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# Message from the President

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Before you, on your screen, or in your hands, is a portal to the world.

Sounds a bit like overselling. How can an academic catalog be a portal to the world?

Look beyond the various requirements for completing your degree (as important as it is to arrive at graduation day with every requirement checked off). See past the specific details of each class and what it teaches (as much as each class's content is another glimpse of the wisdom of a good and gracious God and of the world and people he created).

As you digitally scroll or physically page through this catalog, see opening before you the world the degree programs and courses at Martin Luther College prepare you to serve. Waiting for you in every one of your courses – in ways beyond which even your professors may fully be able to describe – is a world desperately in need of the hope you are being prepared to bring in Jesus' name.

So, behind all this catalog's details, see faces that belong to immortal souls redeemed by Jesus. Imagine that student's face who will one day sit before you in a classroom. Her family seems to be falling apart, but your face, smiling with Jesus' love, is a tangible glimpse for her of the rock of Christ in that storm. Picture that unchurched prospect's face you will meet at your favorite coffee shop. Suddenly your casual conversation turns into an opportunity to speak to his heart about matters eternal. Do you see the weeping family member's face who has just suffered the death of a believing spouse? As you weep with her, you help her find hope in the One in whose magnificent presence all tears are forever dried.

That is the world God longs for you to touch with his grace. Through every degree program and in every course in this catalog, God is assembling another piece of wisdom into your life to relate to the immortal souls who populate his world. What may seem at times disjointed or unrelated to us, is never so to your Savior. Remember, "all things were created by him and for him" (Colossians 1:16). Every bit of true knowledge and wisdom in this world serves Jesus' purpose.

So, whether the course is The Ancient Near East or Administration of Early Childhood Education, whether it's Biology or Biblical History and Literature, whether it's Calculus or Chemistry, God will use each building block in your unique program path through MLC for your good and the good of those in that world he is using and will use you to serve. In each course, in ways you can see and in ways you cannot, he is lovingly molding you into his unique servant for the world he loves.

So, peruse this catalog carefully! It is indeed a portal to the world! Through what this catalog lays before you, your Savior is equipping you as a Christian witness to his world.

In him,

Rich Gurgel  
President, Martin Luther College

# MLC Quick Facts

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## ***The WELS College of Ministry***

Martin Luther College is owned and operated by the Wisconsin Evangelical Lutheran Synod (WELS). Formed from an amalgamation of Dr. Martin Luther College (founded 1884) of New Ulm, Minnesota, and Northwestern College (founded 1865) of Watertown, Wisconsin, Martin Luther College opened its doors in 1995. The college prepares men and women for various areas of the Christian ministry.

## ***Campus and Location***

The beautiful eighty-eight-acre campus is situated on top of a wooded range of hills overlooking the city of New Ulm, Minnesota. New Ulm, a Minnesota Star City with a population of 13,522, is located on U. S. Highway 14, one hundred miles southwest of Minneapolis. For more information, visit the Martin Luther College website at [www.mlc-wels.edu](http://www.mlc-wels.edu).

## ***Faculty***

A faculty of ninety full- and part-time Christian educators serves the student body.

## ***Degrees***

Martin Luther College confers Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, Master of Science in Education, Master of Science in Educational Administration, and Master of Arts in Theological Studies degrees.

## ***Financial Aid***

Approximately 95% of the students at Martin Luther College receive some form of financial assistance through the college's comprehensive financial aid program.

## ***Tuition and Fees***

The Wisconsin Evangelical Lutheran Synod provides a subsidy for the operating costs of Martin Luther College. This subsidy reduces the cost of education for each student. The annual student cost of tuition, room, and board is \$23,590.

## ***Student Population***

The enrollment at Martin Luther College is approximately 670 undergraduate students, 1000 continuing education students, and 140 graduate students.

## ***Athletics, School Colors and Varsity Mascot***

Martin Luther College offers sixteen varsity sports and is a member of the NCAA Division III and the Upper Midwest Athletic Conference (UMAC). The school colors are black, red, and white; the varsity mascot is the Knights.

## ***Accreditation***

Martin Luther College is accredited by the Higher Learning Commission ([www.hlcommission.org](http://www.hlcommission.org), 312-263-0456) to grant baccalaureate and master's degrees.

## ***Registration***

Martin Luther College is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. (Minnesota Office of Higher Education / 1450 Energy Park Drive, Suite 350 / St. Paul, MN 55108 / [www.ohe.state.mn.us](http://www.ohe.state.mn.us) / 651-642-0533)

## ***National Council for State Authorization Reciprocity Agreements***

Martin Luther College has been approved to participate in the National Council for State Authorization Reciprocity Agreements.



## ***Minnesota Professional Educator Licensing and Standards Board***

The early childhood education, elementary education, and secondary education programs are approved by the Minnesota Professional Educator Licensing and Standards Board.

## ***Institutional Outcomes***

- **Graduation Rate**

The following statements on graduation rate are compliant with the Student Right-to-Know and the Campus Security Act as amended by Public Law 102-26. The 2014 Cohort – 74% is made up of first-time freshmen who entered in the fall of 2014 and later graduated.

- **Retention Rate**

The student retention rate is 88% based on first-time freshmen who entered in the fall of 2019 and returned in the fall of 2020.

## ***Title II Regulations***

Martin Luther College is in full compliance with Title II regulations and its reporting structure. For detailed documentation, interested parties should call the Licensure Office at (507) 354-8221, Ext. 347.

## ***Summer Session***

Martin Luther College offers courses of study for undergraduate students, graduate students and professional development for continuing education students. For more information on summer sessions, check out the Continuing Ed Student link on the MLC website.

# Academic Programs

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## *Undergraduate Degrees*

- **Bachelor of Science in Education**

Students who satisfactorily complete an education curriculum graduate with the degree of Bachelor of Science in Education. Students major in early childhood, elementary, or secondary education. Graduates who are recommended by the faculty for assignment to the Christian ministry meet the teacher certification requirements of the Wisconsin Evangelical Lutheran Synod. In addition, graduates who meet Minnesota Board of Teaching Standards qualify for Minnesota licensure.

- **Bachelor of Arts**

Students who satisfactorily complete the pre-Seminary curriculum graduate with the degree of Bachelor of Arts. Graduates who have demonstrated an aptitude for continuing their preparation for the pastoral ministry of the Wisconsin Evangelical Lutheran Synod are recommended for enrollment at Wisconsin Lutheran Seminary.

- **Bachelor of Science**

Bachelor of Science in Practical Theology

Students who satisfactorily complete the staff ministry curriculum graduate with the degree of Bachelor of Science with a major in Practical Theology. Graduates recommended by the faculty for assignment to the Christian ministry meet the staff ministry certification requirements of the Wisconsin Evangelical Lutheran Synod.

Bachelor of Science in Parish Music

Students who satisfactorily complete the parish music curriculum graduate with the degree of Bachelor of Science with a major in Parish Music. Graduates may serve as music directors in parishes of the Wisconsin Evangelical Lutheran Synod. This major does not meet Minnesota licensure requirements so graduates are not eligible for assignment to WELS schools.

Bachelor of Science in Educational Studies

Students in a teacher education program may earn a Bachelor of Science degree with a major in Educational Studies instead of a Bachelor of Science in Education degree. These students complete additional credits in lieu of student teaching and clinical credits. A student graduating with an educational studies major is not recommended for assignment into the public ministry.

Bachelor of Science in Theological Studies

Students completing a Bachelor of Science degree with a major in Theological Studies complete all requirements for the staff ministry program except the early field experiences and the internship. Academic credits are taken in lieu of the internship and clinical experiences. A student graduating with a theological studies major is not recommended for assignment into the public ministry.

## *Graduate Degrees*

- **Master of Science in Education**

This online degree program contributes to the professional growth of teachers and encourages them to be reflective, competent, and dedicated educators of children. It is designed for persons who have an undergraduate degree in education from an accredited college or university. Students choose to focus their studies in one of four areas of emphasis – Instruction, Leadership, Special Education including Minnesota Learning Disabilities Licensure, and Educational Technology.

- **Master of Science in Educational Administration**

This online degree program provides training to meet the Wisconsin Evangelical Lutheran Synod principal and early childhood director standards. It is designed for persons who have an undergraduate degree in education from an accredited college or university. Students choose to focus their studies in the principal, early childhood director, or technology director emphasis.

- **Master of Arts in Theological Studies**

This program contributes to the professional and spiritual growth of teachers and staff ministers through a graduate-level study of Scripture and application of biblical truths to life and ministry. It is designed for persons who have an undergraduate degree from an accredited college or university and prior completion of college-level biblical studies.

More information on the graduate degrees is found on the Martin Luther College website: [www.mlc-wels.edu](http://www.mlc-wels.edu).

### ***Certificates***

Students enrolled in any of the certificate programs (Seminary, Synod, Staff Ministry, Educational Technology, Chaplain, Evangelism, Teaching Online, Mentoring and Coaching Certification) receive certificates upon completion of their prescribed courses of study. Seminary and Staff Ministry Certification information is found in this catalog. Information on other certificate programs is found on the MLC website: [www.mlc-wels.edu](http://www.mlc-wels.edu).

# Mission Statement

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The mission of Martin Luther College is to train a corps of Christian witnesses who are qualified to meet the ministry needs of the Wisconsin Evangelical Lutheran Synod (WELS) and who are competent to proclaim the Word of God faithfully and in accord with the Lutheran Confessions in the Book of Concord.

To fulfill this mission, Martin Luther College carries out all instruction and programs of student life according to the gospel as revealed in the inspired and inerrant Word of God. With the guidance of the Holy Spirit, the college desires

- To strengthen the student in a consecrated spirit of love for God and his Word;
- To educate the student for faithful, capable, intelligent citizenship in today's world;
- To assist the student in acquiring the knowledge, attitudes, and skills needed for service in the church and for lifelong learning; and
- To encourage the student in developing and demonstrating a heart for service in the church, community, and world.

To meet the current ministry needs of the WELS, Martin Luther College

- Prepares men for pastoral training at Wisconsin Lutheran Seminary;
- Prepares men and women for service as teachers and staff ministers in the synod's churches, schools, and other institutions;
- Prepares men and women for other church ministries, both full- and part-time, responding to the needs of the WELS;
- Prepares international students for ministry in partnership with WELS mission fields; and
- Provides programs of continuing education that meet the ministerial needs of the WELS.

# Admissions

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## ***The WELS College of Ministry***

In keeping with its mission to train a corps of Christian witnesses who are qualified to meet the ministerial needs of the Wisconsin Evangelical Lutheran Synod, Martin Luther College admits into its programs students who

- are prayerfully considering the public ministry of the gospel as their life's work
- desire to serve in the public ministry of the Wisconsin Evangelical Lutheran Synod,
- have God-given talents that are valuable for service in the church,
- possess an upright character and honorable reputation, and
- have demonstrated the ability to succeed in college-level coursework

## ***Nondiscriminatory Policy***

Martin Luther College does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or marital status in the administration of its educational policies, admission policies, scholarship and loan programs, athletics, and other college-administered programs, policies, and practices. Martin Luther College, as the Wisconsin Evangelical Lutheran Synod's college of ministry, serves all without exception who meet the biblical and synodical standards for service in the church.

Martin Luther College adheres to the requirements of Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the ADA policy of 1990.

## ***Campus Visit***

Prospective students and their families are encouraged to visit campus. The Admissions Office designs individual visits based on the interests of the prospective student. Visits may be arranged anytime by contacting the Admissions Office. In addition, the Admissions Office schedules several campus visitation days referred to as Focus on Ministry.

## ***Application Process***

### **How to Apply – Traditional Students**

Application information and forms are available on the Martin Luther College website at [www.mlc-wels.edu/admissions](http://www.mlc-wels.edu/admissions).

For questions regarding the admissions process, contact the Admissions Office by phone (507-233-9133), by email ([admissions@mlc-wels.edu](mailto:admissions@mlc-wels.edu)), or by FAX (507-354-8225).

### **How to Apply – Non-Traditional Education Students**

Applicants (married or older than 21) who are interested in any education program should initiate the process with the Director of Admissions. Applicants may be asked to meet with the Admissions Committee.

### **How to Apply – Non-Traditional Pre-Seminary Students**

Applicants (older than 21) who are interested in the Seminary Certification Program should initiate the process by contacting the following.

*Admissions Committee  
Wisconsin Lutheran Seminary  
11831 N. Seminary Dr.  
Mequon, WI 53092*

*Phone: (262) 242-8100*

*Fax: (262) 242-8110*

*Email: [admissions@wisluthsem.org](mailto:admissions@wisluthsem.org)*



## Processing the Application

Applications for admission are processed upon receipt of

- the completed application,
- the pastor's recommendation form,
- high school's recommendation form,
- transcripts from all high schools and colleges attended, and
- ACT/SAT results.

The Office of Admissions begins processing applications on **September 15** of the preceding academic year. The Martin Luther College Financial Aid Office will send cost and financial aid information directly to applicants.

## Admission Policies

### All Students

Full-time enrollment requires 12 or more credits. Part-time enrollment is fewer than 12 credits.

The general criteria for admission are

1. Letter of recommendation from home pastor
2. Interview with admissions personnel (Interview may be conducted by admissions counselors, the Director of Admissions, or the Admissions Committee. Generally, the interview is in person, but phone or other electronic means may be used.)
3. Some of the pre-seminary and education program options may have other specific requirements.

### Traditional First Year Students

The admission criteria for traditional first year students are

- An **ACT composite score of 20 or an SAT composite score of 1030-1050**. Applicants must request that scores be sent to Martin Luther College directly from ACT/SAT. The ACT test should include the ACT Writing Test. The ACT code number for Martin Luther College is **2127** and the SAT code number for Martin Luther College is **6435**.
- A high school diploma awarded on the basis of a **minimum cumulative GPA of 2.50** figured on a minimum of 14 academic credits earned according to the following schedule.

English - 4 credits

Laboratory Science - 3 credits

One credit in laboratory-based biology; one credit in laboratory-based chemistry or physics, one credit from any area of science (with or without laboratory experience).

Mathematics - 3 credits

(Algebra I, Algebra II, and Geometry or higher mathematics)

Students with an ACT mathematics score of 17/SAT of 470 or lower are required to complete MTH0002 Developmental Mathematics before enrolling in any other mathematics courses. Developmental Mathematics does not fulfill any of the mathematics requirements for graduation.

Social Studies - 2 credits

Academic Electives - 2 credits

(English, foreign language, mathematics, science, music fundamentals, social studies)

**Note: A high-school credit is defined as one year of study.**

1. Applicants must submit an online recommendation form from high school guidance counselor, principal, or teacher.
2. Applicants who score below the ACT of 20/SAT of 1030-1050 **and** have a high school GPA below 2.50 are generally denied admission with no appeal.
3. Applicants who score below either the ACT/SAT or high school GPA requirements, but have positive recommendations may be admitted at the discretion of the director who may refer the application to the Admissions Committee. If admitted, the student enters with provisional acceptance. The provisions of acceptance are enrollment in EDU0001 Study Skills Seminar, a possible reduction in credit load, usage of the Academic Success Center, limited co-curricular activities, and meeting with the student's advisor at least monthly.

### Non-Traditional Students

The Admissions Committee interviews all non-traditional students and renders a decision. If students have not attended a college or university, the ACT/SAT and high school GPA requirements apply. The applicant may also supply other experiences as evidence of college-level work capability. If students have attended a college or university, the applicant meets the transfer student requirements.

### Transfer Students

The academic standing of transfer students is determined by applying Martin Luther College's grade point average (GPA) policy to the grade point averages on the applicant's transcript. Both the semester and the cumulative GPA must meet the following minimum GPA requirements to be accepted as a student in good standing.

Sem. I – 1.70

Sem. II – 1.80

Sem. III – 1.90

Sem. IVff – 2.00

Applicants who do not meet Martin Luther College's grade point average policy are generally denied admission with no appeal. In extenuating circumstances (positive recommendations, personal matters, etc.) the director may at the director's discretion refer an applicant to the Admissions Committee.

A student who does not meet these minimums but is accepted enters as a student on probation. Probationary status prohibits participation in co-curricular activities, requires attendance at EDU0001 Study Skills Seminar and requires good standing status by the conclusion of the first semester of attendance.

Students who have completed coursework at other colleges are strongly encouraged to transfer credits from those previous undergraduate experiences. To qualify for transfer credit, courses must meet the following criteria.

1. Credits are applicable to MLC degree requirements.
2. Credits relate to a comparable MLC course, a rule of thumb being 2/3 similar material/concepts.
3. Credits earned carry a grade of C or higher.

Applicability of transfer credits is re-evaluated when students change their program of study. Questions about transcript decisions are directed to the Education Dean or Pre-Seminary Dean. Appeals of transcript decisions are addressed to the Vice President for Academics whose decision is final. The appeal must be in writing using the Student Appeal/Grievance Form located on the MLC website ([www.mlc-wels.edu](http://www.mlc-wels.edu)).

### Leave of Absence Students

Leave of Absence students are automatically enrolled when they return and do not need to reapply for admission.

### Re-Admission of Former Students

Former students may apply for readmission. The Director of Admission, after consultation with the dean, with the student's previous advisor, and with the Vice President for Student Life, may readmit students who left the college in good standing. At the director's discretion, the director may refer the decision to the Admissions Committee.

Students who were excluded from the college may also reapply. The Admissions Committee reviews these applications and renders a decision. Students who were academically excluded twice are not eligible for readmission. Readmitted freshmen and sophomores who return on probation are required to enroll in EDU0001 Study Skills Seminar.

### International Students

Martin Luther College is authorized under federal law to enroll non-immigrant alien students. After the following conditions have been met and the student has been admitted by the Admissions Office, the student is issued an I-20 form. Those admitted may also apply for and be considered for financial aid.

1. The applications of international students from missions or congregations in fellowship with the Wisconsin Evangelical Lutheran Synod are processed after consultation with the missionary or person in ministry from the international site.
2. Applications from other international students are considered on an individual basis. Applicants need to demonstrate the educational background necessary to meet the college's academic requirements.

3. International students submit authorized English translations of their high school transcript and transcripts from any other colleges they may have attended.
4. International students whose native language is not English need to demonstrate English proficiency by achieving a TOEFL (Test of English as a Foreign Language) score of 550 or higher (paper-based) or 215 or higher (computer-based), or 80 or higher (internet-based). MLC's code number for the TOEFL exam is **6435**.
5. International students are required to provide proof of ability to meet the financial obligations of tuition, room and board, transportation, and personal expenses in accord with federal law. Student's may inquire about campus employment and grant eligibility.

