overall grade point average which includes all courses: institutional and transfer. The manner in which all grades are used in the calculation of a grade point average is outlined in the Credit and Grading System section under Academic Information.

<u>Overall Hours Attempted</u>	<u>Minimum Inst GPA</u>
1.00-11.99	1.80
12.00-25.99	1.90
26.00 and above	2.00

Quantitative standards: Students must successfully pass 66% of the overall attempted hours since enrolling at Covenant College. Example: Students attempting 30 hours during their first year must pass 20 hours to make SAP. Letter grades considered to have "passed" a course include CR, P, S and all letter grades A through D-. Attempted hours are determined by course registration immediately after the last day to add a class, which is two weeks into the term. With a minimum of 126 hours required for a degree from Covenant, students are eligible for financial aid for a maximum of 189 overall attempted hours. Eligibility ends the semester after the student attempts the 189th academic hour.

Generally, all attendance periods of the student's enrollment, even when a student did not receive federal student aid are counted toward the maximum attempted hours. Hours attempted in different degree programs (e.g. non-accredited; technical diploma or certificate programs; remedial courses; change of major) may be excluded from a maximum attempted hours calculation, however, any courses that are transferred toward the current program must be included.

NAIA criteria require all student athletes to maintain full-time enrollment with 12 hours or more and to earn a total of 24 hours in the two previous terms of attendance prior to certification. While a student may be eligible for aid, athletic aid may be withdrawn if the student has not met the NAIA criteria and can not participate in intercollegiate athletics. Athletes should contact their coach with any questions.

Financial assistance will normally be terminated if the student has failed to demonstrate SAP. Students may appeal a determination that the student is not making satisfactory progress by sending a letter with appropriate documentation to the Office of Records regarding any unusual and/or mitigating circumstances (e.g. health reasons, family reasons, or personal reasons) warranting a variance from

these standards. The appeal does not change the student's GPA or credit hours earned but may allow the student to receive aid while still below the SAP standards. The student should contact the Office of Records and determine a plan that could reestablish SAP.

Failing to demonstrate SAP does not preclude enrollment at Covenant College as long as the student is otherwise academically eligible. Students may enroll in future terms without aid to raise their total institutional grade point average and/or to earn a sufficient number of hours to be eligible for financial assistance for the next academic term. To reestablished financial aid eligibility, the student must contact the Office of Records and provide the documentation required to reestablish SAP and reapply for aid. If eligibility is reestablished after the fall term, financial aid, including Pell and campus-based funds can only be awarded for the spring term. A student who has regained eligibility may receive a Stafford and PLUS loan based on their eligibility for the entire period of enrollment (the full academic year).

# Student Development

The Office of Student Development provides essential services to the achievement of Covenant's educational goals. Student Development is responsible to build a co-curricular community that enhances academic inquiry, provides a safe campus environment in which to live and study and designs co-curricular opportunities that seek to educate students personally, socially, physically, vocationally and intellectually – all of which are areas of spiritual growth.

Student Development provides the following services: New Student Orientation, Student Life, Residence Life, Housing, Career Development, Academic Support, Student Government, Diversity Program, Priesthill Center (Health and Counseling Services), Standards of Conduct enforcement, Practical Service, and works in association with the Chapel, ScotsCard, Intercollegiate Athletics and Intramural Athletic Departments.

Please refer to the Student Handbook on the Covenant Website at [www.covenant.edu/studenthandbook](http://www.covenant.edu/studenthandbook) for information regarding student Standards of Conduct and other Student Development program details. Questions can also be directed to the Office of Student Development at 706.419.1107 or email [studentdevelopment@covenant.edu](mailto:studentdevelopment@covenant.edu).

## Covenant College and Diversity

Covenant College acknowledges the need, in a fallen world, for joyful diligence in service for the Gospel and the Kingdom of Christ, and, consequently, for the obedient pursuit of justice and righteousness throughout human society. Our commitment to diversity, therefore, is not grounded in any concept of "political correctness," any mandates of accreditation bodies, or even by the need to reflect the composition of the society in which our graduates will live. Rather, our commitment to diversity at Covenant College is grounded in an understanding of biblical mandates regarding the nature of the Kingdom of God. This commitment is summarized by the following four statements.

1. The Covenant College community should reflect, as far as possible, the diversity of God's kingdom within the United States and around the world. We work actively to become a more culturally diverse community.
2. Covenant College recognizes the participation of men and women from all ethnic and cultural

backgrounds within the body of Christ. We encourage, therefore, the study of diversity in human cultural traditions, and encourage appropriate appreciation and demonstration of diversity in all areas of college life.

3. Covenant College actively seeks to strengthen the bond of Christian unity across cultures, ethnic heritages, social classes, and genders, while subjecting all beliefs and practices to careful biblical scrutiny.
4. Covenant College exercises its responsibility as a Christian institution of higher learning to model educational practice that eschews personal and institutional racism, and is just and non-discriminatory.

In order to implement practices consistent with these commitments, Covenant College is committed to multicultural education that is rooted in the best of the Reformed and evangelical traditions. Our goal is to help students become global Christians who possess the skills, knowledge, dispositions, and values that will enable them to serve effectively in a rapidly changing and pluralistic world.

A core requirement for graduation is that each student participate in an intercultural experience. Many students fulfill this requirement and enrich their lives in other ways by participating in semester-long study-abroad programs, or May term overseas programs. Others engage in mission trips and other experiences during the summer months. Still others participate in Break on Impact, a variety of spring break opportunities for students to cross cultures, both inside and outside the United States.

Cultural Diversity Scholarships appropriately recognize the contribution of culturally diverse students to our campus. An active on-campus program also provides support and services to our culturally diverse students, many of them children of missionaries. The goal of the diversity program is to serve students in order to enable them to succeed academically, socially, and spiritually at Covenant, so that they will be prepared to act as reforming influences in whatever culture they are called to serve Christ and His Kingdom.

In addition, chapel programs and other special activities, many of them student-led, encourage us to dismantle walls of separation between believers today, just as the gospel broke down the wall of separation between Jews and Gentiles in the first century (Ephesians 2:14-18).

## Office of Academic Support

Academic Support Resources are available for all Covenant students to ensure a positive transition for students into a highly rigorous academic environment. These resources

exist to enhance students' understanding of their callings while enrolled at Covenant.

The specific objectives are to:

- Help students understand their calling as students.
- Complement faculty efforts to help students achieve their potential.
- Enhance the academic abilities of the student body.
- Provide convenient access to academic resources.
- Provide training in and accountability to students who are struggling with time management

Typically, these resources are available free of charge to all Covenant students.

All students who have been placed on academic probation are required to meet regularly with an Academic Support Advisor for accountability, assistance and advocacy when needed. These meetings should be used as a resource for learning to be a better student and gaining insight into areas of improvement. Students who are on probation will be held accountable to the expectations outlined in their probation agreements. Failure to adhere to these expectations may result in the loss of campus privileges, parental contact or suspension.

## Career Development Services/Academic Internships

The Career Development and Placement Services Center provides comprehensive career services to Covenant College students and alumni. The major aim of the programs and services is two-fold – to assist constituents in:

1. exploring their values, interests and abilities within the context of a biblical framework while expanding their awareness of the world of work;
2. pursuing meaningful post-college callings (occupations or programs of further study) that most effectively utilize their God-given motivated abilities in service to God.

All traditional students receive an orientation to the Career Center during their first week on campus. For the non-traditional student, the orientation takes place during the initial registration session. An individualized assessment plan is developed for each student seeking continuing assistance from the Career Center. Covenant College also participates in two Georgia Consortium Career Fairs in Atlanta, conducted in the fall and spring of each year.

The Internship Office (also located in the Career Center) provides support services by assisting students in locating internship opportunities (typically offered as either paid and/or for academic credit) that connect with the student's discipline and/or particular areas of interest.

# Registration

## Orientation

During the first week of the fall term, new students arrive on campus before upperclassmen for a special program of orientation. In this period, they will begin The Christian Mind course, take placement tests, attend lectures on student life and traditions, become acquainted with campus facilities, participate in social gatherings, and complete their registration.

## Registration Regulations

All students will be expected to register during the regular registration periods at the beginning of each semester. Late registration will entail a fee of \$100.

## Course Load

Regularly enrolled students will normally carry between 12 and 18 credit hours per semester. Students who carry 12 or more hours are considered full-time students. Students will not be allowed to register for more than nineteen hours without special permission. Those students whose class work is below standard, or who find it necessary to be employed for more than 20 hours of work each week, may be required to reduce their programs of study.

## Dropping or Changing Courses

Students who wish to withdraw from a course or change enrollment from one course to another must consult with their advisor. Normally, a fee will be charged for all class changes after the designated period unless these changes are required by the College. This includes dropping or adding a course. Consult the academic calendar for the deadlines for dropping and adding courses and the grades that will be assigned based on those dates.

## Withdrawal from the College

Students desiring to withdraw from school before the end of a semester must contact the Dean of Records and process an official Withdrawal Clearance Form available in the Office of Records. See Refunds of Expenses and Financial Aid in the General Information section for more information.