### **Non-Degree Seeking Students**

Non-degree seeking students are welcome to enroll. Students need to meet the entrance requirements previously listed.

### **Post-Secondary Enrollment Option (PSEO) Students**

Martin Luther College participates in Minnesota's Post-Secondary Enrollment Option program.

To enroll in the PSEO program at Martin Luther College the student must

1. be a Minnesota resident,
2. be high school senior with a 3.25 GPA or higher or a high school junior with a 3.5 GPA or higher,
3. interview with MLC admissions office personnel or submit a written recommendation from either a high school teacher, guidance counselor, or principal.

In addition to academic requirements for admission, PSEO students are expected to have the maturity level necessary to meet college standards. Students interested in the Post-Secondary Enrollment Option should consider the following before applying for enrollment.

1. In addition to following the high school policies, students must adhere to policies, requirements, and standards of Martin Luther College as outlined in the student handbook and the undergraduate catalog.
2. Students are responsible for their own transportation.
3. Students are responsible for communicating with their parents. The Federal Education Right to Privacy Act (FERPA) covers all PSEO students. Martin Luther College will not discuss anything relating to a student's academics with anyone (other than MLC offices and the student's high school), including parents, without the student's written consent.
4. Students must seek help when needed. Help can be provided by the professor and the Academic Success Center.
5. Students should complete all assigned coursework whether or not it is graded.
6. Students are expected to attend classes even when their high school may not be in session. High school events are not considered excused absences from the college; this includes breaks, athletic events, music/drama performances, college visits, etc.

Interested high school students should contact the Admissions Office for information.

### **Specific Education Program Requirements**

The following requirements apply to applicants wishing to enroll in the middle and secondary education programs.

- Mathematics — a minimum cumulative mathematics GPA of B-, an ACT mathematics subscore of 25 or higher (SAT mathematics subscore of 590 or higher), and precalculus
- Science
  - Chemistry and Physics — 3 science credits, a minimum cumulative GPA of B- in science and mathematics, an ACT science reasoning and an ACT mathematics subscore of 25 or higher (SAT mathematics subscore of 590 or higher). Precalculus is required since Calculus I is included in the major.
  - Life Science — 3 science credits, a minimum cumulative GPA of B- in science and mathematics, an ACT science reasoning and an ACT mathematics subscore of 25 or higher (SAT mathematics subscore of 590 or higher).

- Spanish — 2 Spanish credits with a demonstrated level of ability on a language placement examination (Intermediate I)
- Music — admission by examination

### **Pre-Seminary Program Requirements**

If a student desires to take the Confessional Languages option, Latin and German should be taken in high school.

Students who have not taken the previously noted foreign language credits in high school are able to pursue a program that meets MLC's language requirement. Most students in this situation will still be able to complete their programs in four years.

German- or Latin-option students who have taken less than two years of high school instruction in their language are not required to take a language placement test. They will be placed automatically into the Elementary I course in their option language, with opportunity to advance to Elementary II, if Elementary I proves too basic.

### **Communication of Admission Decision**

Applicants for admission who have completed the application process will receive written notification of their admission status.

### **Student Responsibility after Acceptance**

1. A non-refundable deposit of \$135 is required to confirm enrollment. If this deposit is received by **May 15** for the fall semester and **November 1** for the spring semester, \$100 of the deposit is applied to the enrollee's tuition. Deposits received after November 1 are not applied to the enrollee's financial account.
2. A completed Martin Luther College report of medical history and a physical examination are required and due by July 15 for the fall semester and November 30 for the spring semester.
3. An official, final high school transcript is required for applicants admitted to college for the first time by August 1 for the fall semester and November 1 for the spring semester.
4. An official, final transcript of all post-secondary work completed by applicants admitted as transfer students is required by August 1 for the fall semester and November 1 for the spring semester.

### ***Student Appeal of Admission Decisions Process***

Students denied admission by MLC may appeal. The general objective of an appeal is to bring new information that might not have been available or previously considered, to protest a procedural error or inconsistency in the denial process, or to question the appropriateness of a decision.

The appeal process/grievance procedure must be initiated within 10 calendar days after the denial decision is communicated to the student. The appeal must be made in writing on the Student Appeal/Grievance Form located on the MLC website ([www.mlc-wels.edu](http://www.mlc-wels.edu)).

Appeals of denial from the Director of Admissions will be considered by the Admissions Committee. Appeals of denial from the Admissions Committee will be considered by the Vice President for Academics or the Vice President for Administration. Appeals are to be emailed to [admissions@mlc-wels.edu](mailto:admissions@mlc-wels.edu) or mailed to Admissions, Martin Luther College, 1995 Luther Court, New Ulm, MN 56073. The prospective student will be informed of the receipt of the appeal and of the appeal decision in writing. The appeal decision is final.

# Finances

## ***2021-2022 Tuition, Room and Board***

	<u>Cost per semester</u>	<u>Cost per year</u>
Tuition (in-state or out-of-state)	\$8,455	\$16,910
Room and Board	\$3,340	\$6,680

### **Notes:**

- The actual cost of enrollment is reduced by a budgetary operating subsidy from the Wisconsin Evangelical Lutheran Synod (WELS).
- Tuition for part-time (fewer than 12 credits per semester excluding audits) is \$500 per credit.
- Because education students living off campus do not pay room and board to the college, they are assessed a fee to cover expenses for any room and board arranged by the college during their professional semester. For the 2021-22 school year, this amount is \$1,965.
- Because staff ministry and parish music interns living off campus do not pay room and board to the college, they are assessed a fee to cover expenses for any room and board arranged by the college during their professional semester. For the 2021-22 school year, the amount is \$3,340.
- The cost of audits for non-degree seeking students is \$120 per course (excluding private music lessons) or \$90 per course for senior citizens (60 or older).
- The MLC Governing Board reserves the right to revise charges and procedures as economic conditions warrant

## ***Graduate Fees***

The tuition for graduate courses is \$325 per credit.

## ***Variable Costs***

The cost of books, supplies, travel, laundry, personal and miscellaneous expenses varies with the individual. For 2021-2022 the estimate per individual is \$5,100.

## ***Automobile Registration***

Automobile registration is \$100 (\$120 after June 1 for returning students). This fee is paid directly to the Student Life Office.

## ***Payment Plans***

Students pay the cost of attending school through a combination of scholarships, grants, school arranged loans, privately arranged loans, work-study programs, private funds and jobs. Financial Aid and Financial Services counselors provide planning assistance to students upon request. Prior to the beginning of the school year (see details under Payment Policies), students are asked to select one of the following options for meeting their financial obligations:

- **TWICE-A-SEMESTER PLAN:** Payment in two equal installments for semester one by August 10, 2021, and October 10, 2021. Payment in two equal installments for semester two by January 10, 2022, and March 10, 2022.
- **MONTHLY PLAN:** Payment in ten installments through MLC's tuition management plan. Students enrolled in this plan make monthly payments (August-May) via automatic withdrawal on the 10th of each month (or the next business day) from a checking or savings account they have designated. There is no charge for participation, but students are required to provide appropriate bank account and routing information when enrolling in this plan. If two payments are returned for any reason (insufficient funds, account closed), the student will automatically be assigned to the twice-a-semester plan.

Students who believe that extenuating circumstances make the standard payment plans temporarily unsuitable may request an exceptional payment plan subject to the approval of the director of finance. Such plans are granted only in rare circumstances (loss of employment, mounting medical expenses, etc.) and are intended as a temporary measure that should not exceed a single school year.

### ***Payment Policies***

- Students not enrolled at MLC in the prior year are required to select one of the two payment plans by June 10 (or December 10 for students matriculating the second semester). Each student is responsible for meeting his or her obligation for tuition, room and board according to the plan selected. If a student does not choose a plan prior to the deadline, the student will default to the twice-a-semester plan. A student that selects the monthly plan but fails to provide banking information by the above deadline will be assigned to the twice-a-semester plan.
- Students enrolled at MLC in the prior year will default to the same payment plan that applied to their account in the prior year. Students on the monthly payment plan are responsible to notify MLC of any changes in their banking information prior to the next monthly withdrawal.
- Students may not charge their bookstore purchases to their student account unless a credit exists on their student account. Only books and supplies are allowed to be charged to a student account.
- Parking tickets, fines for dormitory infractions or past-due library books, and charges for the damage of school property are due immediately upon receipt. If these charges and fines are not paid within two weeks of receipt, they will be added to a student's account along with an administrative fee.
- The college will not confer degrees, issue diplomas or official transcripts to students with outstanding financial obligations, except in the following cases.
  - The outstanding balance owed to MLC is \$500 or less,
  - the student has entered into and, as determined by MLC, is in compliance with a payment plan with the college,
  - the transcript request is made by a prospective employer for the student, or
  - the account has been turned over to an external agency for collection.
- Graduates in arrears on their payment plan will not be eligible for a call or assignment until their account is current. They are, however, eligible to participate in the graduation ceremony.
- Student accounts cannot be more than \$500 past due when completing course registration or returning to campus for the following semester unless an exception has been granted by the college administration.

### ***Billing Procedures***

- All billing statements will be sent to students via the campus email address assigned to the student. The initial billing statement will be emailed the first week of July. Additional statements will be issued on a monthly basis going forward. The first payment is due August 10 for all payment plans and considered past due if received after that date.
- MLC reserves the right to email additional statements to the student. MLC also reserves the right to send a printed paper statement to the student's permanent address at opportune times (such as semester breaks, etc.).
- Billing statements can be emailed to multiple email addresses. The student cannot remove the assigned campus email address from the tuition statement recipient list. It is the student's responsibility to update the campus portal with the additional addresses to where the student intends additional statements be sent.
- If a student chooses to have statements sent to multiple email addresses, the student is authorizing MLC to share billing and payment information with the owner of that email address.
- For students matriculating the second semester, the initial billing is emailed the first week of December. The first payment is due January 10 for all payment plans and considered past due if received after that date.
- Each payment includes a prorated portion of tuition, room, and board charges for the year. The payment amount varies according to the plan selected.

- Failure to meet payment deadlines places a student in delinquent status. Failure to make appropriate payment by the due date will result in a hold being placed on the student's records, provided the student owes more than \$500 in arrears and does not meet any of the exceptions in the Payment Policies section of the catalog. If the delinquent status is not addressed in a timely manner, it may result in termination of enrollment. Students dismissed have the right to appeal. The appeal process/grievance procedure must be initiated within 30 days of the initial payment deadline. The appeal must be made in writing on the Student Appeal/Grievance Form located on the MLC website ([www.mlc-wels.edu](http://www.mlc-wels.edu)). The Student Appeal/Grievance Form and any supporting documentation are submitted to the vice president for administration.
- Individual past due notices will be sent via the student's campus email address. A student with a past due balance in excess of \$500 as of the midpoint of a semester will be assessed a \$25 administrative fee due to additional time required of MLC personnel to repeatedly address the collection issue with the student.
- A \$50 fee will be applied to the student's account when a payment is returned for any reason. This includes insufficient funds, incorrect account numbers, account closed, etc...
- A student with two returned automatic withdrawals will be removed from the monthly payment plan for the remainder of the school year. In the following year, one additional returned payment will remove them from the monthly payment plan permanently.
- Initial billing statements reflect financial aid allotments (if application and other deadlines have been met); loans or aid received after these deadlines will be reflected on later statements. If a student expects additional financial aid that is not reflected on the statement, it is the student's responsibility to address the discrepancy with the Financial Aid Office before the next payment is due.
- Scholarships will be allocated evenly to all payments for the semester to which they apply. Students are not allowed to reduce tuition payments based on anticipated scholarships that have not been confirmed in writing by the organization providing them.
- The college accepts credit and debit card payments as well as echeck payments on student accounts under the twice-a-semester payment plan. Card payments and echecks are not allowed under the monthly payment plan.
- Credit and debit card payments are subject to a 2.5% convenience charge assessed to the cardholder.
- Payments made online via echeck (maximum of \$20,000 per transaction) are subject to a \$3 per transaction charge, assessed to the account owner.

### ***Refunds/Withdrawals***

- All refunds due to students will be issued via check from the Financial Services office, regardless of payment method.
- Credit balances on student accounts generated by Title IV Federal Financial Aid funds will be refunded within 14 days of receipt of funds unless the college has received an authorization form from the student or parent borrower (in the case of a PLUS loan) to hold excess Title IV funds on the student account.
- Credit balances on student accounts generated by Minnesota state financial aid funds will be refunded within 14 days of receipt unless the college has received an authorization form from the student to hold excess Title IV funds on the student account.
- A flat fee of \$105 per day on campus is charged when a full-time resident student discontinues prior to midterm of a semester. A flat fee of \$75 per day is charged when a full-time student living off campus discontinues prior to midterm of a semester. Any account overpayment will be refunded during this period. Students discontinuing after midterm of a semester will not receive a credit for tuition, room, and board. Dropping a course after midterm of a semester will not result in a credit for tuition.
- A prorated fee will be used when a part-time student discontinues prior to midterm of a semester. The tuition charge will be calculated as the number of credits x \$500 per credit / 17 weeks per semester x number of weeks before withdrawal. A fee of \$30 per day times number of days on campus will be charged for board students living on campus. Students that drop courses between the two-week mark and midterm (which changes a student's status from full-time to part-time) will receive a prorated credit for the courses dropped. The credit will be calculated as follows: the number of credits dropped x \$500 per credit / 17 weeks per semester x number of weeks remaining in the semester after dropping the course.

- A professional semester is defined as a semester in which student teaching or an internship occurs. A professional semester is considered one complete semester, regardless of when individual courses start or are completed. Refunds during the professional semester are made in the same manner as other semesters.
- Students may have medical issues (including but not limited to COVID-19), family issues, or personal issues for which the best course of action is to travel home for a period of time (this may include circumstances in which the college requests a student to return home temporarily.) Refunds or account adjustments are not issued in cases of temporary absence from campus.
- A \$110 severance fee is charged for early termination of enrollment.
- A portion of any withdrawal refund may be used to repay financial aid programs.
- Students who withdraw during the first thirty days of a semester will not receive any institutional grants or scholarships administered by Martin Luther College.
- In the case of a withdrawing student who received scholarships, refunds will be granted under the intent of the donor organization. The donor organization will be consulted as to the application of the scholarship between semesters.
- Refunds will be issued after all departments have been given adequate time to report any additional charges that need to be applied to the student's account, such as parking fines, dorm fines, etc.
- Federal regulations require that a percentage of Title IV funds be returned if withdrawal occurs before completion of 60% of a semester.
- The Minnesota Office of Higher Education Refund Calculation Worksheet is employed to determine any Minnesota State Grant or SELF loan funds that need to be returned to the State of Minnesota upon withdrawal from MLC.

### ***Federal Title IV Funds Policy***

Title IV is a term that refers to federal financial aid funds. Federal regulations state that any federal funds disbursed to a student's account in excess of allowable charges must be returned to the student (or parent in the case of an undergraduate PLUS loan).

If other non-allowable charges (such as vehicle registration, bookstore charges, etc.) are on the account, an outstanding balance due may exist after the Title IV excess has been returned.

To prevent an outstanding balance due, students or parents (in the case of a parent PLUS loan) may authorize the college to apply excess funds to the student account for non-allowable charges by signing an authorization form. These forms are found on the *Finances* section of the MLC website under *Tuition and Payments, 2021-2022*.

- Federal Title IV Student Authorization Form
- Federal Title IV Parent Authorization Form

Students (or parents in the case of an undergraduate PLUS loan) will be notified via email from the Financial Services Office when there are excess Title IV funds on the student account. The appropriate Federal Title IV Student/Parent Authorization Form will be included in the email. If the student (or parent) chooses to complete the Authorization Form and replies to the email, Title IV funds will be applied to non-allowable charges. If a reply is not received by the due date listed within the email, the excess Title IV funds will be returned to the student (or parent) within 14 days of receipt of the Title IV funds.

Please see the *Tuition and Payments 2021-2022* section found under *Finances* on the MLC website for more information.

**Questions regarding payment policies or procedures should be directed to the  
Financial Services Office.  
(507) 354-8221**



# Financial Aid

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## ***Financing the Training for Ministry***

A decision to enroll at Martin Luther College involves not only a willingness to serve one's Lord in an area of Christian ministry but also a commitment of time and money. To help students reach that goal of Christian ministry, Martin Luther College maintains a comprehensive financial aid program consisting of grants, scholarships, loans, and work-study.

## ***A Family Responsibility***

The financial aid philosophy of both the federal government and Martin Luther College is that paying for a college education is primarily the responsibility of the student and his or her family. However, because student and family resources are not equal, MLC's financial aid program exists to help students.

## ***Synod Subsidy***

The Wisconsin Evangelical Lutheran Synod provides a subsidy for the operating costs of Martin Luther College which reduces the cost of education for each student and is a way the WELS supports its ministerial education students. Martin Luther College's tuition figure reflects this reduction; it does not appear on the student's financial statement or financial aid letter.

## ***Need-Based Financial Aid***

Much financial aid may be described as need-based; that is, a student's family financial resources are considered. Need-based financial aid requires a need analysis (see **Application Deadlines**). Allowances are made for family income, assets, size, for other family members in college, and for special expenses and circumstances. The need analysis may not be a perfect measure of a family's ability to meet costs, but it does serve to compare student and family resources and helps to distribute financial aid equitably.

Need as it relates to financial aid does not necessarily mean needy. Many students qualify for some form of need-based aid, and in the 2020-21 academic year, approximately 95% of the students at Martin Luther College received some form of financial aid. **Unless a student applies for financial aid, no need-based aid can be awarded.**

## ***Merit Based Financial Aid***

The college provides scholarship opportunities to incoming freshmen entering fall semester who graduated from high school the previous spring. Cumulative GPA or ACT score determine eligibility. Continuing students earn merit scholarships based on cumulative GPA from the previous year. See MLC's Financial Aid section of the MLC website for specific information.

## ***Grant and Scholarship Sources***

- Martin Luther College trust fund income and reserves
- Synod special and budgetary funds for financial aid
- Federal Pell Grant
- Federal Supplementary Educational Opportunity Grant
- Minnesota State Grant Program for Minnesota students

## ***Loan Sources***

- Federal Direct (Stafford) Loan
- Federal Parent Loans for Undergraduate Students (PLUS)
- Martin Luther College special loan funds
- Student and Parent Alternative Loan Sources

## ***Work Programs***

- On-campus jobs
- Off-campus jobs
- Federal Work Study
- Minnesota State Work Study

## ***Other Benefits***

Martin Luther College is certified for Veteran Benefits and Native American programs for students who qualify.