## Privacy Rights of Students

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designated to transfer parental “rights” to their “adult” child when he or she enrolls in college and therein 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 data through informal and formal hearings. The College intends to uphold the letter and the spirit of the Family Educational Rights and Privacy Act of 1974 while at the same time upholding biblical relationships and responsibilities of the family and/or legal guardian.

As general practice, parents and/or other students are not informed by the College of disciplinary action taken toward a student. The College will always encourage the student to communicate openly and honestly with the parent. There may, however, be exceptions. Even though each student is legally and morally responsible for his or her own conduct, the College also recognizes the concern of legal guardians for the welfare of their sons and daughters. Thus, the College reserves the option to notify a parent in the following conditions:

- Discontinuation of enrollment or extended absence from the College.
- Medical treatment or psychiatric examination required to meet emergencies or to maintain one’s status as a student.
- Misconduct which is of such a nature that the student is in danger of suspension.

The College’s *Institutional Policy Concerning Privacy Rights of Students* explains in detail the procedures to be used by the College for compliance with the provisions of the act. Copies of the policy can be secured in the Office of Records. This office also maintains a directory of records which lists all educational records maintained on students by the College. Questions concerning the Family Education Rights and Privacy Act may be referred to the Office of Records. Students also have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education concerning alleged failures by the College to comply with the act.

Covenant designates the following categories of student information as public or “directory information.” Such information may be disclosed by the institution for any purpose at its discretion:

- |              |                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------|
| Category I   | Name, address, telephone number, email address, dates of attendance, enrollment status, class, photograph.   |
| Category II  | Previous institution(s) attended, major field of study, awards, honors, degrees conferred (including dates). |
| Category III | Past and present participation in officially recognized sports and activities, physical                      |

factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Records prior to September 15 each year, or February 1 for students entering the College in the spring semester. Forms requesting the withholding of "directory information" are in the Office of Records.

The College assumes that failure on the part of any student to request specifically the withholding of categories of "directory information" indicates individual approval for disclosure.

## Library Resources

The Anna Emma Kresge Memorial Library represents the critical center of the academic enterprise at Covenant College. The Library exists to facilitate and promote learning through its physical facilities, dynamic collections, and services performed by professional and skilled support staff. It plays a significant role in fulfilling the mission of the College by providing bibliographic instruction, appropriate resources in a variety of media formats, personalized reference assistance, and information literacy competency training using a biblical frame of reference from within the Reformed tradition.

The Kresge Memorial Library seats about 200 on two floors at reading tables, individual carrels, lounge chairs, and group study rooms. While the entire building is configured for wireless access to the campus network, the Library also provides wired network connectivity through public computers appropriately equipped for research purposes.

Current print and multi-media collections total over 100,000 volumes. In addition, the Library owns over 40,000 electronic books, offers access to more than 10,000 electronic full-text journals, magazines, and newspapers (many with back files to the 19<sup>th</sup> century), and subscribes to nearly 175 electronic research databases covering all academic disciplines. Many of these electronic resources are available through GALILEO, Georgia's "Virtual Library." Covenant College students may access GALILEO and most other electronic subscription resources from off-campus with appropriate user authentication. Through its membership in OCLC, the world's largest provider of bibliographic services, the Library networks with over 18,000 other institutions worldwide to provide interlibrary loan access and document delivery service to over 60 million library items.

Please check the Library's website at <http://library.covenant.edu> for more detailed information on policies, collections, and services.

# Academic Information

## Academic Program

Covenant students are expected to be familiar with the content and the requirements of the academic program in which they are enrolled.

The academic program is foundational to the entire educational enterprise and has been a trademark of Covenant. It is the College's goal that students characterize and respond to reality from a biblical perspective. In order to make such a biblically based groundwork explicit and operative, the faculty has developed an unusual approach to the curriculum consisting of four basic parts:

- A. Biblical Knowledge
- B. Interdisciplinary Perspectives
- C. Equipment for Inquiry
- D. Major Specialization

The presumption is that a carefully designed curriculum can significantly augment the effect of an individual teacher in a particular course.

## Biblical Knowledge

If students are to have a biblical world and life view, they must have a working knowledge of the Bible—how to read it, interpret it, and apply it—with full consideration of the knowledge that has been gained over the centuries. Six credit hours are devoted to the study of the Bible and six hours to the study of doctrine.

## Interdisciplinary Perspectives

A genuinely biblical world and life view is not simply learned one way and is not limited in perspective, but takes into account the similarities and differences of various peoples and cultures. The curriculum, therefore, includes a series of interdisciplinary courses designed to provide common learning experiences for all students, an emphasis on the unity of knowledge, a global rather than provincial perspective, a focus not only on the past and the present, but on the future, and an experiential learning component.

## Equipment for Inquiry

Students should be progressively gaining greater ability to orient their lives by perspectives based on scriptural

revelation and to apply their biblical and other perspective to all areas of inquiry. To do this, they must acquire and refine skills as learners. Two sets of courses are designed to achieve this end: courses in the basics of English writing and speech, foreign language, mathematics, computer science and physical training; and courses in the basics of the natural creation.

## Major Specialization

Covenant seeks to provide a liberal arts education that includes not only the broad and inclusive core curriculum but areas of greater specialization as well. Every student pursuing a baccalaureate degree must meet the requirements of a major-minor program or of a single major. In each course and major field of study, faculty members must keep in mind the overall goal of developing a biblical world and life view. As the student's attention is directed toward a particular discipline, broad principles must become more specific. Integrated thinking means that two or more bodies of knowledge are brought together. Evidence that the student and the College have attained these goals occurs when the senior prepares a major thesis or project which, as stated above, explores and analyzes a problem in the student's major field in light of Christian philosophy. Such a curriculum is not very common and makes a significant impact on the student.

## Participation in Commencement Exercises

Students who have completed all of the requirements for graduation will be eligible to participate in Commencement exercises. In addition, any candidate who has made a good-faith attempt to complete graduation requirements but is lacking one required course and is either enrolled in that course or provides evidence of a plan to complete this last requirement may request permission to participate in Commencement though not actually graduating. For the traditional undergraduate programs, the uncompleted course may not be the Senior Integration Paper (SIP). For non-traditional programs, the last course for that student's cohort group (including post-assessment) must be scheduled to be completed prior to Commencement, and the uncompleted course may not be the Applied Research Methods II course (ARM). A Commencement Participation Petition must be submitted to the Office of Records, to be considered by the Vice President for Academic Affairs.

## Graduation Requirements for Master of Education Degree

The Master of Education degree is offered for school teachers and administrators in a K-12 setting with a

minimum of one year of experience and who have ongoing teaching or administrative responsibilities.

Two specializations are offered: interdisciplinary curriculum and instruction for classroom teachers or teachers with curricular responsibilities, and educational leadership for those who hold, or expect to move into, administrative or supervisory positions. Certification with the Association of Christian Schools International (ACSI) is available upon completion of the degree. A non-renewable five year certificate in leadership is available from the Georgia Professional Standards Commission upon completion of the educational leadership specialization. See the Master of Education catalog for details.

Courses are spread over most of the calendar year, and include three phases: a pre-campus phase, an on-campus phase at Covenant, and a post-campus phase during which projects that have been planned are implemented and evaluated within students' own professional situations.

For additional information about the program, contact:

Master of Education Program  
 Covenant College  
 14049 Scenic Highway  
 Lookout Mountain, GA 30750  
 or call 800.677.3626  
[med@covenant.edu](mailto:med@covenant.edu)  
[www.med.covenant.edu](http://www.med.covenant.edu)

## Graduation Requirements for Baccalaureate Degrees (On-Campus Programs)

Students are personally responsible to plan their programs to meet graduation requirements. A catalog current during the first semester of full-time enrollment of a student will be used to determine degree requirements if the degree is conferred within ten years. After ten years, the then-current catalog degree requirements will need to be fulfilled. See the section for each major for specific graduation major requirements.

### The Bachelor of Arts Degree

Upon recommendation of the faculty and approval by the Board of Trustees, the degree of Bachelor of Arts is conferred upon students who have met the following requirements for graduation:

1. A minimum of 126 credit hours
2. An institutional grade point average of 2.0 or better
3. The fulfillment of all core curriculum requirements
4. At least 25 hours in upper-division courses

5. Compliance with all requirements in the major field, or major and minor fields
6. No grades below "C-" in the major or the minor
7. A residence of one year and the completion of the last 32 hours at Covenant, with the exception that students in residence for three semesters or more may complete nine of the last 32 hours at other approved colleges
8. The payment of all bills, the return of all equipment and library books, and the completion of all practical work
9. For some majors, completion of the Major Field Achievement Tests and other assessments of institutional effectiveness

### The Bachelor of Music Degree

Upon recommendation of the faculty and approval of the Board of Trustees, a student may receive the degree of Bachelor of Music by meeting the following requirements for graduation:

1. A minimum of 126 credit hours
2. An institutional grade point average of 2.0 or better
3. Compliance with the core and major requirements established by the department
4. No grades below "C-" in the major or the minor
5. A residence of one year and the completion of the last 32 hours at Covenant, with the exception that students in residence for three semesters or more may complete nine of the 32 hours at other approved colleges
6. The payment of all bills, the return of all equipment and library books, and the completion of all practical work
7. Completion of the Major Field Achievement Tests and other assessments of institutional effectiveness

## Core Curriculum for Bachelor of Arts Degrees

### Biblical and Theological Foundations

BIB 111. Old Testament Introduction .....	3
BIB 142. New Testament Introduction.....	3
BIB 277-278. Christian Doctrine I, II.....	6

### Basic Literacies

ENG 111. English Composition .....	3
Must be completed during first year at Covenant. Exemption permitted with credit from AP language/composition.	
Foreign Language.....	8
Proficiency in one year of an elementary-level foreign language.	