## ***Application Deadlines for Institutional Grants***

Application deadlines for institutional grants are April 15, 2021, for August (fall semester) enrollment and November 1, 2021, for January (spring semester) enrollment.

- Complete and file a Free Application for Federal Student Aid (FAFSA). This is the need analysis document, which is used by all colleges. Martin Luther College's ID number is **002361**. Students and parents can complete and submit a FAFSA on the Web by going to [www.fafsa.gov](http://www.fafsa.gov).
- Complete and file a Martin Luther College Financial Aid Application. This form collects needed information, including special family expenses and circumstances, which may be used to make adjustments.

The FAFSA may be filed right up to the end of the second semester, and it may be possible to get financial aid from federal programs late in the year. However, in order to be considered for Martin Luther College Grant Funds, both the FAFSA and the Martin Luther College Financial Aid Application must be filed by **April 15, 2021, for the fall semester for the 2021-22 academic year (November 1 for spring semester)**.

## ***Financial Aid Satisfactory Academic Progress Policy***

Federal regulations require Martin Luther College to establish satisfactory academic progress standards for Title IV financial aid. Satisfactory Academic Progress (SAP) is measured after each semester by reviewing the student's qualitative progress as measured by cumulative GPA as well as the quantitative progress as measured by determining the percent of credits attempted that are completed. The Financial Aid Office is responsible for ensuring that all students who receive federal, state, and institutional financial aid are meeting these standards. The standards of satisfactory academic progress apply for all financial assistance programs including Federal Pell Grant, Federal Perkins Loan, Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Student Loans (Stafford and PLUS), Corporation for National & Community Service (AMERICORP), as well as assistance from the state and the institution.

### **1. Qualitative Progress**

In order to retain financial aid eligibility, the student must maintain a semester and a cumulative GPA of:

Following semester I	1.70
Following semester II	1.80
Following semester III	1.90
Following semester IV	2.00
Subsequent semesters	2.00

### **2. Quantitative Progress**

- **Credit Completion:** Students must complete 67% of all credits attempted. A completed credit has a grade of A, B, C, D, or S. Withdrawals, F grades, incomplete courses, and repeated courses are included in attempted credits.
- **Maximum Time Frame:** All students are expected to finish their degree within an acceptable period of time. Financial aid recipients may continue to receive aid through their cumulative attempted credits that equal 150% of the required number of credits needed to complete their program, including transfer credits from another college. As soon as it becomes mathematically impossible for a student to graduate within

the 150% limit, the MLC will place the student will on Financial Aid Suspension. Students who require developmental coursework may appeal to have the 150% limit extended

3. **Additional Factors**

The following are considered when evaluating a student's satisfactory academic progress:

- **Withdrawn Classes:** Under special circumstances, a student may drop a course with the approval of the dean after the first two weeks of the semester and up to two weeks after midterm. For these courses the student's record shows W and is not counted in computing the grade point average. An unauthorized withdrawal from a class is recorded as an F. This F is counted in the GPA.
- **Incomplete Classes:** Incomplete grades are temporary grades given when a student doing otherwise acceptable work is unable to complete the course assignments for reasons acceptable to the instructor. A first semester incomplete must be converted to a permanent grade by mid-term of the second semester, a second semester incomplete by July 31, and a summer session incomplete by mid-term of the first semester, or the permanent grade is recorded as an F.
- **Pass/Fail Classes:** Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- **Repeated Classes:** Classes for failed courses may be repeated until they are passed. Repeated courses are included in the calculation of attempted and earned hours. Please note a student may only receive financial aid for taking a previously passed course once. If a student needs to raise the grade for a major or other requirement, as long as the course is considered passed, the student cannot receive federal funds for more than one repeat.
- **Audit Classes:** Audited courses are not considered credits attempted or earned.
- **Remedial Classes:** Remedial courses are included in the calculation of both attempted and earned hours.
- **Transfer Students:** Transfer credits do not count in the calculation of the GPA. However, transfer credits accepted are included in both hours attempted and hours completed.
- **Change of Major:** If a student changes majors, the hours attempted under all courses of study are included in the calculation of attempted and earned hours.

4. **Definition of Terms**

- **Warning:** This is the status assigned to a student who for the first time fails to achieve satisfactory academic progress at the end of a semester.
- **Probation:** This is the status assigned to a student who in the previous semester was on warning status and subsequently again failed to achieve satisfactory academic progress but whose appeal to have eligibility restored has been granted.

5. **Warning and Ineligibility**

- **Warning:** Students who fail to achieve either the qualitative and/or quantitative requirements for satisfactory academic progress will be on warning status and will receive financial aid one additional semester. The warning semester is meant to inform the student of academic problems and provide for corrective action. The student will be informed of the warning status via a letter. Students who achieve the GPA requirement and pace requirements in the subsequent semester will have their warning status removed.
- **Ineligibility:** Students who do not achieve either the qualitative and/or quantitative requirements for satisfactory academic progress following the warning semester will be ineligible for Title IV, state, and institutional financial aid for the following semester or summer session or for as long as the student has not achieved satisfactory academic progress. The Director of Financial Aid will send a letter to the student explaining the status and the conditions under which the student can appeal to have financial aid restored. The letter will inform the student that the appeal must include why the student failed to meet satisfactory academic progress and what has changed that will allow the student to achieve satisfactory academic progress at the next evaluation.

Students, who are on warning status, and subsequently achieve Satisfactory Academic Progress, and then again fall below satisfactory academic progress standards, return to warning status.

#### 6. **Appeals and Reinstatement**

To appeal the financial aid suspension a student must submit, to the Financial Aid Office, a signed and dated letter of appeal explaining why financial aid should be reinstated. A student notified of ineligibility to aid may appeal to have their eligibility reinstated up to three times. A student that has appealed and been approved after the third appeal is required to maintain appropriate progress in a program plan. The program plan will be outlined and monitored by the Dean and advisor for that student and ensures their GPA will attain acceptable SAP standards within three semesters. If at any time the student does not attain the necessary requirements of the 3-semester program plan, they will be permanently ineligible for institutional, state and Title IV financial aid.

Acceptable reasons for an appeal include the following:

- Medical
- Family problems
- Death of a relative
- Emotional problem
- Learning disability
- Interpersonal problems with friends, roommates, or significant others
- Difficulty balancing such things as work, athletics, family responsibilities, and course work
- Financial difficulties
- Change in or addition to a program
- Other special, significant or unusual circumstances

Documentation verifying the situation may be requested. The Financial Aid Committee will consider the appeal and render a decision, which the Director of Financial Aid conveys to the student in writing. If the appeal is not granted, this does not preclude a student from enrolling, but no financial aid is available. Students will have their financial aid eligibility reinstated once satisfactory academic progress standards are met.

#### 7. **Publicity**

Martin Luther College's SAP policy is published in the college catalog and on the MLC website under Financial Aid. Award letters include information directing the student to the college's web address where SAP policy can be reviewed. During the week of fall midterm break, a notice is posted on the MLC Portal reminding all students of the college's satisfactory academic progress policy and directing them to the complete policy posted on the intranet or to printed copies available in the Financial Aid Office.

### ***Return to Title IV Policy***

Federal regulations require Title IV financial aid funds be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from courses for any reason, including medical reasons, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. All Title IV funds must be returned to the Department within **45 days of the determination** that the student withdrew. Martin Luther College (MLC) students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received. Students who do not begin attendance must repay all financial aid disbursed for the term. All Title IV funds must be returned to the Department within **45 days of the determination** that the student withdrew.

*We encourage students to read all the information below prior to making a decision to withdraw.*

#### **Determination of Last Date of Attendance**

1. For financial aid purposes there are two types of withdrawals: Official and Unofficial.
  - a. Official withdrawal - leaving MLC by dropping all classes for the term or by going through the formal withdrawal from college process.

- b. Unofficial withdrawal - the student discontinues class attendance without going through the formal withdrawal from college process
2. Since MLC is a required attendance institution, the last date of attendance (for both official and unofficial withdrawals) is determined by the date the student last attended any class.

### **Leave of Absence**

A student must meet the requirements for a leave of absence as outlined in the *Academics Policies* section of this catalog. MLC's financial aid policies and federal regulations do not view a student on leave as a current student.

### **Post Withdrawal Disbursements**

1. If the student did not receive all of the funds that were earned, they may be due a post-withdrawal disbursement. If the student's post-withdrawal disbursement includes loan funds, MLC must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt.
  - a. The student's school may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with MLC).
  - b. MLC needs the student's permission to use the post-withdrawal grant disbursement for school charges other than tuition, fees and room and board. If the student does not give permission, they will be offered the funds as a refund.
  - c. MLC will return any Pell funds within **45 days of the determination that the student withdrew and return any Title IV loan funds within 180 days.**

### **How the Unearned Financial Aid is Calculated**

1. Students who receive federal financial aid must "earn" the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a prorated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded based on the Return of Title IV (R2T4) Calculation. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.
2. The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:
  - a. The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long)
  - b. The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
  - c. The percent unearned is equal to 100 percent minus the percent earned
  - d. Institutional funds are earned and recalculated based on the pro-rated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid.

### **MLC Responsibility for Returning Unearned Aid**

1. MLC will return all unearned funds back to the aid program and the student will be responsible for any balance this creates.

### **Student Responsibility for Returning Unearned Aid**

1. If MLC is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that must be returned, the student (or the student's parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time. The requirements for Title IV program funds when the student withdraws are separate from any refund policy that MLC may have.
  - a. Therefore, the student may still owe funds to MLC to cover unpaid institutional charges.

- b. MLC will also charge the student for any Title IV program funds that MLC is required to return. If the return of the funds creates a balance due on the student account, the student will be responsible to pay the balance on their account.

#### **Order of Return of Title IV Funds**

1. A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:
  - a. Federal Unsubsidized Direct loans
  - b. Federal Subsidized Direct loans
  - c. Federal Parent PLUS Direct loans
  - d. Federal Pell Grants for which a Return is required
  - e. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
  - f. Federal TEACH Grants for which a Return is required
  - g. Iraq and Afghanistan Service Grant for which a Return is required
2. Any federal college work-study funds that the student has earned prior to their withdrawal are theirs to keep and will not be returned.

**To request a brochure or an application, or if you have any questions, call, write, or email.**

Director of Financial Aid  
Financial Aid Office  
Martin Luther College  
1995 Luther Court  
New Ulm, MN 56073

Phone: 507-233-9154  
Fax: 507-354-8225  
Email: [mlcaid@mlc-wels.edu](mailto:mlcaid@mlc-wels.edu)

# Academic Policies

## Course Registration

Students register for classes online. Each student is assigned a specific time to register. Past due financial accounts must be paid in full before a student can complete course registration for the following semester unless an exception has been granted by the college administration. The Records Office and the deans are available to help students register for classes.

## Advanced Placement

High school students who take the College Entrance Examination Board Advanced Placement Tests may receive college credit. For details and passing grades for particular subjects, see the chart that follows or contact the MLC Records Office. The MLC code for reporting scores is **6435**.

APP Examinations		Applicable Credit for MLC Courses			
Examination	Min Score	Course Number	Title	Cr	MLC Applicable Program(s)
<b>ARTS</b>					
AP Art History	3	HIS3001	Survey of Art	3	All Programs (Excluding Music)
AP Music Theory	4	MUS3101 MUS1110	Theory of Music I <b>and</b> Aural Skills I	3 1	Instrumental Music    Staff Ministry Vocal Music            Parish Music Music Minor            Pre-seminary
<b>ENGLISH</b>					
AP English Language & Comp	3	ENG1303	Rhetoric and Composition	3	All Programs
AP English Literature & Comp	3	ENG130x	Literature Seminar	3	All Programs
AP English Literature & Comp	4	ENG1303 ENG130x	Rhetoric and Composition <b>and</b> Literature Seminar	3 3	All Programs
<b>HISTORY &amp; SOCIAL SCIENCE</b>					
AP European History	4	HIS2113	The Modern West	3	All Programs
AP Human Geography	3	SSC3210	World Regional Geography	3	Pre-seminary    Staff Ministry
AP Macroeconomics	3	SSC3202	Principles of Economics	3	Social Studies    Pre-seminary Social Studies Minor
AP Microeconomics	3	SSC3202	Principles of Economics	3	Social Studies    Pre-seminary Social Studies Minor
AP Psychology	4	PSY2001 or PSY2002	Introduction to Psychology <b>or</b> Psych of Human Growth & Development	4 3	Elementary Education    Spanish Special Education        Staff Ministry Instrumental Music        Parish Music Vocal Music                Pre-seminary Physical Education
AP US Government & Politics	3	HIS3024	US Government	3	Social Studies    Pre-seminary Social Studies Minor
AP US History	3	HIS3025	American Scene to 1877	3	Social Studies    Pre-seminary Social Studies Minor
AP World History	4	HIS2113	The Modern West	3	All Programs
<b>MATH &amp; COMPUTER SCIENCE</b>					
AP Calculus AB	4	MTH2010 MTH2011	Calculus I <b>and</b> Calculus II	3 3	All Programs
AP Calculus BC	4	MTH2010 MTH2011 MTH2012	Calculus I, Calculus II, <b>and</b> Calculus III	3 3 3	All Programs
AP Statistics	3	MTH2020	Elementary Statistics	3	Mathematics    Pre-seminary
<b>SCIENCES</b>					
AP Biology	3	SCI1003/4	Biology	3	All Programs
AP Chemistry	3	SCI2025	General Chemistry I	3	All Science Majors    Pre-seminary Science Minor

APP Examinations			Applicable Credit for MLC Courses			
Examination	Min Score	Course Number	Title	Cr	MLC Applicable Program(s)	
AP Chemistry	4	SCI2025 SCI3025	General Chemistry I <b>and</b> General Chemistry II	3 3	Chemistry Major Pre-seminary	Physics Major
AP Environmental Science	3	SCI3015	Fundamentals of Ecology	3	Chemistry Major Pre-seminary	Physics Major
AP Physics 1: Algebra based <b>or</b> AP Physics 2: Algebra based	3  3	SCI1102	Physical Science	3	Elementary Education Early Childhood Special Education Mathematics Chemistry	Life Science Staff Ministry Parish Music Pre-seminary
AP Physics C: Electricity and Magnetism <b>or</b> Mechanics	4	SCI2101 SCI2102	Physics: Mechanics <b>and</b> Physics: Electricity & Magnetism	3 3	Physics Chemistry	Pre-seminary
<b>WORLD LANGUAGES &amp; CULTURES</b>						
AP German Language & Culture	3	GER2001	Intermediate German I	3	Pre-Seminary	German Minor
AP German Language & Culture	4	GER2001 GER2002	Intermediate German I <b>and</b> Intermediate German II	3 3	Pre-Seminary	German Minor
AP Latin			MLC offers its own placement exam for those who have taken Latin.			
AP Spanish Language & Culture	3	SPN2001	Intermediate Spanish I	3	Spanish Major Spanish Minor	Pre-seminary
AP Spanish Literature & Culture	4	SPN2001 SPN2002	Intermediate Spanish I <b>and</b> Intermediate Spanish II	3 3	Spanish Major Spanish Minor	Pre-seminary

**Scoring Scale:** 1 – No Recommendation    2- Possibly Qualified    3 – Qualified    4 – Well Qualified    5 – Extremely Well Qualified

### College-Level Examination Program (CLEP)

This College Board program allows students to earn college credit by demonstrating mastery of college-level material in introductory subjects. To determine if CLEP credits will apply to MLC requirements, see the chart below or contact the Records Office. The passing score of 50 is required for all examinations accepted by Martin Luther College. The MLC code for reporting scores is **6435**.

CLEP Subject Areas	Applicable Credit for MLC Courses		
	Course Number	Title	MLC Applicable Program(s)
COMPOSITION AND LITERATURE			
American Literature	ENG130x	Literature Seminar	All Programs
Analyzing and Interpreting Literature	ENG130x	Literature Seminar	All Programs
College Composition	ENG1303	Rhetoric and Composition	All Programs
College Composition Modular	ENG1303	Rhetoric and Composition	All Programs
English Literature	ENG130x	Literature Seminar	All Programs
Humanities	MUS2201	Introduction to Fine Arts	All Programs (Excluding Music)
WORLD LANGUAGES			
German Language, Level 1	GER1001 GER1002	Elementary German I <b>and</b> Elementary German II	Pre-seminary
Spanish Language, Level 1	SPN1001 SPN1003	Elementary Spanish I <b>and</b> Elementary Spanish II	Pre-seminary
HISTORY AND SOCIAL SCIENCES			
American Government	HIS3024	United States Government	Social Studies      Pre-seminary Social Studies Minor
History of the United States I: Early Colonization to 1877	HIS3025	The American Scene to 1877	Social Studies      Pre-seminary Social Studies Minor
History of the United States II: 1865 to the Present	HIS3010	United States History Since 1945	All Programs



CLEP Subject Areas	Applicable Credit for MLC Courses			
	Course Number	Title	MLC Applicable Program(s)	
Human Growth & Development	PSY2002	Psych of Human Growth & Development	Elementary Instrumental Vocal Physical Education	Spanish Special Education Staff Ministry Parish Music
Principles of Macroeconomics	SSC3202	Principles of Economics	Social Studies Social Studies Minor	Pre-seminary
Principles of Microeconomics	SSC3202	Principles of Economics	Social Studies Social Studies Minor	Pre-seminary
Introductory Psychology	PSY2001 PSY2002	Introduction to Psychology Psych of Human Growth & Devel	All Programs	
Introduction to Educational Psychology	PSY3020	Psych of Learning	All Programs	
Introductory Sociology	SSC3201	Sociology	Social Studies	Pre-seminary
Western Civilization I: Ancient Near East to 1648	HIS2112	The Rise of the West	Social Studies	Pre-seminary
Western Civilization II: 1648 to the Present	HIS2113	The Modern West	All Programs	
SCIENCE AND MATHEMATICS				
Biology	SCI1003 SCI1004	Biology & Lab	All Programs	
Calculus	MTH2010	Calculus I	All Programs	
Chemistry	SCI2025	General Chemistry I	All Science Majors Science Minor	Pre-seminary
College Mathematics	MTH1010	Intro to Contemporary Mathematics	All Programs (Excluding Mathematics, Chemistry, Physics)	

### ***International Baccalaureate Courses***

Martin Luther College will award transfer credit for the exams listed below in which students receive a score of 5 or above.