Mathematics .....	3
MAT 122. or above, AP Calculus or CLEP credit for College Algebra or above, or exemption is permitted for students assigned a math placement level of 3, 4, or 5.	
PE 151. Concepts in Physical Education.....	2
PE 152. Personal Aerobics and General Fitness .....	1

**Cultural Engagement**

COR 100. The Christian Mind .....	2
COR 225-226. Cultural Heritage of the West I, II .....	6
COR 325. Global Trends for the Twenty-First Century .....	3
COR 337. Intercultural Experience .....	1
COR 340. Christ and Culture Seminar .....	1
HIS 325. Twentieth-Century World History .....	3

**Exploratory Stewardship of Opportunities**

See the Core and Distribution Requirements section for descriptions of requirements and lists of courses. Courses from a major department can not fulfill both a major requirement and a distribution requirement.

Fine Arts Distribution Requirement .....	3
Humanities Distribution Requirement.....	3
Natural Science Lab Distribution Requirement .....	4
Social Science Distribution Requirement.....	3
<b>Total BA Core Curriculum Requirements .....</b>	<b>58</b>

## Core and Distribution Requirements For Baccalaureate Degrees (Traditional Undergraduate Programs)

### Core Requirements

The core curriculum is based on the faculty’s belief that a liberal arts education should be broad and inclusive, introducing students to ideas and values of continuing concern and providing them with historical and spiritual perspectives on the complex problems of our society. The core curriculum is also designed to provide Covenant students with common learning experiences, to emphasize the God-ordained unity of knowledge, to provide a global rather than a provincial emphasis in learning, to focus students’ attention not only on the past and the present but also on the future, and to develop students’ capacities to learn not only through ratiocination but experientially. Crucial to the success of the core curriculum is the pervasiveness of a biblical perspective in every course.

All students who are candidates for a baccalaureate degree are required to take courses or demonstrate competency in each area of the core curriculum. Exceptions

to these requirements are listed in the sections of the catalog describing particular majors. If a core requirement is fulfilled by demonstrating proficiency, no credit hours are awarded. These hours will be replaced with elective hours applied toward the minimum of 126 hours needed to graduate. Some programs will require more than 126 hours.

All students who are candidates for a baccalaureate degree are required to complete an intercultural experience. Students involve themselves, as participants/observers, in a cultural or ethnic setting other than their own culture of origin (or subculture of their own country), in a deep and meaningful way either as temporary members of a family, as workers in that society, or as volunteers in a service or mission agency, with the intention of engaging that culture as fully as possible in a specified period of time.

One component of this broad liberal arts core curriculum is the skill of public speaking. Beginning in Fall 2006, most departments will offer a ‘Speech Intensive’ or ‘S’ course that will satisfy this component. Many departments have designated their Senior Integration Paper (SIP) course as the ‘S’ course, which means this will come at the end of a student’s studies at Covenant. Some departments have not designated an ‘S’ course and students pursuing those majors will be required to complete ENG 252 Speech. Below is a summary definition of what qualifies a course as an ‘S’ course.

**‘S’ course definition:** A course in which students are required to make a prepared and organized oral presentation (minimum 12 minutes) to a class of peers and faculty. Instruction about form, content, and assessment will precede the oral presentation, and rubric-based evaluation of content, form, and delivery will follow it. In addition to whole-class instruction, there will be some level of mentoring interaction between professors and individual students.

With each list of major requirements, majors have designated the ‘S’ course for the major or listed separately an alternate course which will satisfy this component. If the student completed the major’s ‘S’ course prior to Fall 2006, it will not satisfy the “S” requirement, and the student will need to complete ENG 252. Speech to satisfy this requirement. However, if the student takes that major’s ‘S’ course in a future term, the student will not be required to take ENG 252 Speech.

Another core component is writing skills that are grounded in our ‘W’ courses, also taught within our majors as defined below.

**‘W’ course definition:** A course in which the conventions of formal writing in the discipline are taught, including adherence to a style manual or other disciplinary parameters. A major writing assignment will incorporate pre-writing instruction about form, content, and assessment, and subsequent rubric-based assessment will address both content and form. In addition to whole-class instruction, there will be some level of mentoring interaction between professors and individual students. The SIP may not count as a ‘W’ course.

## Distribution Requirements

Distribution requirements allow a student to select courses of interest to gain exposure to a variety of disciplines contributing to the broad liberal arts content. Below are the four distribution requirements with the courses that can satisfy these components. A distribution course code (i.e. FA, HUM, LAB, SS) also appears with the course description.

**Fine Arts (FA) distribution courses** explore varied elements of human artistic inquiry and/or expression. Students who successfully complete this requirement will have demonstrated the ability to:

- \* Engage various elements of human creative process as found in the visual, musical or theatrical arts.
- \* Appreciate the products of human creativity in the visual, musical or theatrical arts.
- \* Think biblically about the process and products of human creativity in the visual, musical or theatrical arts.

### **Fine Arts Distribution Requirement approved courses:**

ART 111. Introduction to Art  
ART 201. Drawing I  
ART 210. Two-Dimensional Design  
ART 211. Three-Dimensional Design  
ART 301. Art History I  
ART 302. Art History II  
ART 410. Art and Criticism  
COM 202. Introduction to Theatre  
COM 235. Acting I  
ENG 266. Reading Film  
MUS 171. Introduction to Music Style

**Humanities (HUM) distribution courses** explore varied elements of human culture, thought, and/or literary expression. Students who successfully complete this requirement will have demonstrated the ability to:

- \* Engage various elements of human thought, literary expression and cultural development.
- \* Recognize the interplay between human thought, literary expression and cultural development.
- \* Think biblically about the process and products of human cultural development, thought and literary expression.

### **Humanities Distribution Requirement approved courses:**

BIB 302. History & Expansion of Christianity I  
BIB 303. History & Expansion of Christianity II  
ENG 114. Introduction to Literature  
ENG 203. American Literature: Beginnings to 1865  
ENG 204. American Literature: 1865 to 1965  
ENG 210. Classical Literature  
ENG 211. European Literature in English Translation  
ENG 220. Modern and Contemporary Drama

ENG 240. The Inklings  
ENG 275. 20<sup>th</sup> Century African American Literature  
ENG 276. Literature Across Cultures  
HIS 111. History of the U.S. to 1877  
HIS 112. History of the U.S. since 1877  
HIS 241. American Religious History  
HIS 250. The New South  
PHI 101. Introduction to Philosophy  
PHI 102. Introduction to Logic/Critical Thinking

**Natural Science Lab (LAB) distribution courses** explore elements of scientific investigation and content, including hands-on laboratory experiences, in one or more of the natural sciences. Students who successfully complete this requirement will have demonstrated the ability to:

- \* Engage various elements of scientific exploration in physical or biological sciences.
- \* Appreciate the products of scientific study in physical or biological sciences.
- \* Think biblically about the process and products of scientific endeavor in physical or biological sciences.

### **Natural Science Lab Distribution Requirement approved courses:**

BIO 111. General Biology I  
CHE 103. Introductory Chemistry I  
CHE 121. General Chemistry I  
NSC 105. Problems of Physical Science  
NSC 106. Problems of Biological Science  
NSC 107. Concepts in Human Heredity  
NSC 108. Problems of Geological Science  
NSC 110. Problems of Environmental Science  
NSC 112. Astronomy  
NSC 115. Science in Perspective  
PHY 131. General College Physics I

**Social Science (SS) distribution courses** explore human behavior at the individual, group, and structural levels, as well as the interplay of these factors. Courses will make use of social and/or behavioral science methods, both quantitative and qualitative. Students who successfully complete this requirement will have demonstrated the ability to:

- \* Engage various elements of the exploration of human social interactions, institutions and behaviors.
- \* Appreciate the products of the study of human social interactions, institutions and behaviors.
- \* Think biblically about the process and products of the study of human social interactions, institutions and behaviors.

### **Social Science Distribution Requirement approved courses:**

ECO 202. Principles of Microeconomics  
FIN 210. Personal Finance  
HIS 217. American Politics and Elections

- PSY 100. General Psychology
- PSY 233. Cross-Cultural Psychology
- PSY 303. Developmental Psychology
- SOC 141. Principles of Sociology
- SOC 341. The Family

**Courses Satisfying Two Requirements:** To encourage breadth in the overall academic programs, a course in a student's major department will normally not be allowed to satisfy a core distribution requirement. However, courses that are not "prefixed" in the major department, but are nonetheless required "supporting courses" for the major program may be used to satisfy core distribution requirements while also satisfying major program requirements. Also, it is permissible to use a course to satisfy a core distribution requirement and meet the requirements of a minor or a second major when the core of the first major is already satisfied.

Examples: In the art major, a course with an ART-prefix could not be used to satisfy the fine arts distribution requirement. In the biology major, supporting course requirements include chemistry (CHE) lab courses. These CHE lab courses would count toward fulfilling the natural science lab distribution requirement for a student majoring in biology, whereas BIO lab courses would not.

## Major and Minor Programs

Covenant seeks to provide a liberal arts education that includes not only the broad and inclusive core curriculum but areas of greater specialization as well. Every student pursuing a baccalaureate degree must meet the requirements of a major-minor program or of a single major.

The requirements for a major or minor are determined by the departmental requirements as of the date the student declares the major, minor or concentration. To add or drop a major or minor, obtain a Declaration of Major Form from the Office of Records.

Students must take at least 12 hours of their major and at least six hours of their minor or concentration at Covenant. As an option, a student may concentrate entirely in a single major without any minor. Variations in the requirements for the different major programs, in addition to the possibility of bypassing certain parts of the core, make the number of electives within each program vary. Consult the program requirement list.

## Senior Integration Paper

Every graduate of Covenant traditional programs will have completed a bachelor's thesis, referred to as the Senior Integration Paper (SIP). Each department provides careful preparation to aid students in researching a topic and providing a consideration of that topic in light of our faith. The SIP provides a model of integrative activity that can

inform faithful practice as graduates move from Covenant to their next area of vocation. A Covenant student's Senior Integration Paper is a demonstration of his or her level of achievement in the major field. This should be a substantial paper assessed in each of the following areas:

1. Mastery of content (This component should demonstrate the breadth and/or depth of knowledge in the content and/or research methodology of the discipline. The requirement in this area may in some cases also include a recital, a play, a body of poetry, etc.)
2. Christian integration (This component should demonstrate understanding of explicit and implicit connections between biblical perspectives and the discipline.)
3. Written communication
4. Oral communication relative to the construction or defense of the paper

## Planning for Completion of Major Work

Majors in natural science and in the music programs, as well as the programs in education and nursing, call for careful planning as early as the freshman year in order to assure fulfillment of all requirements and prerequisites. Be sure to see the specific requirements under the appropriate departments. Students planning to have a double major must begin careful planning of their courses in the freshman year in order to avoid later schedule conflicts.

### Major Programs

Applied Music  
 Art  
 Biblical and Theological Studies  
 Biology  
 Business  
 Chemistry  
 Community Development  
 Computer Sciences  
 Economics  
 Elementary Education: Early Childhood and Middle Grades  
 English, and English Secondary Education  
 French  
 History, and History Secondary Education  
 Interdisciplinary Studies  
 Mathematics, and Mathematics Secondary Education  
 Music  
 Natural Science, and Natural Science Broad Fields  
 Secondary Education  
 Organizational Management\*  
 Philosophy

\* A field experience program only

Philosophy and Religion  
Physics  
Psychology  
Sociology  
Spanish

### Special Programs

Pre-engineering (consult with Professor Broussard)  
Pre-law (consult with Professor Follett)  
Pre-medical (consult with Professor Morris)  
Pre-ministerial (consult with a Biblical Studies professor)  
Pre-nursing (consult with Professor Wenger)  
Pre-physical therapy (consult with Professor Wenger)

### Minor and Concentration Programs

Accounting  
Art  
Biblical and Theological Studies  
Biblical Languages  
Biology  
Business  
Chemistry  
Church Music  
Coaching  
Community Development  
Computer Information Systems  
Computer Sciences  
Economics  
Education – Non-Certification  
English  
Finance  
French  
German  
History  
Interpersonal Counseling  
Mathematics  
Missions  
Music  
Organ  
Philosophy  
Philosophy and Religion  
Physical Education – Science Track  
Physical Education – Sports Management Track  
Physics  
Piano  
Psychology  
Psychology – Clinical  
Psychology – Experimental  
Sociology  
Spanish  
Sports Ministry  
Theatre  
Voice  
Youth Ministry

## Graduation Requirements for Baccalaureate of Science Degrees (Non-Traditional Programs)

Students are personally responsible to plan their programs to meet graduation requirements. A catalog current during the first semester of full-time enrollment of a student will be used to determine degree requirements if the degree is conferred within ten years. If the degree is not completed within ten years of the initial enrollment, the student must fulfill the graduation requirements as listed in the catalog that is current at the time of re-enrollment. See the section for each major for specific graduation major requirements.

Although most administrative information in this catalog applies to all programs of Covenant College, the majority of the content in this undergraduate catalog applies to the traditional undergraduate programs. The non-traditional programs, which include the Master of Education, Bachelor of Science in Early Childhood Education (BSECE), and Bachelor of Science in Organizational Management (BSOM-Quest), are described herein. Handbooks containing the policies and procedures of the non-traditional programs are available from the individual departments.

## The Bachelor of Science Degree in Early Childhood Education (BSECE) and Organizational Management (BSOM - Quest)

Upon recommendation of the faculty and approval by the Board of Trustees, the degree of Bachelor of Science is conferred upon students who have met the following requirements for graduation:

1. A minimum of 126 semester hours
2. An institutional grade point average of 2.0 or better
3. The fulfillment of all core curriculum requirements
4. At least 25 hours in upper-division courses
5. Compliance with all requirements in the major field, or major and minor fields
6. No grades below "C-" in the major or the minor
7. The completion of at least 32 semester hours at Covenant
8. Payment of all bills and the return of all equipment and library books
9. Completion of the Major Field Achievement Tests and other assessments of institutional effectiveness.

## Graduation Requirements for Bachelor of Science – Adult Degree Completion Program in Early Childhood Education (BSECE)

In January 2004, the Education Department began offering a new program leading to a Bachelor of Science in Early Childhood Education. This program is designed to give paraprofessionals a structured way to earn a bachelor's degree in early childhood education (P-5). The purpose of the program is for graduates who pass the relevant GACE exam to receive a Georgia teaching certificate. The program has been reviewed by the Georgia Professional Standards Commission and was granted official approval in December 2004.

The Bachelor of Science in Early Childhood Education degree completion program consists of 68 semester hours of course work. Classes are distributed over four semesters. The program takes approximately 23 months to complete. A vital part of the program is field experience which links college class discussion to classroom practice in the schools. Course field work occurs throughout the program in the classroom where the student is employed and in other classrooms in order to meet Georgia standards of experience in diverse settings and at differing grade levels. The professional teaching practicum is divided into three segments and provides full-time teaching experience in three grade levels (PreK-K, 1-3, and 4-5) and in diverse settings. The first section (I) is eight weeks long and is usually completed in the candidate's school of employment. Sections II and III are each two weeks long and at least one of these must be completed in a different school from the one in which the candidate is employed.

See the Bachelor of Science in Early Childhood Education section at the back of the catalog for more details.

## Graduation Requirements for Bachelor of Science – Adult Degree Completion Program in Organizational Management (BSOM - Quest)

Covenant College's Quest program in Organizational Management (BSOM) provides adult students (age 23 and older) a baccalaureate degree through a program combining traditional and non-traditional learning. Quest brings Covenant's Christian education to the working adult learner. The 45 semester-credit BSOM curriculum is taught in a

series of courses taken consecutively. Additional credits may be earned through Quest elective courses, transfer courses, CLEP, correspondence courses, military experience, and other non-traditional means. The organizational management program focuses on topics such as management problems, supervision, and organizational behavior. Each student designs and writes an applied research paper.

The Quest faculty is composed of Covenant professors or other committed Christian men and women active in the business community. All are chosen for teaching expertise and practical knowledge.

See the Bachelor of Science in Organizational Management section at the back of the catalog for more details. BSOM program policies and procedures are outlined in the Quest Student Handbook through the Quest office.

## Graduation Requirements for Associate of Arts Degrees

Students are personally responsible to plan their programs to meet graduation requirements. Upon recommendation of the faculty and approval by the Board of Trustees, the degree of Associate of Arts is conferred upon students who have met the following requirements for graduation:

1. A minimum of 62 credit hours
2. An institutional grade point average of 2.0 or better
3. The fulfillment of all core curriculum requirements
4. Compliance with all requirements in the area of concentration
5. No marks below "C-" in the area of concentration
6. A residence of one year and the completion of 26 of the last 32 hours at Covenant
7. The payment of all bills, the return of all equipment and library books, and the completion of all practical work

## Area of Concentration

The specific requirements in the area of concentration is listed under the individual department. Currently, an Associate Degrees is offered in Business. Please see the Business section.