IB Courses		Applicable Credit for MLC Courses			
Course	Min Score	Course Number	Title	Cr	MLC Applicable Program(s)
<b>IB GROUP 1: STUDIES IN LANGUAGE AND LITERATURE</b>					
Literature HL	5	ENG13xx	Literature Seminar	3	All Programs
Language and Literature HL	5	ENG13xx	Literature Seminar	3	All Programs
<b>IB GROUP 3: INDIVIDUALS AND SOCIETIES</b>					
Economics HL	5	SSC3202	Principles of Economics	3	Social Studies Social Studies minor Pre-seminary
<b>IB GROUP 4: SCIENCES</b>					
Biology HL	5	SCI1003/4	Biology	3	All Programs
Chemistry HL	5	SCI2025	General Chemistry	3	All Science Majors Science Minor Pre-seminary
Environmental Systems and Societies SL	5	SCI3015	Environmental Science	3	Chemistry Major Pre-seminary Physics Major
Physics HL	5	SCI1102 OR SCI2101	Physical Science <b>or</b> Mechanics	3	Elementary Education Early Childhood Special Education Mathematics Chemistry Life Science Staff Ministry Parish Music Pre-Seminary

IB Courses		Applicable Credit for MLC Courses			
IB GROUP 5: MATHEMATICS					
Further Mathematics HL	5	MTH2010, MTH2011, & MTH2012	Calculus I, Calculus II, <b>and</b> Calculus III	9	All programs
Mathematics HL	5	MTH2010, MTH2011, & MTH2012	Calculus I, Calculus II, <b>and</b> Calculus III	9	All programs

### ***Credit by Examination***

Students may request to test out of a course. The application form is found on the MLC website and is submitted to the chair of the division that offers the course, ideally before the student has registered for the course. If the student has registered for the course, the deadline for requesting credit by examination is seven calendar days after the first class day of the semester. The division chair, in consultation with the course instructor and the academic dean of the student's program, has authority to grant or deny the student's request. Tests must be completed within one calendar week after the request is submitted. Each examination for credit may be taken only once. A \$25 fee is charged for the test. An examination grade of C or higher must be earned to receive credit. A student cannot use credit by examination to earn credit for courses that the student has failed.

### ***Experiential Learning Credit***

An "experiential learning" experience is a previous learning experience in a classroom, on the job, in previous training, or through personal study that a student wishes to apply towards credit for a college course. The student must provide supporting documentation in the form of a portfolio. Three faculty members evaluate the portfolio for fulfillment of course objectives. Application forms may be obtained from the academic deans. A \$50 non-refundable fee is charged for each application.

### ***Foreign Language Testing and Placement***

Students completing foreign language study in high school and desiring to continue that foreign language at Martin Luther College write a diagnostic test before beginning their studies, i.e., matriculating, at Martin Luther College. High school seniors who have applied write the test in April/May of their senior year; transfer students write the test during the summer prior to matriculation. The score determines their placement in the language. Students who score adequately may receive credit by examination.

### ***Semester Abroad***

MLC's semester abroad program allows students to study at a university outside of the United States for a semester. Students who have attained sophomore status or above, have a minimum GPA of 3.0, and are current in their MLC financial obligations may apply to the semester abroad program through the study abroad coordinator in the Cultural Engagement Center.

The study abroad coordinator will guide the student through the application process with the goal of maintaining an on-time graduation. The student's academic advisor and Academic Dean will assist in determining if courses taken at the host university will apply to the student's program. Students will register for a minimum of 12 credits. Credits earned at the host institution will be treated as transfer credits.

The complete policy, including expectations of the student while participating in the program, are available in the Cultural Engagement Center.

### ***Number of Non-Traditional Credits Applicable to Program***

A combined maximum of 30 credits earned by Advanced Placement, from credit by examination, from experiential learning, from CLEP and from International Baccalaureate may be applied to a degree program.

## ***Transfer Credits***

Students who have completed coursework from a regionally accredited credit-granting institution are welcome to transfer credits from those previous undergraduate experiences. To qualify for transfer credit, courses must meet the following criteria.

1. They must be applicable to MLC degree requirements.
2. They must relate to a comparable MLC course, a rule of thumb being 2/3 similar material/concepts.
3. They must carry a grade of C or higher.

Applicability of transfer credits is re-evaluated when students change their major or program of study. Questions about transcript decisions are directed to the Education Dean or Pre-Seminary Dean. Appeals of transcript decisions are addressed to the Vice President for Academics using the Student Appeal/Grievance Form. The academic standing of transfer students is determined by applying Martin Luther College's grade point average (GPA) policy to the grade point averages of the applicant's transcript. A student who does not meet the minimum but is accepted enters as a student on probation.

## **Enrollment at Other Institutions**

A student enrolled at Martin Luther College may take courses at other accredited institutions for transfer credit. Students should receive prior approval from their academic dean for courses they wish to take elsewhere to ensure that the course(s) will transfer. Enrollment concurrent with MLC's fall or spring semester at another institution is generally not permitted. When a valid programmatic need arises, a student may appeal to the Vice President for Academics. The outside coursework approval form is available online from the Records Office. Only courses with a C grade or better are accepted in transfer.

## ***Transfer Students with a Bachelor's Degree***

Upon matriculation to Martin Luther College, transfer students who have previously completed a bachelor's degree at a regionally accredited institution need to complete general education credits that fulfill standards for Minnesota teacher licensure, theology courses required for synod certification, and major courses.

## ***Student Classification***

Students are classified at the beginning of each semester according to the total number of credits earned. Transfer students are classified according to the number of credits transferred into Martin Luther College.

Freshmen	0 – 28 credits	Senior	95.5 – 130 credits
Sophomore	28.5 – 63 credits	Fifth Year Senior	130.5+ credits
Junior	63.5 – 95 credits		

## ***Cross Listed Courses***

Although cross-listed courses are able to fulfill requirements in two areas, they can only be applied to one graduation/program requirement.

## ***Credit Hour Policy***

A class hour is defined as 50 minutes. The definitions below refer to the number of class hours during a semester that is approximately fifteen weeks long or an equivalent amount of time for terms of shorter duration. These definitions conform to commonly accepted practices in higher education.

1. One on-campus class credit is defined as: 1 class hour of direct faculty instruction per week and 2 class hours of out-of-class student work each week.
2. One distance learning or hybrid class credit is defined as: an equivalent amount of instruction and student work leading to equivalent learning outcomes, as required for an on-campus class as defined above.
3. One laboratory credit (science or music) or one physical education activity credit is defined as: 2 class hours of direct faculty instruction and 1 class hour of out-of-class student work each week.
4. One studio private music lesson credit is defined as: .5 class hour of direct faculty instruction and 5 class hours of individual practice.

5. One laboratory piano credit is defined as: 3 class hours of direct faculty instruction and 3 class hours of individual practice.
6. One ensemble music credit is defined as: 3-5 class hours of supervised rehearsal each week, attendance at performances, and attendance at special rehearsals.
7. One internship, clinical, or student teaching credit is defined as: at least 45 hours of supervised work in a field placement within or outside of the academic calendar.
8. One individualized study credit (e.g. thesis, capstone project, directed study, independent study) is defined as: 3 class hours of direct instruction and/or individual work each week.
9. A course offered in a term of less than 15 weeks shall contain the same class hours, preparation time, content, and requirements as the same course or an equivalent course offered over a 15-week semester.
10. Physical education activity courses are 0.5 credit quarter courses. Typically, two quarter activity courses are scheduled in one semester to achieve one physical education credit.
11. Undergraduate class hours (classroom and out-of-class) consist of all educational activities associated with achieving the student outcomes, including any combination of the following: seat time; assigned readings; participation in discussion; listening to or viewing required instructional presentations; finding, gathering, and reviewing resources; preparing and sharing papers, projects, presentations; collaboration with classmates around a given task; creating and implementing research projects; preparing for quizzes and examinations, internships, clinicals, student teaching, and other academic work as outlined in the course syllabus.
12. One graduate level credit hour is equivalent to an undergraduate credit in regard to the amount of work, but the type of work regularly involves more rigorous standards for discussion and application. In addition to educational activities outlined for undergraduate work, graduate work also includes retrieving, reading, discussing, analyzing, synthesizing, and evaluating empirical research and reports of research; applying research to practice; and conducting and reporting one's own research.

## ***Credit Load***

Normal course load at Martin Luther College is 15-18 credits per semester.

1. To be classified as full-time, a student must be enrolled in twelve credit hours or more. Part-time status students are enrolled in fewer than twelve credits excluding audits.
2. The maximum number of credits a student may take is 18 credits per semester.
3. Students may audit courses. The total number of credits and audit hours may not exceed 21.
4. Exceptions to the maximum number of semester credits (18) and to the total number of credits plus audit hours (21) are considered only in extenuating circumstances. Appeals for exceptions are made to the Vice President for Academics.
5. Pre-seminary students enrolling in a four-year degree program are expected to be enrolled in a minimum of 12 credit hours in each of their eight semesters. Exceptions to this policy need approval from the Academic Dean for Pre-Seminary Studies.

## **Summer Session**

To be classified as full-time during the summer session, a student must be enrolled in six credit hours. Half-time status is defined as enrollment in three credit hours. Permission from the Vice President for Academics is required to overload. Consideration will be given to timing of additional credits, academic standing, financial aid packages, and possible impact on semester GPA.

## ***Audit***

Audits do not earn credit. Refer to the Financial Aid section of the catalog for potential implications to federal or state financial aid. Space availability and consent of instructor are considerations for audits. Class attendance is required. Participation in class activities is at the instructor's discretion.

1. Full-time and part-time students in good academic standing may audit courses. The total number of credits and audit hours may not exceed 21. Full-time students who pay full tuition may audit courses without charge. Part-time degree seeking students pay the per credit charge for audits.
2. Students on probation need their academic dean's approval to audit courses.

3. An audit may be changed to a course taken for credit during the first two weeks of the semester, provided the total number of credits for the semester does not exceed 18.
4. A course taken for credit may be changed to audit during the first two weeks of the semester, provided the total number of credits and audit hours does not exceed 21.
5. Procedures for withdrawing from a course taken for audit are identical to those followed when withdrawing from a course taken for credit. Withdrawn audit courses do not appear on a transcript.

### ***Attendance and Absences***

1. Martin Luther College requires regular class attendance of all students. Repeated absences may result in a lower grade or loss of credit as stated in the course syllabi. The College places the responsibility for attendance on the student.
2. The MLC Portal is used for recording student absences.
3. Students receive attendance guidelines in course syllabi.

### ***Academic Integrity***

As a Christian community that draws its life from the gospel, Martin Luther College encourages its students to pursue academic excellence with honesty and respect for intellectual property. Because of its focus on ministerial training, MLC has an additional reason to emphasize academic integrity. It is one of many areas in which students are expected to demonstrate the faithfulness required of gospel ministers (1 Corinthians 4:1, 2). Course syllabi remind students of the importance of academic integrity and indicate how instructors will deal with infractions. Failure to meet expectations in this area may result in dismissal from the college.

The procedure for academic dishonesty is as follows:

1. Preliminary Step—Instructor determines the seriousness and possible level of sanction.
2. Notice Procedure—Instructor communicates with the student, informs the student of the consequence, and informs the student of the appeal process. The instructor informs the academic dean and the Vice President for Academics.
3. Hearing—The student may appeal the sanction to the Vice President for Academics who arranges a hearing. The decision of the Vice President for Academics is final.

### ***Writing Policy***

Because the college considers the ability to express oneself clearly, correctly, and responsibly in writing to be a necessity for college work and an essential characteristic of a Christian minister, it strives to teach and maintain good writing practices. Students are advised that grades on poorly written papers, regardless of the course, may be reduced because of the quality of the writing; in extreme cases, a failing grade may be given for this reason.

### ***Grading System***

<u>Grade</u>	<u>Grade Points per Semester Hour</u>	<u>Grade</u>	<u>Grade Points per Semester Hour</u>
A	4.00	C	2.00
A -	3.67	C -	1.67
B +	3.33	D +	1.33
B	3.00	D	1.00
B -	2.67	D -	0.67
C +	2.33	F	0.00 (Failure)

#### Other Symbols (Non-GPA)

AUD	Audit	P	Pass
I	Incomplete	W	Withdrawal
NP	No Pass		

## **Midterm Reports**

All first-year students and transfers receive midterm reports.

## **Semester Examinations**

Semester examinations are given the last week of each semester. The examination schedule with policies and procedures is published before the beginning of each semester. Students with three or more exams scheduled on the same day, may reschedule an exam with the instructor's consent. Rescheduled exams must be taken after the originally scheduled exam period.

Attendance for examinations is required. Failure to write an examination may result in a failing grade for the examination and for the course. The Minneapolis-St. Paul airport is a two-hour drive from campus so students are advised to schedule flights at least four hours after their last examination. If health or family emergencies prevent attendance at an examination, permission from the Vice President for Academics may be sought to have examinations mailed to a proctor in the student's home area at a cost of \$60 for each examination. Due to the need for exams to be returned in a timely manner, examinations are only mailed within the United States.

## **Honors**

1. Honors List. Full-time students who earn a semester GPA of 3.6 and higher are on the Honors List. Students must earn a minimum of 12 graded credits to be eligible. The Honors List is final as of 14 days after the last day of final examinations. Students completing work after this date are not eligible. Students on the Honors List receive commendation from the Vice President for Academics.
2. Diploma Predicates  
3.60- 3.74..... Cum Laude  
3.75-3.89..... Magna Cum Laude  
3.90- 4.00 ..... Summa Cum Laude

## **Academic Good Standing**

Semester and cumulative grade point average (GPA) requirements are as follows.

Minimum GPA Requirements	
Sem. I – 1.70	Sem. II – 1.80
Sem. III – 1.90	Sem. IVff – 2.00

A cumulative GPA applies to academic good standing requirements after a student's first 12 credits are earned. Failure to meet these minimums results in academic probation.

### Full-time Students

Full-time student status is defined as 12 credits or more. To be in good academic standing, both the semester and the cumulative GPA must meet the minimum GPA requirements.

### Part-time Students

Part-time student status is defined as fewer than 12 credits. To be in good standing, the cumulative GPA must meet the minimum GPA requirements. Part-time status does not allow a student to change academic standing.

### Summer Session Students

Summer session students are generally limited to six credits. Students wishing to overload (take more than six credits) must appeal to the Vice President for Academics. Grade points earned in a summer session do not affect a student's previous semester GPA. However, they do affect a student's cumulative GPA. Student wishing to overload must receive the permission of the Vice President for Academics. Consideration will be given to timing of additional credits, academic standing, financial aid packages, and possible impact on semester GPA.

### Transfer Students

Academic standing of transfer students is determined by the GPA earned at a student's most recent institution. The number of semesters completed at other institutions is used to determine the minimum GPA requirements. After matriculation the GPA of transfer students is computed using only Martin Luther College credits.

### ***Eligibility for Co-curricular Activities***

1. Eligibility to participate in co-curricular activities requires that the student's cumulative grade point average (GPA) must meet the GPA requirements for academic good standing. However, a full-time student is ineligible if the student achieves a semester GPA less than 1.50. Martin Luther College activities that require eligibility are
  - Intercollegiate Athletics (including managing)
  - Intramural Board
  - Cheerleading
  - Theatrical Productions (performance, direction, production) of the Forum,
  - Children's Theatre, Reader's Theater, etc.
  - Co-curricular Instrumental Groups (Jazz & Pep Bands)
  - Student Government (Student Senate, Dormitory Council, Class Officers)
  - Official Recruitment groups
  - The Extended Tour of a curricular choir
  - The Extended Tour of a curricular instrumental group

Students should also note that some on campus jobs consider academic eligibility a requirement.

2. An entering transfer student or first year student who is a high school graduate with no previous full-time college attendance shall be considered eligible for co-curricular activities provided that the student meets the following two academic requirements.
  - a. The entering student has a minimum cumulative grade point average of 2.00 in a high school curriculum which offers at least 14 academic courses in the subject areas prescribed in the entrance requirements.
  - b. The entering student has a minimum composite score of 18 on the ACT assessment.

An entering transfer student or freshman who does not meet these requirements shall remain ineligible until the student's cumulative grade point averages at Martin Luther College establish eligibility. Note: Per NCAA policy, transfer students not meeting the eligibility requirement may not participate in intercollegiate athletics for two academic semesters and must meet MLC's eligibility requirement to return to competition.

3. The academic standing of transfer students is determined by applying Martin Luther College's academic good standing standards to the grade point averages on the applicant's transcript.
4. Students appealing a disciplinary dismissal decision are not eligible to participate in co-curricular activities during the appeal process. Eligibility is restored when the appeal is granted.
5. Students declared ineligible due to academic reasons do not have the right of appeal.

### ***Academic Resources***

MLC offers resources to students in need of academic assistance.

- Academic Advisor  
All students are assigned an advisor by the appropriate academic dean. The advisor serves as the student's first point of contact at MLC, meeting both formally and informally with the student at various points throughout the academic year. It is the advisor's job to aid the student with course scheduling and being aware and informed about academic policies and procedures. However, the student is ultimately responsible for successfully completing their degree in the typical four or five years depending on the chosen major(s).
- Professors  
In addition to seeking help from fellow classmates, students should meet with their professor for help with academic issues. Schedules that include office hours are posted outside the professor's office.

- [Academic Success Center](#)  
The Academic Success Center, located in the upper level of the library across from the library offices, offers free tutoring services for all students in need of academic help. The Academic Success Center also offers study materials for Minnesota licensure testing. Students with questions regarding licensure requirements should contact the Education Office. International students requiring extended time on the licensure tests should contact the Education Dean.
- [The Writing Center](#)  
MLC offers free guidance from experienced student coaches on writing projects. This service is available Thursday-Sunday evenings in WCC333.

## ***Students with Disabilities***

Martin Luther College complies with Section 504 of the Rehabilitation Act of 1973 to serve students who have disabilities as defined by the Americans With Disabilities Act of 1990. Students accepted for admission are considered capable of meeting academic standards if reasonable accommodations can be made for their disability. It is the responsibility of students to provide written notification of the nature of the disability and the need for accommodations. Students must also provide results of formal testing and/or evaluation of the disability as well as historical documentation of having received accommodations in educational settings. The college may require additional testing or evaluation if the documentation is inadequate or older than three years with this cost borne by the student.

- Step 1.** Students file the notification of disability and the request for accommodations with the academic dean for the student's area of study. The deans are the college's Section 504 coordinators. The request for accommodations must be renewed each semester, as it triggers the process of notification for the instructors by semesters.
- Step 2.** Within ten (10) days of filing a notification of disability, the dean distributes to the student, the current semester's instructors and the director of the Academic Success Center a summary of the results of the formal testing and/or evaluation. It is then the student's responsibility to confer with each instructor and with the director of the Academic Success Center to develop reasonable accommodations. The accommodations are designed to meet the individual needs of students, but they do not compromise curricular goals, performance standards, or course content.
- Step 3.** If students do not agree with the accommodation plan, an appeal may be made to the Vice President for Academics.
- Step 4.** Within ten (10) days of receiving an appeal, the Vice President for Academics will inform students, deans, and instructors of the final decision.

*Note: Students in need of academic considerations not related to a disability should contact the appropriate academic dean for advice.*

## ***Incompletes***

An instructor issues the temporary grade I (Incomplete) when a student doing otherwise acceptable work is unable to complete the course assignments for reasons acceptable to the instructor. A first-semester Incomplete must be converted to a permanent grade by the end of mid-term of the second semester, a second semester Incomplete by July 31, and a summer session Incomplete by mid-term of the first semester, or the permanent grade is recorded as an F.

## ***Repetition of Courses***

Some courses are open for students to repeat if they choose. Certain majors require courses to be repeated for the purpose of continued growth in an area (e.g. music lessons). The course description indicates if it is a repeatable course. Each time the course is taken a grade is received and is included in the grade point average calculation.



Other courses, those not designated as repeatable, are only available to be retaken

1. to receive credit for a failed course that is required for graduation. This can be earned either by repeating the course at MLC or by successfully completing an approved substitute from MLC.
2. if a student desires to better his/her grade point average. Only the grade earned in repetition will be figured in the student's grade point average, but the original grade will remain on the record.

Courses taken to remove a failure or repeated to better the grade point average are taken only through Martin Luther College.

*Note: If a student wants to replace a grade for a course that is designated as repeatable, the student must contact the appropriate academic dean to complete the paperwork indicating that intent.*

## **Review of Students**

At midterm and at the end of each semester the faculty reviews students' academic progress toward their degrees. As warranted, policies of academic notice, academic probation, academic exclusion, or advice to review continued enrollment may be applied. The faculty also reviews students' aptness for ministry – attitude, comportment, diligence, aptness, social skills, etc. As warranted, policies of formal expression of concern, formal review of aptness, and exclusion may be applied.

## **Probation**

1. A student on probation must become a student in good academic standing by the end of the next semester of attendance. A student who fails to gain this status is required to withdraw from college. Application for re-admittance is considered after a lapse of one semester. A student required to withdraw at the end of either semester is ineligible to attend the subsequent summer session.
2. A student on probation discusses with his/her advisor the desirability of reducing the student's course load as an aid in regaining good standing. If the course load is reduced, consultation between the student and advisor and the advice of the dean determines the course(s) to be dropped. In the interest of the student as well as in the interest of maintaining proper academic standards, a student on probation also discusses with his/her advisor the extent of co-curricular activities and outside employment.
3. Traditional age freshmen admitted with provisional acceptance, returning freshmen who are on probation after one semester of attendance, and sophomores that return on probation are required to enroll in *EDU0001 Study Skills Seminar*.

## **Withdrawals from Courses**

1. Within the first two weeks of the semester (one week/five days for quarter courses) and with the approval of their advisor and the Records Office, students may drop or add courses using the Drop/Add Form.
2. With the approval of the dean, students may withdraw from a semester course after the first two weeks and up to the tenth class day after midterm. Also, with approval, students may withdraw from a quarter course up to half way through the course. The dean will consult with the student's advisor and instructor before making a decision. For these courses the student's record shows W and is not counted in computing the grade point average. The Late Course Withdrawal form is available in the academic dean's office.
3. Any course withdrawal after the two weeks following midterm is an unauthorized withdrawal. An unauthorized withdrawal from a course is recorded as an F. This F is counted in the grade point average. Only under extenuating circumstances will a withdrawal be granted after the deadline. Confer with the academic dean's office.
4. Potential implications of withdrawing from a course are (1) the student's program may need to be extended, (2) financial aid may be affected, (3) family insurance rates may be affected, and (4) the student, if still a dependent, may have a tax issue.

## **Withdrawals from the College**

1. The student who needs to withdraw from college first reports to the Academic Dean for instructions on procedures. Policies regarding withdrawal from courses apply to withdrawal from college.

2. A student who withdraws from college after the first two weeks of the semester has W recorded for courses. See policy on Withdrawals from Courses.
3. When a student does not follow official procedures in voluntarily withdrawing from the college, a note recording the unauthorized withdrawal is transcribed on the student's permanent record.
4. Students who withdraw from college and later apply for readmission must fulfill the graduation requirements that are in place at the time of readmission.
5. Procedures for withdrawal under special circumstances (e.g. medical issues) will be outlined on a case-by-case basis. Official documentation must be provided to validate the reason for withdrawal.

### ***Leave of Absence***

Current students in good academic and citizenship standing may request a leave absence to pursue various experiences. These students are automatically enrolled when they return and do not need to reapply for admission. The maximum length of a leave of absence is one year. While leave of absence means the student upon return is automatically enrolled at MLC, the leave of absence does not apply to financial aid policies and regulations. An application for a leave of absence is available from the appropriate academic dean.

### ***Military Service Accommodation and Withdrawal/Leave of Absence***

Martin Luther College will make every effort to accommodate the needs of a student called to active military duty during an academic term. Students who receive orders to report for active U.S. military duty are instructed to contact the appropriate academic dean. The student must present his/her military orders along with the appropriate withdrawal/leave of absence paperwork to initiate accommodations regarding coursework in progress or pending. An approved plan regarding coursework must be established prior to the student's departure.

Generally, there are three approaches that may be taken.

1. If orders are received late in the term, a student may be able to complete coursework prior to leaving.
2. In some situations, a student may receive Incompletes for courses and complete the work within the Incomplete time schedule. If a student receives Incompletes but is unable to complete the coursework, the student may appeal to the academic dean to drop courses retroactively with a full refund of tuition and fees for the dropped courses.
3. In some situations, it will be necessary for the student to withdraw from college to fulfill military obligations. Tuition and fees and the unused portion of room and board will be refunded to the student.

### ***Dismissal from College***

A student may be dismissed from college for academic reasons, disciplinary reasons, or lack of aptness for ministry.

#### **Dismissals for Academic or Aptness Issues**

##### Grounds for dismissal: academic exclusion

**Policy:** Students on academic probation for two consecutive semesters are dismissed from MLC. The policy of academic exclusion stands without the right of appeal. Students who are academically excluded may apply for re-admission after at least one regular semester away from MLC and will, if admitted, return on probation. Students dismissed during the second semester are ineligible to attend the subsequent summer session. A student who is academically excluded a second time is no longer eligible for re-admission.

##### Grounds for dismissal: "told to discontinue"

**Policy:** All advisors for education and staff ministry students meet twice a semester to review the academic progress and aptness for ministry of these students. Likewise, the advisors for pre-seminary students meet to review the academic progress and aptness for ministry of pre-seminary students. These meetings are held at midterm of each semester and at the conclusion of each semester. All advisors are faculty members. At these meetings the advisors may tell a student to discontinue enrollment for academic, attitude, behavior, comportment, or sociability reasons. This may occur even though the student is in good academic standing.

A student “told to discontinue” may use the appeal/grievance process as described below in the *Student Appeal of Dismissal Decisions Process* section.

Grounds for dismissal: “lacks aptness for ministry”

**Policy:** All advisors for education and staff ministry students meet twice a semester to review the academic progress and aptness for ministry of these students. Likewise, the advisors for pre-seminary students meet to review the academic progress and aptness for ministry of pre-seminary students. These meetings are held at midterm of each semester and at the conclusion of each semester. All advisors are faculty members. The faculty, meeting as advisors, may dismiss an academically eligible student for attitude, behavior, comportment, sociability, or diligence reasons. The judgment of the advisors may be that the student does not possess the skills necessary to serve in the ministry.

A student dismissed because the student “lacks aptness for ministry” may use the appeal/grievance process as described below in the *Student Appeal of Dismissal Decisions Process* section.

Grounds for dismissal: Unsatisfactory progress or unacceptable performance during student teaching

**Policy:** Due to issues of performance or conduct that may be detrimental to the welfare of students, and/or the integrity of Martin Luther College’s student teaching program, a student teacher may be dismissed prior to the end of any student teaching term. The decision to remove is made by college administration in consultation with appropriate college personnel and local school officials.

Students dismissed for unsatisfactory progress or unacceptable performance during student teaching do not have the right of appeal. Students who are dismissed before the end of the term are no longer students at Martin Luther College unless they participate in an alternate experience sanctioned and arranged by the Director of Field Experiences. The alternate experience receives credit as Early Field Experience IV.

Any student who has been dismissed before the end of any one of the student teaching terms and wishes to student teach again must re-apply for student teaching through the regular process and will be granted or denied a second student teaching term by the Teacher Education Committee. The Teacher Education Committee’s decision is final.

A student who did not participate in an alternate experience and therefore is no longer a student at MLC must also re-apply for admission to Martin Luther College through the admissions process in addition to re-applying for student teaching.

**Dismissal for Disciplinary Reasons**

**Notification:** A report of a student’s violation is brought to the Vice President for Student Life. Reports of violations are generated by, but not limited to, dorm staff, faculty, and security personnel.

**Conference:** The Vice President for Student Life or his designate notifies the student of the report that has been documented and received and schedules a conference with the student to discuss the report. The Vice President for Student Life or his designate and the student who has been charged may choose to have another person present during the conference.

**Dismissal:** The Vice President for Student Life may in his discretion immediately dismiss a student upon his determination that such immediate dismissal is in the best interest of the safety or well-being of the individual, of MLC students, MLC faculty/staff, or others. The Vice President for Student Life may in his discretion convene a panel of at least two faculty members and two Student Senate members to determine whether dismissal is warranted. In such cases, the decision to dismiss a student is made by the panel.

**Appeal:** The student who is dismissed for disciplinary reasons may use the appeal/grievance process as described below in the *Student Appeal of Dismissal Decisions Process* section.

## Student Appeal of Dismissal Decisions Process

Undergraduate students dismissed by MLC for “told to discontinue,” “lacks aptness for ministry,” or disciplinary reasons herein may utilize this Student Appeal of Dismissal Decisions process. The general objective of an appeal is to bring new information that might not have been available or previously considered, to protest a procedural error or inconsistency in the appeal process, or to question the appropriateness of a decision.

The appeal process/grievance procedure must be initiated within 10 calendar days after the dismissal decision is communicated to the student. The appeal must be made in writing on the Student Appeal/Grievance Form located on the MLC website ([www.mlc-wels.edu](http://www.mlc-wels.edu)).

Appeals of dismissals for “told to discontinue,” or “lacks aptness for ministry” will be considered by a panel consisting of the Vice President for Academics and at least one Academic Dean. Appeals for dismissals for disciplinary reasons will be considered by the Vice President for Administration.

On the Students Appeal/Grievance Form, the student may request to present his or her appeal and supporting information in person. The request to appear in person will be granted or denied by the panel or Vice Presidents at their discretion. If an in-person presentation is granted, it will be held at a time designated by the panel or Vice Presidents, and the student may be accompanied by one other person. The student will be informed of the decision on the appeal in writing. The appeal decision is final.

## Student Complaints and Grievances

### Academic Complaints

If a student’s concern is an academic policy concern, first consult the “*person responsible*” as that term is defined in the chart below. A student may appeal the decision of the “person responsible” within 10 days after that decision has been communicated to the student. Appeals are made to the Vice President for Academics. The student may use, but is not required to use, the Student Appeal/Grievance Form. All appeals must be in writing.

Issue	Person Responsible
<b>Transcript Decision</b>	Education – Education Dean Pre-Seminary – Pre-Seminary Dean
<b>Drop/add of Courses or Overload of Credits</b>	Records Office
<b>Withdrawal from Courses</b> (after the drop/add period)	Deans
<b>Course Placement</b> (math, Greek, languages, music)	Deans (in consultation with admissions and division chairs)
<b>Change of Professor</b>	Deans
<b>Change of Advisor</b>	Deans
<b>Change Program Requirements</b>	Deans
<b>Program Course Substitutions</b>	Deans
<b>Grade Appeal</b>	Faculty Instructor
<b>Admission Decisions</b>	Director of Admissions and Admissions Committee*
<b>Requirements for Online Courses</b>	Deans
<b>Licensure</b>	Licensure Officer**
<b>Approval to student teach / internship</b>	Education Dean and Education / Staff Ministry Advisors

\* Appeals of Admissions Committee Decisions are made to the Vice President for Student Life

\*\* Appeals regarding recommendation for licensure are made to the Minnesota Board of Teaching.

Other academic complaints and grievances are addressed to the Vice President for Academics. Students are welcome to speak to the vice president at any time about a concern. Only written complaints and grievances are considered formal student complaints that receive a written response within 10 days of their receipt. Students filing a formal complaint or grievance may use the Student Appeal/Grievance Form, which is accessible on the college website.

### Non-Academic Complaints

Martin Luther College encourages that disagreements and complaints be openly and forthrightly discussed between those who are involved. Disagreements and misunderstandings may arise between students, students and professors, or students and college staff members. Sometimes a student may feel strongly that a college policy or an aspect of campus life is a source of justifiable complaint.

Students are encouraged to speak freely with their professors, advisors, dormitory heads, and with representatives of the administration when they find a particular matter especially disconcerting and may file a formal written complaint about such matters with the appropriate administrative head. All complaints, oral or written, receive a courteous hearing and are acted upon in a Christian manner.

The college maintains a log of formal, written student complaints. This log is kept in the Administration Office Suite. Students filing a formal complaint or grievance may use the "Student Appeal/Grievance Form" which is accessible on the Martin Luther College website. All student complainants are assured of anonymity when the topic of their formal complaints appears on the log. The following administrators comprise the list with whom students may file formal, written complaints:

- Academic Dean for Studies in Pastoral Ministry,
- Academic Dean for Studies in Educational Ministry,
- Vice President for Student Life,
- Vice President for Mission Advancement
- Vice President for Academics,
- Vice President for Administration
- President.

### ***Exceptions to Academic Policies***

Appeals for exceptions to any of the academic policies are made in writing to the Vice President for Academics. The Vice President for Academics responds to the student's appeal in writing. The decision of the Vice President for Academics is final.

### ***Directed Study***

A directed study is a course taken outside the normal class period. The course is an existing course with an approved syllabus, but which because of exceptional circumstances a student is unable to take as part of a regularly scheduled class. Such exceptional circumstances would include irresolvable schedule conflicts or graduation requirements when a student is close to graduation. Only students in academic good standing and who have junior status or higher may apply for directed study. The directed study credits count toward the semester credit load. Students must register at least six weeks prior to the beginning of the semester or summer session in which he or she wishes to take the directed study. Inquiries regarding a directed study are submitted to the student's advisor and the academic dean.

### ***Independent Study***

An independent study is a course of study outside of the regular curriculum. The course content, objectives, credits, and assignments are developed by the student and the instructor and must be approved by the dean and the Vice President for Academics.

### ***Dual-Level Courses***

A dual-level course is a course taken by both undergraduate students and graduate students. The following policies apply.

1. Undergraduates take the course for undergraduate credit. Should the undergraduate student later need to take the course as a graduate student, additional work is necessary to receive graduate credit. The

instructor and Director of Graduate Studies shall detail these specific requirements prior to an applicant's enrollment in the course.

2. The undergraduate courses and graduate courses that are dual-listed cover similar course content. The titles and descriptions of the two courses reflect the similarity of the subject matter. The courses have the same instructor.
3. If the total enrollment of the dual-level courses meets minimal enrollment expectations for at least one of the courses of the pair, the dual-listed courses shall be considered to have met minimal enrollment requirements.
4. Specific requirements for the graduate course must clearly delineate greater expectations for and the additional requirements of graduate students. These are delineated in the syllabus.
5. Dual level courses are available to undergraduate students who have earned a minimum of 28 earned credits or with the consent of the instructor.

### ***Summer Sessions***

Martin Luther College offers a variety of courses each summer. Courses appear in various formats – face to face, on and off campus, and online, and are offered for a variety of individuals—undergraduates, master's of education graduate students, in-service teachers, pastors, and staff ministers. The Office of Graduate Studies and Continuing Education oversees the planning and implementation of summer session offerings.

### ***Change of Program Major, Minor, Language Option***

MLC students who change their areas of study will have all credits re-applied to their new areas of study.

### ***Change of Degree Programs***

Students may apply to change degree programs (Bachelor of Science in Education, Bachelor of Arts for pre-seminary students, Bachelor of Science for staff ministry, theological studies, and educational studies). A change of degree programs requires the approval of the dean/director of the student's current degree area and the approval of the dean/director of the degree area into which the student desires to enroll. Enrollment into the Theological Studies program or the Educational Studies program requires the approval of the student's advisor, the appropriate dean, and the Vice President for Academics. Education or staff ministry students who switch to the pre-seminary program should expect at least three more years of study at MLC, unless they complete a Bachelor of Science degree before moving to the pre-seminary program.

### ***Graduation and Commencement***

In order to participate, students must fulfill the degree requirements and make application for graduation.

#### **Requirements for All Degrees**

1. Baccalaureate degrees require students to earn a minimum of 130 credits.
2. The final thirty semester hours of credit must be earned from Martin Luther College.
3. A minimum cumulative grade point average of 2.00 for the total number of courses taken at Martin Luther College is required.
4. A minimum 2.00 grade point average is required for the final semester/grading period of a program approved by the academic dean. The dean may designate a summer session as a student's final grading period.
5. The student is responsible for meeting all requirements for graduation.

#### **Application for Graduation**

Applications are due in the Records Office by February 1 of the year preceding the student's graduation. This information is needed to conduct the student's graduation degree audit and to ensure that the student has the appropriate number of credits to graduate. Students are also responsible for notifying the Records Office if their anticipated graduation date changes. Failure to apply for graduation may delay the student's graduation date.

### **Participation in Commencement**

Martin Luther College conducts commencement exercises in December and May. Full and part-time degree-seeking undergraduate students may participate in either exercise. Full time certification students may participate in either exercise. Part-time certification students participate in the December exercise. Master's degree graduates participate in the May commencement exercise.

Students completing their degree requirements in December may participate in the May commencement. Students who will satisfy degree requirements in the summer can participate in the previous May commencement but must register for summer classes prior to the May commencement. Diplomas for students who complete requirements during the summer are dated the last day of the month when requirements were completed.

### **Post-Graduation**

Martin Luther College's mission is to prepare a corps of witnesses for our Savior. This includes preparing graduates for service in churches and schools of the Wisconsin Evangelical Lutheran Synod.