## Core Curriculum for Associates Degrees

### Biblical and Theological Foundations

BIB 111. Old Testament Introduction .....	3
BIB 142. New Testament Introduction.....	3

### Basic Literacies

ENG 111. English Composition.....	3
(Exemption permitted with credit from AP language/ composition.)	
Mathematics .....	3
(MAT 122 or above, AP or CLEP credit for College Algebra or above, or exemption is permitted for students assigned a math placement level of 3, 4, or 5.)	
PE 151. Concepts in PE .....	2
PE 152. Personal Aerobics .....	1

### Culture Engagement

COR 100. The Christian Mind .....	2
COR 225 & 226. Cultural Heritage of the West I, II.....	6
HIS 325. Twentieth-Century World History .....	3

### Exploratory Stewardship of Opportunities

See the Core and Distribution Requirements section for descriptions of requirements and lists of courses. Courses from a major department can not fulfill both a major requirement and a distribution requirement.

Fine Arts Distribution Requirement .....	3
Natural Science Lab Distribution Requirement .....	4
Social Science Distribution Requirement.....	3
<b>Total AA Core Curriculum Requirements.....</b>	<b>36</b>

## Institutional Assessment

In order to maintain high academic standards and assess how well Covenant College is achieving its mission, the College regularly conducts institutional assessments with students. This not only assists us in determining strengths and deficits in the academic program, but also satisfies accreditation requirements. Early in the fall semester, entering freshmen participate in a series of assessments, including a general measure of academic performance like the Measure of Academic Proficiency and Progress (MAPP™) published by ETS, and an attitude measure of religiosity. Juniors re-take the general measure of academic performance in their spring semester during a regularly scheduled Assessment Day. Some seniors will participate in taking the Major Field Achievement tests published by ETS. All seniors will re-take the attitude measure of religiosity. Other assessments may be assigned to some or all students at all class levels. Most of these assignments will take place on Assessment Day in the spring semester. Participation in assigned assessments is mandatory. Failure to keep assigned assessment appointments will result in holds on transcripts, freezes on accounts, and even delay in graduation. Assessment assignments are coordinated through the Office of Records and the Institutional Research office.

## Summer Offerings

A variety of courses is offered during the summer months. A three-week session immediately following Commencement in May offers students the opportunity of earning three hours of credit in a limited number of standard classroom courses. Students may also earn credit by working as interns with a variety of organizations.

These offerings, in which tuition costs are less than during the academic year, provide the opportunity for students to make up deficiencies, earn extra credit or take required hours in order to lighten their loads during the regular semesters. Students from other colleges are also welcome to these special summer courses.

## Correspondence Studies

The College offers a limited number of correspondence courses on a continuing basis. Correspondence courses do not have actual seat-time and typically do not have fixed dates of enrollment, and therefore are not included in a calculation of enrollment status (e.g. full-time status). A student may not enroll in more than two correspondence courses at the same time. Seniors planning to graduate at the end of the spring semester must complete all correspondence courses by April 1. A letter grade of “C-” or better is required to accept all transfer coursework.

Students who choose to take foreign language through correspondence must take the placement exam upon completion to verify that two semesters of language study has indeed been achieved. Only upon the achievement of a satisfactory score on this test will the credit for the foreign language component of the core curriculum be awarded. For further information on the correspondence courses available or to register for a correspondence course, contact the Office of Records.

## Off-Campus Studies

Since Covenant’s aim is to motivate and enable its young men and women to make an impact on the world for Christ, it takes the entire world for its classroom. Covenant’s faculty does not recognize geographical restrictions on learning but provides several off-campus opportunities designed to reinforce that which takes place in the classroom through the test of experience.

Experiential learning is an integral ingredient of Covenant’s comprehensive, Christ-centered, liberal arts curriculum. Experiential learning is defined as “learning by doing, learning outside the traditional classroom environment involving activity that is meaningful and real, as well as contributes to the academic, spiritual, and personal growth of each student, and for which academic credit is awarded.”

Students are required to be in good academic and social standing and be enrolled for one year at Covenant before being permitted to participate in an off-campus studies program. Please see the Off-Campus Studies section of the Financial Aid Handbook regarding eligibility and use of financial aid resources for off-campus studies. Normally, institutional resources will only be applied toward the off-campus programs that are offered by Covenant, the Council of Christian Colleges and Universities (CCCU), and any cooperative program included in a departmental program of study.

A maximum of 16 semester hours of credit from off-campus study courses may be applied to a degree from Covenant. Credits and grades earned through these cooperative programs, most of which are listed below, will be listed on the transcript as a Covenant course and included in the calculation of the institutional GPA. Credits earned from all other external independent programs will be considered transfer credits requiring a "C-" or better letter grade to be applied toward a Covenant degree. All grades will appear on our transcript and will be included in the calculation of the transfer GPA. The institutional and transfer GPA will be combined to determine an overall GPA.

Students may earn college credit through a variety of programs administered by the Office of Experiential Studies.

## Semester Abroad Programs

Covenant's Semester Abroad Programs are designed for students who are intentionally seeking to integrate their faith with both knowledge and extended experience in an intercultural context. Programs include:

### Program directed by Covenant College:

**Slovakia:** Students live and study for a full semester in the city of Trnava in Slovakia. Students study at Trnava University. Course offerings are determined each semester based upon students' needs and the Covenant faculty member in attendance.

### Student Programs of The Council for Christian Colleges and Universities (CCCU):

Covenant is a member of The Council for Christian Colleges and Universities (CCCU). The Council, a Washington, D.C. based association of more than 120 Christian colleges and universities rooted in the arts and sciences, offers several diverse, off-campus study programs to junior and senior students (minimum GPA. of 2.75) of member institutions. Grades earned in these courses will impact a student's Covenant cumulative grade point average. Council-managed

programs are owned and operated by the Council for Christian Colleges and Universities. They are the direct management responsibility of the Council board of directors, president, and senior vice president. They are also subject to regular review by the Student Academic Programs Commission.

### Culture-Shaping Programs:

**American Studies Program (ASP)** Founded in 1976, the American Studies Program has served hundreds of students as a "Washington, D.C. campus." ASP uses Washington as a stimulating educational laboratory where collegians gain hands-on experience with an internship in their chosen field. Internships are tailored to fit the students' talents and aspirations and are available in a wide range of fields. Participants also explore pressing national and international issues in public policy seminars that are issue-oriented, interdisciplinary and led by ASP faculty and Washington professionals. The ASP bridges classroom and marketplace, combining biblical reflection, policy analysis and real world experience. Students are exposed to on-the-job learning that helps them build for their futures and gain perspective on the calling of God for their lives. They are challenged in a rigorous course of study to discover for themselves the meaning of Christ's lordship by putting their beliefs into practice. The aim of the program is to help Council schools prepare their students to live faithfully in contemporary society as followers of Christ. Students earn 16 semester hours of credit.

**Contemporary Music Center (CMC)** The Contemporary Music Center provides students with the opportunity to live and work in community while seeking to understand how God will have them integrate music, faith and business. Both interdisciplinary and multidisciplinary in nature, the CMC offers two tracks: the Artist Track and the Executive Track. The Artist Track is tailored to students considering careers as vocalists, musicians, songwriters, recording artists, performers, producers and recording engineers. The Executive Track is designed for business, arts management, marketing, communications and related majors interested in possible careers as artist managers, agents, record company executives, music publishers, concert promoters and entertainment industry entrepreneurs. Both Artist and Executive track students receive instruction, experience and a uniquely Christian perspective on creativity and the marketplace, while working together to create and market a recording of original music. Both tracks include course work, labs, directed study and a practicum. Students earn 16 semester hours of credit.

**Los Angeles Film Studies Center (LAFSC)** Founded in 1991, the Los Angeles Film Studies Center is designed to train students to serve in various aspects of the film industry

with both professional skill and Christian integrity. Each semester, students live, learn, and work in L.A. The curriculum consists of two required seminars, *Hollywood Production Workshop* and *Theology in Hollywood*, focusing on the role of film in culture and the relationship of faith to work in this very influential industry. In addition, students choose one elective course from a variety of offerings in film studies. Internships in various segments of the film industry provide students with hands-on experience. The combination of the internship and seminars allows students to explore the film industry within a Christian context and from a liberal arts perspective. Students earn 16 semester hours of credit, 6 from the internship and 10 from seminar study.

**Washington Journalism Center (WJC)** The Washington Journalism Center is a semester-long study program in Washington, DC, created for students interested in the field of journalism. While in Washington, students will take classes focusing on the history and future of the media and how it relates to the public as well as to their personal writing skills. These classes – Foundations for Media Involvement; Reporting in Washington; and Washington, News and Public Discourse – combined with an internship at a top news publication will help students learn to integrate their faith in a journalism career. Students will also participate in service learning opportunities as well as live with families in home stays as part of the WJC experience.

#### **Culture-Crossing Programs:**

**Australia Studies Centre (ASC)** The Australia Studies Centre is a cultural studies program with an arts emphasis, based in Sydney, Australia. Designed to provide undergraduates of all majors and career interests with opportunities to participate in Sydney's art culture, the program also educates students in indigenous affairs and Australia's involvement in world issues.