- **Pre-Seminary Graduates** who plan to continue their pastoral training enroll at Wisconsin Lutheran Seminary (WLS) in Mequon, Wisconsin. The MLC faculty reviews and recommends them for enrollment at WLS.
- **Education and Staff Ministry Graduates** that have met all requirements may be eligible to serve as teachers and staff ministers in schools and congregations of the WELS. The faculty reviews the students and recommends them as candidates for assignment to the synod's Assignment Committee (Conference of Presidents). December graduates receive their assignment information from the MLC President prior to the commencement service. Due to the volume of placements, May graduates receive their assignments during a call service held in the afternoon of graduation day.
- **Education and Staff Ministry Graduates - Deferring or Declining Assignment into the Public Ministry** may do so for a variety of reasons. A written letter stating the graduate's intent must be submitted to the WELS president prior to the Assignment Committee's meeting. Graduates that defer assignment may return for assignment consideration within three years of graduation.
- **International Students**, upon graduation, may obtain Optional Practical Training (OPT) and may be eligible for a provisional (one year) assignment. Obtaining OPT for the year is the responsibility of the graduate with assistance from the International Services Office. During the OPT year, the calling body of a teaching individual may also apply for an appropriate visa to extend the call beyond one year. Obtaining the visa is the responsibility of the calling body in consultation with the synod's Director of Human Resources. The WELS president's office can cover the costs for the visa application.

### **Transcript Request**

A transcript request form is available online by accessing the Academics page of the MLC website. A \$10.00 fee is charged for each transcript. Express shipping is available for an additional charge.

### **Diploma Replacement**

MLC does not offer replacement of an original diploma. An equivalent copy of a diploma may be created for a \$10.00 fee. Requests are made to the Records Office using the diploma replacement request form found on the Academics page of the MLC website. Express shipping is available for an additional charge.

To pay by credit card for transcripts or diploma copies, contact the Records Office (507-354-8221, ext. 222). Checks payable to Martin Luther College should be sent to

Martin Luther College  
Records Office  
1995 Luther Court  
New Ulm, MN 56073

## ***Earning a Second Bachelor's Degree***

Students who have completed a first bachelor's degree either at Martin Luther College or at another institution may wish to complete a second degree at Martin Luther College. The academic deans determine the remaining requirements not met by the student's first degree. The final thirty credits must be earned at Martin Luther College.

## ***FERPA and Student Records***

In accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA), Martin Luther College has adopted policies to protect the privacy rights of its students. All students will be notified of their rights under FERPA each year in the annual edition of the *Student Handbook* and the *Undergraduate Catalog*. Revisions and clarifications will be published as warranted.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.**

A student should submit to the Records Office a written request that identifies the record(s) the student wishes to inspect. The college will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.**

A student who wishes to ask the college to amend a record should write to the Records Office, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

Martin Luther College discloses education records to officials of another school in which a student seeks or intends to enroll only with written consent of the student.



#### Directory Information Policy

Directory information is made public. If a student does not want directory information released, the student must submit a written request to the Records Office. Martin Luther College collects directory information on students.

Directory information includes

- Student's name
- Student's photo,
- home and campus addresses
- email address
- telephone number(s)
- date and place of birth,
- grade classification level
- full or part-time status
- honors and awards,
- degrees and fields of study
- high school graduated from
- home congregation
- participation in sports and campus activities
- weight and height of members of athletic teams
- athletic performance data
- dates of attendance
- ministry candidate assignment

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

# General Education

## Goal and Learning Outcomes

With Christ at the center, each student will acquire a scholar's insight, a professional's skill, and a servant's heart.

A scholar's insight in respect to

- knowledge of Christian truth as taught in the Scriptures, from a confessional Lutheran viewpoint
- knowledge of human cultures and the physical and natural world, through study in mathematics, sciences, humanities and the arts

A professional's skill in respect to

- application of God's Word
- scholarly research
- thinking processes
- communication
- quantitative literacy

A servant's heart in respect to

- devotion to God and his mission in the world
- stewardship of our bodies & minds, time & talents, and all God-give resources
- ethical reasoning
- intercultural competence
- civic engagement / community service
- teamwork

## The Purpose of General Education Courses at MLC

The courses within the General Education curriculum aim to provide both thorough study within their respective content areas and focused engagement with critical questions, both contemporary and enduring. The program intends to develop the knowledge base that all college-educated persons should pursue, as well as to establish a foundation for training as a future minister of the gospel. As outlined by the Association of American Colleges and Universities, General Education seeks essential learning outcomes such as intellectual and practical skills, personal and social responsibility, and a developing understanding of the connections among curricular concepts and collegiate life experience(s) so that information can be applied to complex contemporary issues and challenges.

(Adapted from College Learning and the New Global Century, ©AAC&U, 2007.)

All students enrolling in any program at Martin Luther College take these general education courses.

### English – Communication Arts and Literature

9 Credits

♦ ENG1303	Rhetoric and Composition	3
ENG13xx	Literature Seminar Elective (Choose one):	3
	ENG1304 Literature Seminar: The Challenge of Faith	
	ENG1305 Literature Seminar: Family and Identity	
	ENG1306 Literature Seminar: Leisure and Labor	
ENG3310	Interpersonal Communication	3

### Fine Arts

3 Credits

	Fine Arts Elective (Choose one):	3
MUS2201	Introduction to Fine Arts	
MUS3201	Music History: Ancient Times through Baroque (note reading ability recommended)	
MUS3202	Music History: Classical through Present (note reading ability recommended)	
HIS3001	Survey of Art	

### History-Social Science

6 Credits

HIS2113	The Modern West	3
♦ HIS3010	United States History Since 1945	3

## Intercultural 3 Credits

Intercultural Elective – <i>Students not pursuing Minnesota licensure may choose from either list. (Choose one)</i>		3
<u>Licensure Menu</u>		
*EDU2201	Introduction to Urban Education Ministry	
*EDU3352	Teaching World Languages & Culture (4 credits, required for Spanish Education majors)	
*ENG3010	American Minority Writers (required for Communication Arts & Literature Education major)	
*HIS3026	Immigration and Ethnicity in United States History	
*MUS3213	Music in World Cultures (required for Music Education majors)	
*SAB200X	Semester Abroad (3 – 1 credit courses in conjunction with a semester abroad)	
	SAB2001 Semester Abroad Pre-Departure	
	SAB2002 Semester Abroad In-Country	
	SAB2003 Semester Abroad Re-Entry	
*SSC4201	Introduction to Minority Cultures	
<u>Non-licensure Menu</u>		
GER4010	German Immersion I	
SPN2003	Spanish Culture Immersion (3 credits)	
SPN3001	Latin-American Culture and Civilization (Spanish required)	
SPN4011	Spanish Immersion I (6 credits)	

## Mathematics 3 Credits

Mathematics Elective (Choose one):		3
MTH1012	Organizational & Personal Finance	
MTH2010	Calculus I (ACT math subscore 25 or higher / SAT math subscore of 590+ <u>and</u> successful completion of high school pre-calculus course or equivalent)	
MTH2020	Elementary Statistics (ACT math subscore 25 or higher / SAT math subscore of 590+)	
MTH2022	Discrete Mathematics (ACT math subscore 25 or higher / SAT math subscore of 590+)	

## Physical Education 2 Credits

PED1301	Fitness for Life	1
PEDxxxx	Two Activity Courses (.5 credit each)	1

## Science 3 Credits

Science Elective (Choose one):		3
*SCI1003	Biology & SCI1004 Biology Lab (required for Education majors)	
*SCI1102	Physical Science (required for Elementary Education majors)	
SCI2025	General Chemistry I (high school chemistry background recommended)	
SCI2101	Physics: Mechanics (calculus background recommended)	
SCI2102	Physics: Electricity and Magnetism (calculus background recommended)	
SCI3102	Physics: Light and Optics (calculus background recommended)	
SCI4102	Physics: Thermodynamics and Properties of Matter (calculus background recommended)	

## Theology 9 Credits

THE1001	Biblical History and Literature I	3
THE1002	Biblical History and Literature II	3
◇ THE2001	Biblical History and Literature III	3

\*Consult your specific program plan to select appropriate electives.

**38/39 Credits**

◇ Writing Intensive Course

### Writing Intensive Courses

Writing intensive general education courses are the training courses to develop the student's writing skills and are not the only writing intensive courses in a student's program.

- Students produce 10-15 pages of polished final writing, divided among multiple projects or a sole major assignment.

- Instructors integrate relevant writing instruction during the development of those assignments. They do more than just assign, collect, and correct written work. They provide guidance for effective organization and expression of ideas within a field or subject matter.
- Instructors model approaches that acknowledge that strong writing most often results from a process that intentionalizes pre-writing, drafting, reflection, feedback, and revision (rather than a "one-and-done," night-before purge). In practical terms, this means they will:
  1. model methods to help students begin to get their ideas down on paper, whether that takes the form of in-class small group discussion, free-writing, clustered brainstorming, a more formal outline, etc.
  2. provide an opportunity for feedback during the writing process that can be incorporated into the final submission. This could take the form of written feedback, consultation with the instructor, or various methods of peer coaching.

# Education Programs

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## ***General Information***

Martin Luther College's teacher education majors are designed to prepare students for the teaching ministry and service in the schools and congregations of the Wisconsin Evangelical Lutheran Synod (WELS). Students demonstrate a firm grounding in God's Word, demonstrate competency in planning, teaching, evaluating lessons, and demonstrating the ability to create effective learning environments. Students also demonstrate a service attitude toward their students, their schools, and their congregations. Included within the education curriculum are music courses so that, as far as abilities permit, graduates may serve as organists and choir directors in congregations of the WELS.

Students are also prepared to teach in public schools. Majors available are early childhood education, elementary education, secondary education and special education.

To prepare qualified educators, the college offers a curriculum that leads to the Bachelor of Science in Education degree. The education curriculum includes both general education and professional education courses. In addition to courses that prepare graduates for teaching, the professional education segment gives students five field experiences plus two student teaching experiences in which they apply standards of effective teaching.

## ***Grade Point Average Requirement in the Major***

After earning 15 credits through MLC in the early childhood, elementary education, or parish music major, or 22 credits through MLC in a secondary subject area or a K-12 education major, a 2.50 GPA is required. Students failing to achieve this requirement must achieve a 2.50 or higher in the major the following semester. If after failing to achieve a 2.50 GPA in the major for two consecutive semesters, students are required to repeat courses in the major or withdraw from the major. Students cannot take new courses in the major until a 2.50 GPA in the major is achieved. A 2.50 in the major is required for admission to all culminating field experiences.

Courses included in the calculation of GPA requirements for education majors are as follows.

1. All required courses in the discipline
2. Additional courses in the discipline that are not required but are named by an academic division
3. General education courses in the discipline (except *SSC4201 Introduction to Minority Cultures* is not counted for the social studies major)
4. All relevant secondary EDU methods and psychology courses are included
5. Psychology courses are included for elementary education and early childhood education majors

Students have access to the list of courses included in the calculation of the major GPA on the Academics portion of the MLC website and the MLC Portal.

## ***Program Requirements for all Education Majors***

In addition to maintaining a minimum 2.50 GPA in the major, students must meet the following requirements for any education program.

1. A minimum of 130 credits to graduate
2. A minimum grade point average of 2.00 for the three Bible courses THE1001, THE1002, and THE2001
3. A minimum grade point average of 2.00 for the three doctrine courses (THE3001, THE3002, and THE4001)
4. A passing score on the portfolio presentation
5. Successfully complete the edTPA requirement
6. Passing scores on the required licensure examinations

## ***Ministry Assignment***

Students who complete all graduation and Minnesota licensure requirements may be eligible for assignment into the teaching ministry. The faculty reviews these students and recommends them to the synod's Assignment Committee (Conference of Presidents).

## ***Minnesota Licensure***

Teacher candidates who successfully complete program requirements and meet the Minnesota licensure requirements are eligible for a Minnesota teacher license.

Policies concerning admission to teacher education programs, continuance in the programs, admission to student teaching, licensure tests, and licensure requirements are detailed in the Martin Luther College teacher education program handbooks. These handbooks can be viewed online by accessing the college website.

The Professional Educator Licensing and Standards Board, upon the request of a student preparing for teacher licensure or a licensed graduate of the college's teacher preparation program, will assist in resolving a dispute between the person and Martin Luther College when the dispute involves the college's recommendation for licensure affecting the person's credentials.

*Note: Minnesota licensure requirements are subject to change at any time.*

## ***Double Majors***

Students may choose to complete more than one major. Depending upon the majors chosen, students may be qualified for more ministry opportunities within the WELS. Students are encouraged to investigate Minnesota licensure and WELS assignment possibilities when choosing double majors. Generally, double majors may be completed in five years.

**Education Double Majors** - Students adding an early childhood, elementary, or secondary second major to their chosen education major broaden their eligibility for assignment in a WELS school and are qualified for Minnesota licensure in both majors.

**Parish Music and Education Double Major** - This double major provides graduates the flexibility of serving in a congregation or a WELS school. Graduates qualify for Minnesota licensure in their education field.

**Parish Music and Practical Theology Double Major** - This double major qualifies graduates to serve as staff ministers and musicians in congregations of the Wisconsin Synod. Neither major qualifies candidates for Minnesota licensure.

**Practical Theology and Education Double Major** - This double major provides graduates the flexibility of serving in a congregation or a WELS school. Graduates qualify for a Minnesota licensure in their teaching field.

## Overview of Education Majors and Teaching Eligibility

Majors		WELS Assignments	Minnesota Licensure
Early Childhood		Birth – 8 years (grade 3)	Birth – 8 years (grade 3)
Elementary Education		Grades K-8	Grades K-6
Minor:	Communication Arts & Literature		Grades 5-8 endorsement
	Mathematics		Grades 5-8 endorsement
	Science		Grades 5-8 endorsement
	Social Studies		Grades 5-8 endorsement
	Spanish		Grades K-8 endorsement
	Computer, Keyboard, & Related Technology		Grades K-12 endorsement
	Coaching		n/a
	German		n/a
	Music		n/a
	Physical Education		n/a
	Theology		n/a
	Urban Education Ministry		n/a
	Urban Education Ministry and Spanish		n/a

MIDDLE AND SECONDARY EDUCATION (subject area specific)		
Communication Arts and Literature	Grades 5-12	Grades 5-12
Mathematics	Grades 5-12	Grades 5-12
Music, Instrumental	Grades K-12	Grades K-12
Music, Parish	Parish	n/a
Music, Vocal	Grades K-12	Grades K-12
Physical Education	Grades K-12	Grades K-12
Science, Chemistry	Grades 5-8 (general science) Grades 9-12 (chemistry)	Grades 5-8 (general science) Grades 9-12 (chemistry)
Science, Life Science	Grades 5-8 (general science) Grades 9-12 (life science)	Grades 5-8 (general science) Grades 9-12 (life science)
Science, Physics	Grades 5-8 (general science) Grades 9-12 (physics)	Grades 5-8 (general science) Grades 9-12 (physics)
Social Studies	Grades 5-12	Grades 5-12
Spanish	Grades K-12	Grades K-12

SPECIAL EDUCATION		
Special Education – Learning Disabilities	Grades K-12	ABS Grades K-12

### Major Requirements

In addition to the General Education courses, students must complete the courses required for their chosen major or majors. A description of each major follows including the list of required courses. Please consult the program plan to see how the major may be completed in four years. Following the program plan will also ensure that the appropriate general education electives are taken.

## Early Childhood Education

The early childhood education major prepares students to teach children from birth to age eight. Graduates with an early childhood major are available for assignment to an early childhood ministry of the Wisconsin Evangelical Lutheran Synod (birth to grade 3) and are qualified for Minnesota state licensure in early childhood education (birth-8 years).

### Required Content 24 credits

MTH2004	Math for Educators I	2
MUSxxxx	<u>Keyboard</u> (3 semesters)	3
MUSxxxx	<u>Vocal / Choral</u> (Choose one option):	2
1.	MUSxxx Choir (2 semesters)	
2.	MUS1103 Sight Singing Fundamentals and MUS1104 Vocal Skills	
3.	MUS1103 Sight Singing Fundamentals and MUSxxxx Choir (1 semester)	
4.	MUS1104 <b>Vocal</b> Skills and MUSxxxx Choir (1 semester)	
MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (General Education Science elective)	
SCI1102	Physical Science	3
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### Professional Education 47 credits

EDT3002	Teaching with Technology	3
EDU2101	Arts and Movement in Early Childhood Education	3
EDU3102	Infant & Toddler Educare	3
EDU3104	Teaching Literacy	3
EDU3109	Preprimary Curriculum	3
EDU3116	Teaching Religion in Early Childhood Education	<i>Prerequisite for student teaching</i> 2
EDU3117	Observation and Assessment in Early Childhood	2
EDU3201	Children's Literature	2
EDU3205	Teaching Language Arts	2
EDU3210	Teaching Reading	4
EDU3235	Teaching Social Studies	1
EDU3241	Teaching Science Concepts	3
EDU3247	Teaching Mathematics in Pre-K -8 <sup>th</sup> Grade	<i>Prerequisite for student teaching</i> 1
EDU4101	Foundations in Early Childhood Education	3
EDU4103	Administration of Early Childhood Programs	3
PSY3010	Child Development (Ages 0-8)	<i>Prerequisite for student teaching</i> 3
PSY3020	Psychology of Learning	<i>Prerequisite for student teaching</i> 3
SPE2101	Educating the Exceptional Learner	3

### Field Experiences 20 credits

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i> .5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i> .5
EDU3401	Early Field Experience III (Primary Experience)	<i>Prerequisite for student teaching</i> .5
EDU3405	Individual Field Experience	<i>Prerequisite for student teaching</i> .5
EDU3407	Early Childhood Education Clinical	<i>Prerequisite for student teaching</i> 1
EDU3411	Literacy Clinical (Primary Experience)	<i>Prerequisite for student teaching</i> 1
EDU4154	Student Teaching I – Infant/Toddler	8
EDU4155	Student Teaching II – Preprimary	8

### Free Electives 1 credit

Students take a 1, 2, or 3 credit course to meet the minimum requirement of 130 credits for graduation.		1
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## Elementary Education

The elementary education major prepares students to teach in an elementary school. Graduates with an elementary major are available for assignment to teach kindergarten through eighth grade (K-8) in elementary schools of the Wisconsin Evangelical Lutheran Synod and are qualified for Minnesota state licensure in elementary education (K-6).