**China Studies Program (CSP)** The China Studies Program enables students to engage this ancient and intriguing country from the inside. While living in and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographic and economic realities of this strategic and populous nation. In addition to the study of standard Chinese language, students are given opportunities such as assisting Chinese students learning English or working in an orphanage, allowing for one-on-one interaction. Students choose between completing a broad Chinese Studies concentration or a Business Concentration including an internship in an international business in Shanghai. The program introduces students to the diversity of China, including Beijing, Shanghai, Xi'an and Xiamen. This interdisciplinary, cross cultural program enables students to deal with this increasingly important part

of the world in an informed, Christ centered way. Students earn 16-17 semester hours of credit.

**Latin American Studies Program (LASP)** Students of CCCU colleges have the opportunity to live and learn in Latin America through the Latin American Studies Program, based in San Jose, Costa Rica. The program introduces students to a wide range of experiences through the study of the language, literature, culture, politics, history, economics, ecology and religion of the region. Living with a Costa Rican family, students experience and become a part of the day-to-day lives of typical Latin Americans. Students also take part in a service opportunity and travel for three weeks to nearby Central American nations. Students participate in one of four concentrations: Latin American Studies (offered both fall and spring terms); Advanced Language and Literature (designed for Spanish majors and offered both fall and spring terms); International Business: Management and Marketing (offered only in fall terms); and Environmental Science (offered only during spring terms). Students in all concentrations earn 16-18 semester credits.

**Middle East Studies Program (MESP)** The Middle East Studies Program, based in Cairo, Egypt, allows Council students to explore and interact with the complex and strategic world of the modern Middle East. The interdisciplinary seminars give students the opportunity to explore the diverse religious, social, cultural and political traditions of Middle Eastern peoples. Students also study the Arabic language and work as volunteers with various organizations in Cairo. Through travel to Israel, Palestine, Lebanon, Jordan, Syria and Turkey, students are exposed to the diversity and dynamism of the region. At a time of tension and change in the Middle East, MESP encourages and equips students to relate to the Muslim world in an informed, constructive and Christ centered manner. Students earn 16 semester hours of credit.

**Oxford Summer Programme (OSP)** This is a program of the Council for Christian Colleges & Universities and Wycliffe Hall, Oxford. The program is designed for students wishing to gain a more comprehensive understanding of the relationship between Christianity and the development of the West, and who wish to do specialized work under expert Oxford academics in the areas of History, Religious Studies, Political Theory, Philosophy, English, and History of Science. The Programme is structured for rising college sophomores, juniors, and seniors, graduate and seminary students, non-traditional students, teachers, and those enrolled in continuing education programs.

**Russian Studies Program (RSP)** Students are exposed to the depth and diversity of the culture during a semester spent in Russia's three largest cities: Moscow, St. Petersburg and

Nizhni Novgorod. In addition to three seminar courses entitled History and Sociology of Religion in Russia; Russian Peoples, Culture and Literature; and Russia in Transition, students receive instruction in the Russian language, choosing either 4 or 6 semester hours of language coursework. For those choosing 4 hours of Russian, a seminar course, International Relations and Business in Russia, is available. RSP strives to give students as wide an experience as possible in this complex nation. Students spend time in Moscow, the heart of both medieval and modern Russia. Students also spend 12 weeks in Nizhni Novgorod, a strategic city on the Volga River. After six weeks of language instruction, students live with a Russian family for the remainder of their stay in this city. Students participate in a service opportunity in Nizhni Novgorod. The program also includes time in the complex and intriguing city of St. Petersburg, the Russian "window to the West." Students earn 16 semester hours of credit.

**The Scholar's Semester in Oxford (SSO)** This program is designed for students interested in doing intensive scholarship in this historic seat of learning. Working with academic tutors, students hone their skills and delve into the areas that interest them most. As Visiting Students of Oxford University and members of Wycliffe Hall, students have the privilege to study and learn in one of the university's historic halls. SSO students enroll in a Primary and Secondary Tutorial, an Integrative Seminar and the course Christianity and Cultures. The SSO is designed for students interested in the fields of Classics, English & Literature, Theology & Religious Studies, Philosophy, and History, though all majors may apply. Applicants are generally honors and other very high-achieving students. Students earn 17 semester hours of credit.

**Uganda Studies Program (USP)** Winston Churchill is credited with nicknaming Uganda the "Pearl of Africa," and many visitors since his time have come to agree with him. The USP offers students a very personal encounter with this African success story, which has become an economic and public health model in its region. Another success story, Uganda Christian University (UCU), serves as the base of study for students in the USP. Set on the outskirts of the capital city Kampala, this rapidly growing institution brings USP students together with the UCU Honours College. Courses taught by local faculty in the English tutorial tradition will immerse students in a uniquely African education. Topics such as Christianity and Islam in Contemporary Africa, African Literature and East African History will present many insights into African life because of the guidance of faculty who live in and love Uganda and East Africa. Home stays, travel, service learning and daily interaction with Honours College students form the backbone of the USP experience. In addition to the core experiential course, students will choose from an approved

selection of courses from the UCU Honours College to earn up to 16 hours of credit.

#### **Cooperative Programs:**

A number of cooperative programs are affiliated with specific major programs at Covenant. These programs have satisfactory academic oversight, a Christ-centered academic purpose, a qualified faculty and the active participation of many other CCCU member institutions.

**AuSable Institute of Environmental Studies.** The AuSable Institute offers university-level courses with transferable credits to over fifty colleges and universities. The program provides a framework and services for sustainable community-building, environmental education and restoration for school children and adults, facilities for community and environmental organizations, community and regional conferences and retreats, and outreach services. This is accomplished in the Great Lakes Forest of Northern Michigan, Puget Sound in the Pacific Northwest, East Africa and South India.

**World Journalism Institute (WJI).** The World Journalism Institute in Asheville, N.C. was established to help train a cadre of young Christians who can write well, observe keenly and think biblically. WJI holds its journalism courses in New York City, Washington, D.C., Los Angeles and Asheville, N.C. Drawing its faculty from the ranks of working journalists as well as academic journalists, WJI offers classroom instruction, writing assignments, field trips and internships throughout the year. Students can receive academic credit from participating colleges.

#### **Impact Programs**

**Break on Impact:** Many students decide to make a difference in the lives of others through one of the Break on Impact mission trips. The purpose of this program is to remove students from the ordinary and immerse them in a situation in which the focus is on serving others and sharing the love of Christ. Sites have included: Canada, Dominican Republic, Germany, Haiti, Ireland, Jamaica, Latvia, Mexico, Appalachia, Arizona, Chicago, Washington, D.C., Mississippi, New Mexico, and New York City.

**Uganda Missions Trip:** The primary purpose of this three-to-four-week trip is evangelism and ministry to the people of this African nation. Key activities include: travel into the bush country and mountains, a side trip into Rwanda, meetings with high church officials, lectures from local and national scholars, meetings with government leaders, and intensive interaction with Ugandan peoples.

**Chalmers Center Internships:** Students taking courses in economic development may apply for domestic and international internships in pilot projects run jointly by the Chalmers Center and partnering agencies and churches worldwide that bring economic development and spiritual transformation to the poor.

**MTW Missions Programs:** Applying educational knowledge to global challenges in cross-cultural environments, Mission to the World and Covenant College have partnered together to form a unique relationship, strategically designed to connect students to multi-cultural encounters. Academic as well as non-academic opportunities exist from two weeks to one year.

## Individually Contracted Intercultural Experiences

Students may individually design and negotiate the specific details of a particular experience in a learning contract available in the Office of Experiential Studies. These programs are designed for students who are seeking to integrate their faith with both knowledge and practical experience in an intercultural context. Variable credit (1-3 hours) may be awarded for each experience.

## Practicums and Internships

Students may design, contract, and participate in a broad range of hands-on, off-campus, practical learning activities in settings related to their occupational or academic goals outside the normal classroom setting. The objectives for a practicum are negotiated and approved prior to undertaking the experience and should involve activity that is meaningful and real and in which the student has the assistance of other persons (faculty, professional personnel, etc.) in maximizing the learning experience. Practicums may be taken by any student regardless of academic major. See your academic advisor or the Director of Experiential Studies for more information.

## Independent Study

When possible, independent study will be arranged for students with a cumulative grade point average of 3.0 or above who are approved for such study by their department chairman. Ordinarily, such study will be in a student's major field and will involve a subject not otherwise offered at Covenant. The student is expected to submit to the supervising faculty member an outline and bibliography for the program he or she wishes to study. Further details may be obtained from the Registrar.

## Private Study

Required courses, either core or major, not offered in a given semester, may be arranged on a private basis. Such an arrangement must be authorized by the Dean of Faculty and the Registrar, and this authorization will ordinarily be granted only when a student needs a course that will not be offered again before his or her expected date of graduation. Such situations may arise when 1) a student received a grade of "D" in a major or minor course, 2) a student received a grade of "F" in a required course, 3) a student changed majors late in his or her college career, or 4) a student transfers to Covenant.

## Army ROTC Program

Covenant students may participate in the Army ROTC program at the University of Tennessee at Chattanooga (UTC), enrolling for college credit and transferring those credits back to Covenant. The students will need to provide transportation to the UTC campus for course work.

The ROTC Military Science and Leadership Program is a deliberate, continuous, sequential, and progressive process, based on Army values, that develops Soldiers into competent and confident leaders. As the Army's largest pre-commissioning source, ROTC lays the leadership foundation for thousands of cadets across hundreds of university campuses. ROTC is a leadership development program consisting of three interconnected components: (1) on-campus component, (2) off-campus component, and (3) Leadership Development Program (LDP). By design, the three components dovetail for seamless, progressive, and sequential leader development. The Military Science Department offers courses in general military subjects which may be applicable to any student regardless of his or her career intentions. The overall objectives are:

- to provide general orientation courses open to all students in the basic course;
- to provide selected students for the advanced course an opportunity to seek a commission in the U.S. Army, the Army Reserve, the National Guard, Nurse Corps or Chaplain Corps;
- in conjunction with other college disciplines, to develop individual character and attributes essential to an officer.

The cost of the ROTC courses at UTC will be included in the full-time Covenant tuition if students are enrolled in 12-18 hours for the semester (Covenant and ROTC courses combined). If combined hours exceed 18 hours, an additional tuition charge will be assessed at the 19+ hourly tuition rate for every credit above 18, just as if the student

was enrolled in more than 18 hours of courses exclusively at Covenant. To register for classes, students must:

1. Complete a UTC admissions application and turn in to Covenant’s Office of Records. Be sure to indicate on the application that you will be a “non degree student.” (<http://www.utc.edu/Administration/Admissions/secure/UTCApplication.pdf>)
2. Complete a request for an official Covenant transcript that will accompany the application to UTC (<http://www.covenant.edu/pdf/records/transient.pdf>)
3. Once accepted to UTC, you will receive an acceptance letter, and students must contact Tonya Botts in the Department of Continuing Education to register for classes. Contact Tanya Botts at 423.425.5305 or [Tonya-botts@utc.edu](mailto:Tonya-botts@utc.edu)

Students will need to have a transcript sent to Covenant from UTC at the end of each semester to have the credits and the grades applied to the Covenant College record. Uniforms are not issued to basic course students; textbooks for ROTC are provided. Issue items must be returned at the end of the school year or upon dis-enrollment from the ROTC program. Advanced course ROTC students sign a contract with the U.S. Government which requires them to complete the advanced course and accept a commission upon graduation. Students receive \$100 each month while enrolled in the advanced course and approximately \$500 for attending summer camp plus travel pay to and from summer camp.

The ROTC program is composed of two levels as listed below:

- **Basic courses** (Military Science I and II) are composed of the first four semesters of military science courses. *No active duty commitment is required of students taking the basic course.*
- **Advanced courses** (Military Science III and IV) are composed of the last four semesters of military science courses and a six-week summer camp at an army installation at the end of the junior year. The student successfully completing the advanced courses with a grade of “C” or better will, upon graduation, be commissioned a Second Lieutenant in the U.S. Army.

Contact the Office of Records with any additional questions. Course descriptions of all courses are available on the UTC website ([www.utc.edu](http://www.utc.edu)).

## Credit Awarded by Examination

Please see pages 12, 14-16 for information concerning credit through the Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP).

## Credit and Grading System

A student must satisfactorily complete all required courses and have an institutional grade point average (GPA) of at least 2.00 before granting of a degree. Three GPAs are printed on a Covenant transcript: institutional – only Covenant courses or cooperative programs; transfer – courses from any other institution; overall – includes both institutional and transfer courses. The institutional GPA is the only average used for all of Covenant’s academic purposes such as determination of academic status for enrollment, scholastic honors and graduation requirements. Calculations are truncated to two decimal places (e.g. 3.497 truncates to 3.49).

A hour is the amount of credit given for attendance in class for a period of 50 minutes once a week throughout the semester.

A grade point is a measure of quality assigned to or withheld from hours of credit according to the system of grades in force in the College. Intermediate values are assigned to pluses and minuses.

Grades are assigned as follows:

Code/ Letter Grade	Description	Quality Points toward GPA
A	Superior	4.00
A-	Superior	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Average	2.33
C	Average	2.00
C-	Average	1.67
D+	Passing	1.33
D	Passing	1.00
D-	Passing	0.67

**CR** means a passing mark for a developmental course (e.g. ENG 050, MAT 040). Hours are not included in computing the GPA or earned hours for the semester.

**I** means incomplete and indicates that part of the required work for the course has not been completed. An incomplete is granted at the discretion of the instructor through an Incomplete Grade Request Form that will outline the plan for completion of the course. All work for the course with an Incomplete grade must be submitted to the instructor, or the Office of Records if the instructor is not available, by August 5 or Monday morning after August 5 if a weekend. If the outstanding work is not submitted, the “I” will be replaced with an “F” and financial aid eligibility will

be determined based on that grade. If the outstanding work is submitted by August 5, the instructor must submit a grade for the incomplete class by one week before the first day of classes. Once the grade is submitted, the student's eligibility for financial aid will be determined. The instructor has the discretion to set an earlier deadline. Other policies apply for incompletes in correspondence and external degree program courses. Contact the Office of Records.

- F** means failing, carries no grade point, and is given at the end of the semester. Students earning an "F" in a core course or required course for the major or minor will be expected to re-take that course the next term that the course is offered. Hours are included in computing the GPA.
- NC** means completion of a zero hour course (e.g. computer lab) or a failing mark for a developmental course (e.g. ENG 050, MAT 040). Hours are not included in computing the GPA or earned hours for the semester.
- P** means passing with a "C-" or better letter grade, carries no grade point, and hours apply as earned toward graduation requirements.
- W** means either the student withdrew from the college, or dropped the class during the second third of a semester. Hours are not included in computing the grade point average. Other policies apply for withdrawals from correspondence or external degree program courses.
- WP** means either the student withdrew from the college, or dropped the class during the last portion of the semester up to the last two weeks of classes with a passing mark at the time the class is dropped, regardless of the reason for the withdrawal. Hours are not included in computing the GPA. Other policies apply to withdrawals from correspondence or external degree program courses.
- WF** means either the student withdrew from the college, or dropped the class during the last portion of the semester up to the last two weeks of classes with a failing mark at the time the class is dropped, regardless of the reason for the withdrawal. Hours are not included in computing the GPA. Other policies apply to withdrawals from correspondence or external degree program courses.

All withdrawal requests must be processed through the instructor. Before the last two-week period, instructors will advise students concerning the wisdom of withdrawing—the

final decision whether or not to withdraw is made by the student. In the final two-week period, the final decision is the instructor's but withdrawals during that period will generally be granted only in extraordinary circumstances (e.g. medical withdrawal). Action from academic discipline cases will overrule any withdrawal requests.

## Repeated Courses

A student may repeat courses previously passed or failed to improve a grade, but all original grades will remain on the transcript. Only the highest grade earned is used in calculating the grade point average. The course with the lower grade will be noted with a code of "E" for exclusion from the hours earned and grade point average calculation. Three grade point averages are printed on a Covenant transcript: institutional – only Covenant courses or cooperative programs; transfer – courses from any other institution; overall – includes both institutional and transfer courses. Courses repeated at another institution will alter the institutional grade point average only by removing a lower grade from the calculation. Contact the Office of Records to initiate approval of an equivalent course prior to enrollment in that course.

## Pass-Fail Option

Students with junior or senior standing and an institutional grade point average of 2.70 or higher may take a maximum of 12 hours toward graduation on a pass-fail basis in non-core courses and courses not required in the student's major or minor. Students must earn a "C-" or better letter grade to qualify for a "Pass." Hours so earned carry credit for graduation but are not considered in computing the student's grade point average. The object of the pass-fail option is to encourage students to take some courses they might not otherwise take.

## Distribution of Grades

Students can log into the Banner Web from any college computer lab or through any Internet Service Provider from their home or public library to view their grades for a term or examine their complete transcript. Email and written correspondence will be mailed to the permanent address of all students on academic probation and suspension. Distribution of grades to someone other than the student requires a release from the student or must comply with the Family Educational Rights and Privacy Act of 1974. If a student has a hold (e.g. outstanding balance), the student is blocked from viewing grades or requesting transcripts until the hold has been cleared.

## Changing Grades

Though faculty members may at their discretion both grant incompletes and change grades after a semester is completed, justice requires that all students in a course be given equal opportunities. Also, as part of their academic and personal development, college students benefit from the discipline required in doing a specific amount of work in a specific amount of time and in learning to live with the consequences of their performance under such conditions. Faculty members will ordinarily, therefore, change students' final grades only under such circumstances as the following:

1. the professor comes to realize that he or she has made an error in calculating the final mark,
2. the professor comes to believe that certain requirements of the course were so egregiously unfair as to warrant all students in the course being allowed to redo some work or to do additional work, or
3. the professor learns that a student's performance was affected by illness or emergency such that the professor would have granted an "I" (incomplete) had the professor known about it before the end of the semester.