### Required Content 27 credits

MTH2004	Math for Educators I	2
MTH2005	Math for Educators II	2
MUSxxxx	<u>Keyboard</u> (3 semesters)	3
MUSxxxx	<u>Vocal / Choral</u> (Choose one option):	2
1.	MUSxxx Choir (2 semesters)	
2.	MUS1103 Sight Singing Fundamentals and MUS1104 Vocal Skills	
3.	MUS1103 Sight Singing Fundamentals and MUSxxxx Choir (1 semester)	
4.	MUS1104 <b>Vocal</b> Skills and MUSxxxx Choir (1 semester)	
MUS4201	Lutheran Worship	2
PEDxxxx	Four Activity Courses (Two – General Education Physical Education electives)	1
SCI1003	Biology & SCI1004 Lab (General Education Science elective)	
SCI1102	Physical Science	3
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### Professional Education 37 credits

EDT3002	Teaching with Technology	3
EDU3201	Children's Literature	2
EDU3205	Teaching Language Arts	2
EDU3210	Teaching Reading	<i>Prerequisite for student teaching</i> 4
EDU3215	Teaching Religion	<i>Prerequisite for student teaching</i> 3
EDU3220	Teaching Music	2
EDU3225	Teaching Physical Education	2
EDU3230	Art in Elementary & Middle Schools	2
EDU3235	Teaching Social Studies	1
EDU3241	Teaching Science Concepts	3
EDU3247	Teaching Mathematics in Pre-K -8 <sup>th</sup> Grade	1
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
PSY2002	Psychology of Human Growth & Development	<i>Prerequisite for student teaching</i> 3
PSY3020	Psychology of Learning	<i>Prerequisite for student teaching</i> 3
SPE2101	Educating the Exceptional Learner	3

### Field Experiences 19 credits

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i> .5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i> .5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i> .5
EDU3405	Individual Field Experience	<i>Prerequisite for student teaching</i> .5
EDU3411	Literacy Clinical	<i>Prerequisite for student teaching</i> 1
EDU4253	Student Teaching in Elementary & Middle Schools I	10
EDU42xx	<u>Student Teaching in Elementary &amp; Middle Schools II - Menu</u>	6
	EDU4260 (No Minor, Non-licensed Minor, Academic Minor)	
	EDU4270 (Communication Arts and Literature Minor)	
	EDU4271 (Mathematics Minor)	
	EDU4272 (Science Minor)	
	EDU4273 (Social Studies Minor)	

EDU4274 (Spanish Minor)
EDU4275 (Computer, Keyboard, & Related Technology Minor)

### Free Electives

9 credits

Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation. 9

## Licensed Minors

Students may choose to complete a licensed minor along with their elementary education major. Licensed minors may lead to a Minnesota licensure endorsement in addition to the K-6 elementary education license. Completion of a licensed minor together with successful licensure examinations and student teaching at the seventh or eighth grade level qualifies graduates to add a 5-8 grade endorsement to the K-6 elementary education license. The Spanish minor qualifies for a K-8 endorsement. The educational technology minor qualifies for a K-12 endorsement.

A listing of the minors and their courses follow. Select courses (as noted) may also fulfill General Education or Elementary Education major requirements. While some minors may be completed during the regular semesters, others require additional summer session course work.

### Communication Arts and Literature

18 credits

ENG1303	Rhetoric and Composition (General Education English – CAL requirement)	3
ENG130x	<u>Literature Seminar</u> - Choose one (General Education English – CAL requirement)	3
	ENG1304 Literature Seminar: The Challenge of Faith	
	ENG1305 Literature Seminar: Family and Identity	
	ENG1306 Literature Seminar: Leisure and Labor	
ENG3010	American Minority Writers (General Education Intercultural elective)	3
ENG3310	Interpersonal Communication (General Education English – CAL requirement)	3
EDU3310	Adolescent Literature	3
ENG3322	Structure of English	3
<b>Required Field Experience:</b> EDU4270 Student Teaching Communication Arts & Literature in Middle Schools		

### Mathematics

17 credits

EDU3247	Teaching Mathematics in Pre-K – 8 <sup>th</sup> Grade (Elementary Education major requirement)	1
EDU4210	Curriculum & Instruction in Elementary & Middle Schools (Elementary Education major requirement)	3
MTH2004	Math for Educators I (Elementary Education major requirement))	2
MTH2005	Math for Educators II (Elementary Education major requirement)	2
MTH2010	Calculus 1 - <b>Note: High school pre-calculus required</b> (General Education Math elective)	3
MTH2020	Elementary Statistics (General Education Math elective)	3
MTH2022	Discrete Mathematics (General Education Math elective)	3
<b>Required Field Experience:</b> EDU4271 Student Teaching Mathematics in Middle Schools		

### Science

18 credits

EDU3241	Teaching Science Concepts (Elementary Education major requirement)	3
SCI1003	Biology & SCI1004 Lab (General Education Science elective)	3
SCI1102	Physical Science (Elementary Education major requirement)	3
SCI2025	General Chemistry I	3
SCI4105	Science in Our Society	3
SCIxxxx	<u>Life Science Elective</u> - Choose one	3
	SCI2015 Botany	
	SCI3003 Zoology	
<b>Required Field Experience:</b> EDU4272 Student Teaching Science in Middle Schools		

**Social Studies****18 credits**

HIS2113	The Modern West (General Education History-Social Science requirement)	3
HIS3010	United States History Since 1945 (General Education History-Social Science requirement)	3
SSC3210	World Regional Geography	3
HIS3024	United States Government	3
HIS3025	The American Scene to 1877	3
SSC3202	Principles of Economics	3
<b>Required Field Experience:</b> EDU4273 Student Teaching Social Studies in Middle Schools		

**Spanish****22 credits**

EDU3352	Teaching World Languages & Culture (General Education Intercultural elective)	4
SPN2001	Intermediate Spanish I	3
SPN2002	Intermediate Spanish II	3
SPN2011	Intermediate Spanish III	3
SPN3001	Latin-American Culture & Civilization	3
SPN4011	Spanish Immersion (taken during summer session)	6
<b>Required Field Experience:</b> EDU4274 Student Teaching Spanish in Middle Schools		

**Computer, Keyboard, and Related Technology****15 credits**

EDT2002	Emerging Technologies in Education	3
EDT3002	Teaching with Technology (Elementary Education major requirement)	3
EDT3004	Coordinating Technology in Education	3
EDT3007	Google Technologies in Education	3
EDU4210	Curriculum & Instruction in Elementary & Middle Schls (Elementary Education major requirement)	3
<b>Required Field Experience:</b> EDU4275 Student Teaching Educational Technology in Middle Schools		

## Middle and Secondary Education Majors

Middle and secondary education major graduates are eligible for Minnesota licensure and for assignment to upper level (grades 5-8) elementary or secondary schools of the Wisconsin Evangelical Lutheran Synod in their chosen subject area. Graduates of secondary education majors in Chemistry, Life Science, and Physics are eligible to teach general science in grades 5-8 and 9-12 in their chosen subject area. Graduates of education majors in Vocal or Instrumental Music, Physical Education, Spanish, and Special Education majors are eligible to teach grades K-12 in their subject areas. Students are strongly encouraged to double major by adding the elementary education major since these graduates are then eligible for assignment to K-12 WELS schools.

### Communication Arts and Literature Education Major

Required Content		14 credits
MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3
Communication Arts and Literature		30 credits
EDU3310	Adolescent Literature	3
ENG3010	American Minority Writers (fulfills General Education Intercultural Elective)	
ENG3109	Shakespeare	3
ENG3207	Literature of the Modern World	3
ENG3225	Literary Criticism	3
ENG3322	Structure of English	3
ENG3330	Film and Mass Media	3
ENG3xxx	<u>Literature Elective</u> (Choose three)	9
	ENG3002 American Renaissance, Realism, and Naturalism	
	ENG3003 American Modernism	
	ENG3004 Twentieth Century American Literature	
	ENG3102 British Authors before 1700	
	ENG3111 British Authors 1700-1832	
	ENG3112 British Authors 1832-1950	
ENG330x	<u>Writing Elective</u> (Choose one)	3
	ENG3302 Creative Writing	
	ENG3303 Advanced Expository Writing	
Professional Education		22 credits
EDT3002	Teaching with Technology	3
EDU3344	Teaching Communication Arts in Middle & Secondary Schools	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
PSY3020	Psychology of Learning	3
PSY3031	Adolescent Psychology	3
SPE2101	Educating the Exceptional Learner	3
Free Electives		7 credits
Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation.		7
Field Experiences		19 credits
EDU1401	Early Field Experience I	.5

EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i>	.5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i>	.5
EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3420	Communication Arts Clinical	<i>Prerequisite for student teaching</i>	1
EDU4353	Student Teaching in the Secondary Schools I		10
EDU4355	Student Teaching in the Secondary Schools II		6

## **Mathematics Education Major**

### **Required Content** **17 credits**

MUS4201	Lutheran Worship		2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)		
SCI1102	Physical Science		3
SSC3210	World Regional Geography		3
THE3001	Christian Doctrine I		3
THE3002	Christian Doctrine II		3
THE4001	Lutheran Confessional Writings		3

### **Mathematics** **35 credits**

MTH2005	Math for Educators II		3
MTH2010	Calculus I (fulfills General Education Math requirement)		
MTH2011	Calculus II		3
MTH2012	Calculus III		3
MTH2013	Calculus IV		3
MTH2020	Elementary Statistics		3
MTH2021	Linear Algebra		3
MTH2022	Discrete Mathematics		3
MTH2023	College Geometry		3
MTH3001	Number Theory		3
MTH3002	History of Mathematics		3
MTH3003	Statistics		3
MTH3006	Abstract Algebra & Introduction to Topology		3

### **Professional Education** **22 credits**

EDT3002	Teaching with Technology		3
EDU3345	Teaching Mathematics in Middle & Secondary Schools	<i>Prerequisite for student teaching</i>	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools		3
EDU4302	Reading in the Content Areas		3
PSY3020	Psychology of Learning	<i>Prerequisite for student teaching</i>	3
PSY3031	Adolescent Psychology		3
SPE2101	Educating the Exceptional Learner		3

### **Field Experiences** **19 credits**

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i>	.5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i>	.5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i>	.5
EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3421	Mathematics Clinical	<i>Prerequisite for student teaching</i>	1
EDU4353	Student Teaching in the Secondary Schools I		10
EDU4355	Student Teaching in the Secondary Schools II		6

## **Music – Instrumental Music Education Major**

*Entry into the Instrumental Music Major requires the successful completion of a written and performance exam.*

### **Required Content**

*Contact the Music Division office for more information.*

**14 credits**

MUSxxxx	Piano / Organ (3 semesters)	3
MUS4201	Lutheran Worship	2
PED1143/1144	Folk and Square Dance (fulfills .5 of General Education Physical Education requirement)	
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### **Music**

**44 credits**

MUSxxxx	Applied Instrument (7 semesters)	7
MUS2047	Wind Symphony (7 semesters)	7
MUS1110	Aural Skills I (fulfills Vocal/Choral requirement for Elementary Education)	1
MUS1111	Aural Skills II (fulfills Vocal/Choral requirement for Elementary Education)	1
MUS2302	Introduction to Conducting & Rehearsal Techniques	3
MUS3101	Theory of Music I	3
MUS3102	Theory of Music II	3
MUS3103	Theory of Music III	3
MUS3104	Theory of Music IV	3
MUS3201	Music History: Ancient through Baroque (fulfills General Education Fine Arts requirement)	
MUS3202	Music History: Classical through Present	3
MUS3213	Music in World Cultures (fulfills General Education Intercultural requirement)	
MUS3314	Brass Techniques	1
MUS3315	Woodwind Techniques	1
MUS3316	Percussion Techniques	1
MUS3317	String Techniques	1
MUS3320	Music Technology	1
MUS4202	Musical Heritage of the Lutheran Church	2
MUS4303	Advanced Instrumental Conducting & Rehearsal Techniques	3

### **Professional Education**

**26 credits**

EDT3002	Teaching with Technology	3
EDU3221	Teaching Music in Elementary Schools (replaces EDU3220 in the double major with Elementary Educ)	3
EDU3346	Teaching Music in Middle and Secondary Schools	2
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
PSY2002	Psychology of Human Growth and Development	3
PSY3020	Psychology of Learning	3
PSY3031	Adolescent Psychology	3
SPE2101	Educating the Exceptional Learner	3

### **Field Experiences**

**19 credits**

EDU1401	Early Field Experience I	.5
EDU2401	Early Field Experience II	.5
EDU3401	Early Field Experience III	.5
EDU3405	Individual Field Experiences	.5
EDU3422	Music Clinical	1
EDU4280	Student Teaching Music in Elementary and Middle Schools	6
EDU4353	Student Teaching in the Secondary Schools I	10

## Music – Vocal Music Education Major

*Entry into the Vocal Music Major requires the successful completion of a written and performance exam.*

### Required Content 14 credits

MUSxxxx	Piano / Organ (3 semesters)	3
MUS4201	Lutheran Worship	2
PED1143/1144	Folk and Square Dance (fulfills .5 of General Education requirement)	
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### Music 44 credits

MUSxxxx	Applied Voice (7 semesters)	7
MUSxxxx	Choir (7 semesters)	7
MUS1110	Aural Skills I (fulfills Vocal/Choral requirement for Elementary Education)	1
MUS1111	Aural Skills II (fulfills Vocal/Choral requirement for Elementary Education)	1
MUS2302	Introduction to Conducting & Rehearsal Techniques	3
MUS3101	Theory of Music I	3
MUS3102	Theory of Music II	3
MUS3103	Theory of Music III	3
MUS3104	Theory of Music IV	3
MUS3201	Music History: Ancient through Baroque (fulfills General Education Fine Arts requirement)	
MUS3202	Music History: Classical through Present	3
MUS3213	Music in World Cultures (fulfills General Education Intercultural requirement)	
MUS3301	Choral Repertoire	2
MUS3320	Music Technology	1
MUS4202	Musical Heritage of the Lutheran Church	2
MUS4302	Advanced Choral Conducting & Rehearsal Techniques	3
MUS4306	Vocal Pedagogy	2

### Professional Education 26 credits

EDT3002	Teaching with Technology	3
EDU3221	Teaching Music in Elementary Schools (replaces EDU3220 in the double major with Elementary Educ)	3
EDU3346	Teaching Music in Middle and Secondary Schools	2
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
PSY2002	Psychology of Human Growth and Development	3
PSY3020	Psychology of Learning	3
PSY3031	Adolescent Psychology	3
SPE2101	Educating the Exceptional Learner	3

### Field Experiences 19 credits

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i>	.5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i>	.5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i>	.5
EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3422	Music Clinical	<i>Prerequisite for student teaching</i>	1
EDU4280	Student Teaching Music in Elementary and Middle Schools		6
EDU4353	Student Teaching in the Secondary Schools I		10

## Physical Education Major

**Required Content** *Note: Students that successfully complete this major also earn a coaching minor.* **14 credits**

MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

**Physical Education** **31 credits**

PED11xx	Nine Activity Courses (Two of those fulfill the General Education Physical Education requirement)	3.5
PED120x	First Aid	.5
PED2010	Foundations of Physical Education	2
PED2015	Coaching Theory	2
PED3002	Motor Learning	3
PED3004	Care & Prevention of Athletic Injuries	2
PED3005	School and Personal Health	2
PED3006	Principles of Coaching	2
PED3007	Organization & Administration of Athletics	2
PED3008	Assessment and Evaluation in Physical Education	3
PED4002	Applied Kinesiology	3
PED4003	Physiology of Exercise	3
SCI2010	Human Anatomy and Physiology I	3

**Professional Education** **26 credits**

EDU3225	Teaching Physical Education	2
EDU3347	Teaching Physical Education in Middle & Secondary Schools	3
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
EDT3002	Teaching with Technology	3
PSY2002	Psychology of Human Growth and Development	3
PSY3020	Psychology of Learning	3
PSY3031	Adolescent Psychology	3
SPE2101	Educating the Exceptional Learner	3

**Free Electives** **2 credits**

Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation.		
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**Field Experiences** **19 credits**

EDU1401	Early Field Experience I	Prerequisite for student teaching	.5
EDU2401	Early Field Experience II	Prerequisite for student teaching	.5
EDU3401	Early Field Experience III	Prerequisite for student teaching	.5
EDU3405	Individual Field Experiences	Prerequisite for student teaching	.5
EDU3423	Physical Education Clinical	Prerequisite for student teaching	1
EDU4281	Student Teaching Physical Education in Elementary and Middle Schools		6
EDU4353	Student Teaching in the Secondary Schools I		10



## Science – Chemistry Education Major

### Required Content

*Note: Students that successfully complete this major also earn a science minor.*

**16/17 credits**

MTHxxxx	<u>Mathematics Elective</u> (choose one)	
	MTH2005 Math for Educators II	2
	MTH2011 Calculus II	3
	MTH2020 Elementary Statistics	3
	MTH2023 College Geometry	3
MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### Science

**27 credits**

MTH2010	Calculus I (Prerequisite: high school pre-calculus; fulfills General Education Mathematics requirement)	
SCI1102	Physical Science	3
SCI2001	Advanced Biology	3
SCI2015	Botany	3
SCI2025	General Chemistry I	3
SCI2105	Geology	3
SCI3003	Zoology	3
SCI3025	General Chemistry II	3
SCI4025	Chemistry of Life	3
SCI4105	Science in Our Society	3
SCIxxxx	<u>Science Electives</u> (choose two)	
	MTH2011 Calculus II	3
	SCI2101 Physics: Mechanics	3
	SCI2102 Physics: Electricity and Magnetism	3
	SCI2103 Astronomy	3
	SCI3102 Physics: Light and Optics	3
	SCI3015 Fundamentals of Ecology	3
	SCI4102 Physics: Thermodynamics and Properties of Matter	3

### Professional Education

**25 credits**

EDT3002	Teaching with Technology		3
EDU3241	Teaching Science Concepts		3
EDU3348	Teaching Science in Middle & Secondary Schools	<i>Prerequisite for student teaching</i>	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools		3
EDU4302	Reading in the Content Areas		3
PSY3020	Psychology of Learning	<i>Prerequisite for student teaching</i>	3
PSY3031	Adolescent Psychology		3
SPE2101	Educating the Exceptional Learner		3

### Field Experiences

**19 credits**

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i>	.5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i>	.5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i>	.5
EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3424	Science Clinical	<i>Prerequisite for student teaching</i>	1
EDU4353	Student Teaching in the Secondary Schools I		10
EDU4355	Student Teaching in the Secondary Schools II		6

## Science – Life Science Education Major

### Required Content

*Note: Students that successfully complete this major also earn a science minor.*

**16/17 credits**

MTHxxxx	<u>Mathematics Elective</u> (choose one)	
	MTH2005 Math for Educators II	2
	MTH2010 Calculus I (Prerequisite: high school pre-calculus; fulfills Gen Ed Math requirement)	
	MTH2020 Elementary Statistics	3
	MTH2023 College Geometry	3
MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### Science