## Extended Time for Testing

Students who have on file in the Office of Records a psychological evaluation completed within the last three years that recommends extended time for testing shall be granted that accommodation on a case-by-case basis at the recommendation of the Dean of Records. Students who provide verification that their primary language is not English may also be granted that accommodation on a case-by-case basis when the Office of Records determines that extended time for testing is warranted. Typically, extended time will entail 1.5 times the normal test period. The Dean of Records can make recommendation for additional accommodations on a case-by-case basis. If the professor cannot make arrangements to provide the additional proctoring, the Dean of Records should be contacted for assistance. Despite the accommodation regarding the administration of tests, all other assignments will be due according to the announced dates.

## Military Call to Active Duty

Students required to report for active duty in the military before the end of the term will have two options regarding the status of academic credit upon presenting documentation of their orders:

1. If an instructor can reasonably give a letter grade for a class without additional work or the final examination, the

student's current grade in the class may be given as the final grade, assuming the student is satisfied with the current grade. If, upon returning from active duty, the student has a desire to complete any work outstanding to adjust the letter grade, the instructor has the freedom to make such arrangements but is not obligated to change the original grade. Because academic credit is being granted, no refund of tuition will take place.

2. For classes in which a grade cannot reasonably be given before the end of the semester or without a final examination, the student can elect to withdraw from the College, resulting in a 100 percent refund of tuition. If, upon returning from active duty, the student has a desire to complete any work outstanding to be assigned a final grade, the instructor has the freedom to make such arrangements with reasonable time deadlines but is not obligated to do so. The student will be assessed the then-current tuition rate after consultation with the Registrar.

## Proficiency in Writing

Instructors in all departments of Covenant expect the written work of students to be in clear and correct English and to show competence in the organization and development of ideas. Any student turning in material that is unsatisfactory in its writing to any faculty member in any course will be referred to the chairman of the English Department for corrective work.

## Classification of Students

Students accepted as degree candidates will be identified by class-level standing according to the overall number of credit hours earned that will apply toward the degree program. This classification is used to determine a student's standing on issues such as chapel records and student loan eligibility. Students are classified as follows:

First-semester freshman	0-11 hours
Second-semester freshman	12-25 hours
First-semester sophomore	26-41 hours
Second-semester sophomore	42-57 hours
First-semester junior	58-73 hours
Second-semester junior	74-89 hours
First-semester senior	90-105 hours
Second-semester senior	106+ hours

## Academic Probation

Students may be placed on academic probation as a result of two actions. New students may be admitted on academic probation based on lower high school performance or test

scores. Continuing students with an overall institutional grade point average below the following averages at the end of any semester will be placed on academic probation for the next semester. If courses are completed in between semesters that raises the institutional grade point average above the levels noted below, the student would still remain on probation standing for the next semester to receive the benefits of the academic support services. Probation status is evident on Banner and students will be notified by email. (A student's grade point average is computed by dividing the number of grade points earned by the grade point hours attempted at Covenant.)

<u>Overall Hours Attempted</u>	<u>Inst GPA</u>
1.00-11.99 hours	1.80
12.00-25.99 hours	1.90
26.00+ hours	2.00

Students placed on probation who do not raise their overall institutional grade point average to 2.00 or higher will normally be placed on academic suspension. The student will not be permitted to continue enrollment until satisfactory academic progress requirements have been met.

Students on academic probation are required to adhere to the following requirements:

- \* carry 12-14 hours for the semester, including GE131 College Life in the schedule;
- \* no other Covenant course may be taken as audit or by correspondence during the traditional term;
- \* meet regularly with a designated member of the Academic Support staff beginning the first week of classes to establish the frequency and duration of accountability procedures (e.g. study hall hours, tutoring, utilizing the writing center, and communication with instructors);
- \* follow a no-cut policy in all courses and submit a class attendance form during regular meetings;
- \* report to their faculty advisor at least once a month, or more frequently, if required by the faculty advisor;

Students on academic probation may be suspended immediately for failure to comply with these requirements. Parents may also be contacted based on the criteria outlined in the Privacy Rights of Students section of the Catalog.

Students on academic probation are ineligible to participate in time consuming extracurricular activities as noted in the Eligibility for Extracurricular Activities section below. This policy is enforced by the Office of Records in conjunction with the Academic Standards Committee and the Academic Support staff.

## Eligibility for Extracurricular Activities

Students on academic probation are ineligible for participation in time consuming extracurricular activities such as drama, intercollegiate athletics, intramural sports, hall leadership roles, and student government. Students may appeal to the Academic Standards Committee to request exceptions to this requirement. Participation privileges that have been granted may be removed immediately for failure to comply with probation requirements. As an academic institution, we are glad that we can offer co-curricular activities that allow students to grow spiritually, physically and intellectually, but students must concentrate their time and efforts on their academic program to remove themselves from probation status.

## Academic Suspension and Readmission Requirements

Students with an overall institutional grade point average below 1.60, and students on academic probation who do not raise their overall institutional grade point average to 2.00 or higher will normally be placed on academic suspension. Courses completed in between terms will not change a student's academic standing. This designation is evident on Banner and students will be notified by email. The notification will outline the process to appeal suspension and be accompanied by an Academic Suspension Appeal Form. The appeal form must be emailed or faxed to the Office of Records before the deadline noted on the form. The appeal will be considered based on the evaluation of the student's current and future capacity (including both ability and intent) to perform up to the level of the academic standards required to make progress in the completion of a degree program. The student will then be notified by the Office of Records by phone or email, and in writing, of the action of the appeal committee. If an appeal is granted, the student is permitted to re-enroll on academic probation status and receive financial aid if eligible.

Students who are suspended and whose appeal has been denied are encouraged to enroll at another institution to reestablish eligibility by improving their grade point average and/or by demonstrating their ability to be successful with college work before being reconsidered by the appeal committee. Contact the Office of Records for approval of courses that can be taken at another institution to replace a lower grade received at Covenant.

## Involuntary Withdrawal/Leave of Absence

Covenant may initiate an involuntary withdrawal/leave of absence when a student exhibits behavior that could disrupt the academic process and/or campus environment, or present a danger to the student or other members of the College community. This policy may also apply to any student returning from a hospital confinement who needs extended observation or supervision. The following are some situations in which such action would be appropriate:

1. The student's behavior appears to pose a danger to the life, health or safety of the student or other members of the College community, or to the College, its property, or to the property of another member of the College community.
2. The student's disruptive behavior impedes or aggressively disrupts the educational process or the legitimate activities of other members of the College community.
3. The student refuses or is unable to cooperate with a recommended evaluation or treatment procedure, and/or the student acts or threatens to act in a manner that would interfere with or disrupt the educational process or the legitimate activities of other members of the College community.

When the College has evidence of the behavioral problems described above, the appropriate college official will consult with the student about his/her situation, and to the extent provided by law, may also notify the student's parent, pastor, guardian or other appropriate adult. The student will be permitted to have an advisor or support person present for all formal meetings.

## Class Absence and Tardiness

Instructors are free and responsible to determine and enforce whatever policy they wish concerning excessive absences in their courses and will inform their students of such policies at the beginning of each semester. Such a policy will include information about making up missed work. It is the student's responsibility to contact the instructor about such work, and the instructor may exercise his or her right of judgment as to whether or not a penalty will be assessed and whether or not the work may be made up at all.

The Office of Student Development will provide written statements for emergency absences, and the nurse will write statements for cases of prolonged illness when requested by the student or the instructor. These statements do not

constitute an excused absence, but are given to instructors for verification of an absence for emergencies and medically related purposes.

Students should inform their instructors in advance of any college sponsored events which will necessitate absence from class. Instructors will report the interruption of class attendance by any student on academic probation and/or receiving Veterans Administration educational benefits.

## Scholastic Achievements and Honors

The Dean's List, which is announced at the close of each semester, contains the names of all students who have taken 12 or more hours (not including Pass/Fail hours) with an institutional grade point average for the semester of 3.30 or higher, with no courses incomplete, and with no grade below "C."

Seniors who have completed a minimum of 60 semester hours of graded coursework at Covenant (not including courses taken Pass/Fail), have been on the Dean's List each semester since entering Covenant, or whose institutional grade point average is 3.50 or higher may be excused from final examinations in their last academic semester resulting in the awarding of their degree (e.g. spring semester for May graduates, fall semester for December graduates). Such permission must be secured from the instructor of each course.

Graduates who complete a minimum of 60 semester hours of graded coursework at Covenant (not including credits earned through prior learning assessment or courses taken Pass/Fail) with an institutional grade point average of 3.50-3.74 will be graduated *cum laude*. Those who finish with an institutional grade point average of 3.75-3.89 will be graduated *magna cum laude*. Those who finish with an institutional grade point average of 3.90 or higher will be graduated *summa cum laude*. Classes taken after graduation will impact the institutional grade point average but will not alter the academic honors designation awarded at graduation. Students who have completed 50-59 hours at Covenant with an institutional grade point average of 3.75 or higher will be graduated "With Distinction." These honors designations are printed in the Commencement program and displayed on the student's academic transcript.