**33 credits**

SCI1102	Physical Science	3
SCI2001	Advanced Biology	3
SCI2010	Human Anatomy & Physiology I	3
SCI2015	Botany	3
SCI2025	General Chemistry I	3
SCI3003	Zoology	3
SCI3005	Genetics	3
SCI3010	Human Anatomy & Physiology II	3
SCI3015	Fundamentals of Ecology	3
SCI4025	Chemistry of Life	3
SCI4105	Science in Our Society	3

### Professional Education

**25 credits**

EDT3002	Teaching with Technology	3
EDU3241	Teaching Science Concepts	3
EDU3348	Teaching Science in Middle & Secondary Schools	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
PSY3020	Psychology of Learning	3
PSY3031	Adolescent Psychology	3
SPE2101	Educating the Exceptional Learner	3

### Field Experiences

**19 credits**

EDU1401	Early Field Experience I	.5
EDU2401	Early Field Experience II	.5
EDU3401	Early Field Experience III	.5
EDU3405	Individual Field Experiences	.5
EDU3424	Science Clinical	1
EDU4353	Student Teaching in the Secondary Schools I	10
EDU4355	Student Teaching in the Secondary Schools II	6

## ***Science – Physics Education Major***

### **Required Content**

*Note: Students that successfully complete this major also earn a science minor.*

**16/17 credits**

MTHxxxx	Mathematics Elective (choose one)	
	MTH2005 Math for Educators II	2
	MTH2020 Elementary Statistics	3
	MTH2023 College Geometry	3
MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### **Science**

**36 credits**

MTH2010	Calculus I (Prerequisite: high school pre-calculus; fulfills General Education Mathematics requirement)	
MTH2011	Calculus II	3
SCI2015	Botany	3
SCI2025	General Chemistry I	3
SCI2101	Physics: Mechanics	3
SCI2102	Physics: Electricity and Magnetism	3
SCI2103	Astronomy	3
SCI2105	Geology	3
SCI3003	Zoology	3
SCI3025	General Chemistry II	3
SCI3102	Physics: Light and Optics	3
SCI4102	Physics: Thermodynamics and Properties of Matter	3
SCI4105	Science in Our Society	3

### **Professional Education**

**25 credits**

EDT3002	Teaching with Technology		3
EDU3241	Teaching Science Concepts		3
EDU3348	Teaching Science in Middle & Secondary Schools	<i>Prerequisite for student teaching</i>	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools		3
EDU4302	Reading in the Content Areas		3
PSY3020	Psychology of Learning	<i>Prerequisite for student teaching</i>	3
PSY3031	Adolescent Psychology		3
SPE2101	Educating the Exceptional Learner		3

### **Field Experiences**

**19 credits**

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i>	.5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i>	.5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i>	.5
EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3424	Science Clinical	<i>Prerequisite for student teaching</i>	1
EDU4353	Student Teaching in the Secondary Schools I		10
EDU4355	Student Teaching in the Secondary Schools II		6

## Social Studies Education Major

### Required Content 11 credits

MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### Social Studies 30 credits

HIS2112	The Rise of the West	3
HIS3024	US Government	3
HIS3025	American Scene to 1877	3
HIS3104	Reformation Era	3
HIS4110	Foundations of History	3
SSC3201	Sociology	3
SSC3202	Principles of Economics	3
SSC3210	World Regional Geography	3
HISxxx	<u>History Electives</u>	
	HIS3001 Survey of Art	3
	HIS3020 Early America: Revolution & Constitution	3
	HIS3021 The Union in Crisis	3
	HIS3022 America's Gilded Age and Progressive Era	3
	HIS3027 Religion in United States History	3
	HIS3101 The Ancient Near East	3
	HIS3102 The High Middle Ages	3
	HIS3105 First Century Roman World	3
	HIS3106 Immigration & Ethnicity in US History (if not taken as Intercultural Elective)	3
	HIS3110 History of Modern China	3
	HIS3111 Modern Russia	3
	HIS3121 From Despots to Nation States	3
	HIS3125 The Arab-Israeli Conflict	3
	HIS4101 The World in the 20th Century	3
SSCxxxx	<u>Social Science Electives</u>	
	SSC2201 Geography of North America	3
	SSC3220 Latin American Culture & Civilization (cross-listed with SPN3001)	3

### Professional Education 22 credits

EDT3002	Teaching with Technology	3
EDU3349	Teaching Social Studies in Middle & Secondary Schools	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
PSY3020	Psychology of Learning	3
PSY3031	Adolescent Psychology	3
SPE2101	Educating the Exceptional Learner	3

### Free Electives 10 credits

Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation.		
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### Field Experiences 19 credits

EDU1401	Early Field Experience I	.5
EDU2401	Early Field Experience II	.5
EDU3401	Early Field Experience III	.5

EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3425	Social Studies Clinical	<i>Prerequisite for student teaching</i>	1
EDU4353	Student Teaching in the Secondary Schools I		10
EDU4355	Student Teaching in the Secondary Schools II		6

## ***Spanish Education Major***

### **Required Content 14 credits**

MUS4201	Lutheran Worship		2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)		
SSC3210	World Regional Geography		3
THE3001	Christian Doctrine I		3
THE3002	Christian Doctrine II		3
THE4001	Lutheran Confessional Writings		3

### **Spanish 33 credits**

SPN2001	Intermediate Spanish I		3
SPN2002	Intermediate Spanish II		3
SPN2011	Intermediate Spanish III		3
SPN2012	Communicating Christ in Spanish		3
SPN3001	Latin American Culture & Civilization		3
SPN3011	Advanced Spanish Conversation		3
SPN4000	Spanish & Latin American Literature		3
SPN4001	Selected Topics in Spanish I		3
SPN4002	Selected Topics in Spanish II		3
SPN4011	Spanish Immersion I		6

### **Professional Education 25 credits**

EDT3002	Teaching with Technology		3
EDU3352	Teaching World Languages & Culture (fulfills General Education Intercultural requirement)	<i>Prerequisite for student teaching</i>	
EDU4210	Curriculum & Instruction in Elementary & Middle Schools		3
EDU4302	Reading in the Content Areas		3
PSY2002	Psychology of Human Growth and Development		3
PSY3020	Psychology of Learning	<i>Prerequisite for student teaching</i>	3
PSY3031	Adolescent Psychology		3
SPE2101	Educating the Exceptional Learner		3

### **Free Electives 4 credits**

Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation.			
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### **Field Experiences 19 credits**

EDU1401	Early Field Experience I	<i>Prerequisite for student teaching</i>	.5
EDU2401	Early Field Experience II	<i>Prerequisite for student teaching</i>	.5
EDU3401	Early Field Experience III	<i>Prerequisite for student teaching</i>	.5
EDU3405	Individual Field Experiences	<i>Prerequisite for student teaching</i>	.5
EDU3426	World Languages Clinical	<i>Prerequisite for student teaching</i>	1
EDU4282	Student Teaching Spanish in Elementary and Middle Schools		6
EDU4353	Student Teaching in the Secondary Schools I		10

## ***Special Education Major***

### **Required Content 21 credits**

MTH2004	Math for Educators I	2
MTH2005	Math for Educators II	2
MUS4201	Lutheran Worship	2
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SCI1102	Physical Science	3
SSC3210	World Regional Geography	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

### **Special Education 24 credits**

SPE1101	Foundations of Special Education	3
SPE2101	Educating the Exceptional Learner	3
SPE2102	Diagnosis and Assessment of Students with Special Needs	3
SPE2103	The IEP Process and Professional Practice	3
SPE2104	Intellectual, Developmental and Physical/Health Disabilities	3
SPE3101	Learning Disabilities and Emotional/Behavioral Disorders	3
SPE3102	Assistive Technology in Special Education	3
SPE3103	Transition Planning and Collaboration in Special Education	3

### **Professional Education 28 credits**

EDT3002	Teaching with Technology	3
EDU3201	Children's Literature	2
EDU3205	Teaching Language Arts	2
EDU3210	Teaching Reading	4
EDU3247	Teaching Mathematics in Pre-K – 8 <sup>th</sup> Grade	1
EDU3351	Teaching Special Education	4
EDU4210	Curriculum & Instruction in Elementary & Middle Schools	3
EDU4302	Reading in the Content Areas	3
PSY2002	Psychology of Human Growth and Development	3
PSY3020	Psychology of Learning	3

### **Field Experiences 20 credits**

EDU1401	Early Field Experience I	.5
EDU2401	Early Field Experience II	.5
EDU3401	Early Field Experience III	.5
EDU3405	Individual Field Experiences	.5
EDU3411	Literacy Clinical	1
EDU3427	Special Education Clinical	1
EDU4268	Student Teaching Special Education in Elementary and Middle Schools	10
EDU4354	Student Teaching Special Education in Secondary Schools	6

### **Special Education Dual-Level Courses**

Undergraduate students in the special education major may utilize dual-level courses as part of a bachelor's plus master's plan. With the approval of the undergraduate dean of education, the student's advisor, the course instructor, and the director of graduate studies, undergraduate students with a GPA of 3.0 or higher may take up to nine graduate credits that apply to both degrees.

Qualifying undergraduates may take these courses at the graduate level.

- SPE2102 / SPE5202 Diagnosis and Assessment of Students with Special Needs
- SPE3102 / SPE5209 Learning Disabilities and Emotional/Behavioral Disorders

- SPE3103 / SPE5203 Transition Planning & Collaboration in Special Education

NOTE: Permission to take the graduate courses does not constitute admission to the graduate program, as the baccalaureate degree must be earned first.

The nine additional credits listed below taken at the undergraduate level may be retaken at the graduate level for half the cost with graduate requirements only.

- SPE1101 / SPE5211 Foundations of Special Education
- SPE2101 / SPE8201 Educating the Exceptional Learner
- SPE2103 / SPE5213 The IEP Process and Professional Practice

### ***Educational Studies Major***

To meet individual needs and to ensure dedication to a plan of lifelong ministry service, a formal application process is required. Students can apply for this degree plan any time after completing the EFE I experience. The application includes the reason for entering the major, a plan for completion, a statement of goals that includes lifelong service to the church, and a focused area of study. The application is reviewed by the Vice President for Academics, the Education Dean, and the student's advisor. Students may appeal to modify the plan. Appeals are heard by the same committee. Students graduating with a major in educational studies are not eligible for a license or an assignment into the public ministry.

#### Program Requirements

**General Education ..... 38 Credits**

**Professional Education ..... 36 Credits**

*Curriculum - 3 credits*

*Psychology - 6 credits*

*Education Courses (including EFE I) - 15 credits*

*Related Courses (related courses might include more EDUs or courses in practical theology) - 12 credits*

**Other Requirements ..... 29 Credits**

*Complete the Theology Minor - 9 credits*

*Subject Area Minor - 15(+) credits*

*Technology - 3 credits*

*Music - 2 credits*

**Additional Credits ..... 27 Credits**

**Total credits required for graduation - 130 Credits**

# Parish Music

The parish music major prepares students to serve as music directors in parishes of the Wisconsin Synod. Graduates earn a Bachelor of Science degree. This major does not meet Minnesota licensure requirements and graduates are not eligible for assignment to WELS schools. Students have the option of choosing the parish music major alone (4 years) or adding a second major in either education or staff ministry (5 years). Refer to the section on Double Majors for more information. **Entry into the Parish Music major requires the successful completion of a written and performance exam. Contact the Music Division office for more information.**

## Required Content

9 credits

SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

## Music

49 credits

MUSxxxx	Applied Voice (3 semesters)	3
MUSxxxx	Choir (7 semesters)	7
MUSxxxx	Organ (7 semesters)	7
MUS1110	Aural Skills I	1
MUS1111	Aural Skills II	1
MUS2302	Introduction to Conducting & Rehearsal Techniques	3
MUS3101	Theory of Music I	3
MUS3102	Theory of Music II	3
MUS3103	Theory of Music III	3
MUS3104	Theory of Music IV	3
MUS3201	Music History: Ancient Times through Baroque (fulfills General Education Fine Arts requirement)	
MUS3202	Music History: Classical through Present	3
MUS3213	Music in World Cultures (fulfills General Education Intercultural requirement)	
MUS3301	Choral Repertoire	2
MUS3320	Music Technology	1
MUS4201	Lutheran Worship	2
MUS4202	Musical Heritage of the Lutheran Church	2
MUS4302	Advanced Choral Conducting & Rehearsal Techniques	3
MUS 4306	Vocal Pedagogy	2

## Professional Education

15 credits

EDT3002	Teaching with Technology	3
EDU3221	Teaching Music in Elementary Schools	3
PSY2002	Psychology of Human Growth and Development	3
PSY3020	Psychology of Learning	3
SPE2101	Educating the Exceptional Learner	3

## Free Electives

1 credit

Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation.		
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## Field Experiences

18 credits

EDU1401	Early Field Experience I	.5
EDU2401	Early Field Experience II	.5
EDU3401	Early Field Experience III	.5
EDU3405	Individual Field Experiences	.5
MUS4351	Parish Music Practicum	16



# Staff Ministry Program

The Staff Ministry Program prepares students to become staff ministers (e.g., Minister of Family and Youth, Minister of Discipleship, Minister of Christian Education, etc.) for the congregations of the Wisconsin Evangelical Lutheran Synod. This program leads to the Bachelor of Science degree with a major in practical theology and provides students with a broad background in general education as well as professional courses and practical experiences designed to equip candidates with the competencies necessary to serve as staff ministers. Students have the option of choosing the practical theology major alone (4 years) or adding a second major in either education or parish music (5 years). Refer to the section on Double Majors for more information.

## Grade Point Average Requirement in the Major

After earning 15 credits through MLC in the major, a 2.50 GPA is required. Students failing to achieve this requirement must achieve a 2.50 or higher in the major the following semester. If after failing to achieve a 2.50 GPA in the major for two consecutive semesters, students are required to repeat courses in the major or withdraw from the major. Students cannot take new courses in the major until a 2.50 GPA in the major is achieved. A 2.50 in the major is required for admission to the internship.

Practical Theology major GPA calculations include all theology courses, *EDU3215 Teaching Religion*, and *MUS4201 Lutheran Worship*.

In addition to the General Education courses students must take the courses shown below.

### Required Content

8 credits

MUSxxxx	<u>Vocal / Choral</u> (Choose one option):	2
1.	MUSxxx Choir (2 semesters)	
2.	MUS1103 Sight Singing Fundamentals and MUS1104 Vocal Skills	
3.	MUS1103 Sight Singing Fundamentals and MUSxxxx Choir (1 semester)	
4.	MUS1104 Vocal Skills and MUSxxxx Choir (1 semester)	
SCI1003	Biology & SCI1004 Lab (fulfills General Education Science requirement)	
SCI1102	Physical Science	3
SSC3210	World Regional Geography	3

### Practical Theology

44 credits

EDU3215	Teaching Religion	3
MUS4201	Lutheran Worship	2
THE2101	The Theology & Practice of Ministry	3
THE2103	Biblical Interpretation	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE3101	Introduction to Youth & Family Ministry	3
THE3110	Foundations of Evangelism	3
THE3111	Congregational Assimilation & Retention	3
THE3120	Parish Education	3
THE3130	Caring & Counseling	3
THE3131	Parish Visitation	3
THE3140	Organization & Administration in the Parish	3
THE3142	Developing and Training Leadership	3
THE4001	Lutheran Confessional Writings	3

### Professional Education

9 credits

EDT3002	Teaching With Technology	3
PSY2002	Psychology of Human Growth and Development	3
PSY3020	Psychology of Learning	3

**Free Electives****13 credits**

Students may take a combination of 1, 2, or 3 credit courses to meet the minimum requirement of 130 credits for graduation.

**Field Experiences****18 credits**

EDU1401	Early Field Experience I	.5
THE2102	Staff Ministry Early Field Experience II	.5
THE3102	Staff Ministry Early Field Experience III	.5
THE3103	Individual Staff Ministry Field Experience	.5
THE4150	One Semester Staff Ministry Internship	16

***Staff Ministry Certification***

Candidates who already hold a bachelor's degree or who are thirty-five years of age or older may be granted certification for service in the WELS as a staff minister upon completion of the religion and professional components of the program. Options exist for full-time study on campus and for part-time study through Martin Luther College summer sessions, extensions courses, and distance learning.

**Theology****18 credits**

THE1001	Biblical History and Literature I	3
THE1002	Biblical History and Literature II	3
THE2001	Biblical History and Literature III	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

**Practical Theology****35 credits**

EDU3215	Teaching Religion	3
MUS4201	Lutheran Worship	2
THE2101	The Theology & Practice of Ministry	3
THE2103	Biblical Interpretation	3
THE3101	Introduction to Youth & Family Ministry	3
THE3110	Foundations of Evangelism	3
THE3111	Congregational Assimilation & Retention	3
THE3120	Parish Education	3
THE3130	Caring & Counseling	3
THE3131	Parish Visitation	3
THE3140	Organization & Administration in the Parish	3
THE3142	Developing and Training Leadership	3

**Field Experience**

An internship or series of practica is required of all staff ministry candidates. The experiences are structured on an individual basis and vary depending on previous involvement in congregational ministry.

## ***Theological Studies Major***

To meet individual needs and to ensure dedication to a plan of lifelong ministry service, a formal application process is required. Students can apply for this degree plan any time after one full year of study and completing the EFE I experience. The application includes the reason for entering the major, a plan for completion, a statement of goals that includes lifelong service to the church, and a focused area of study. The application is reviewed by the Vice President for Academics, the Education Dean, and the student's advisor. Students may appeal to modify the plan. Appeals are heard by the same committee. Students graduating with a major in theological studies are not eligible for a license or an assignment into the public ministry.

### Program Requirements

**General Education** ..... 38 Credits

**Theological Studies Major**..... 27 Credits

*Complete the Theology Minor – 9 credits*

*Elective THE courses - 18 credits*

**Additional Credits** ..... 65 Credits

*Psychology - 6 credits*

*Music - 2 credits*

*Technology - 3 credits*

*Subject area minor - 15 (+) credits*

*Electives - Remaining credits*

**Total credits required for graduation - 130 Credits**

# Pre-Seminary Program

The pre-seminary curriculum at Martin Luther College prepares men to enroll at Wisconsin Lutheran Seminary. This course of study stresses foreign languages. Hebrew and Greek, required of all students, are the original languages of Scripture. Students choose a non-biblical language to complete the language requirements. In addition, the curriculum includes a selective liberal arts emphasis, with special attention given to literature and history.

## Academic Credits Required for the Bachelor of Arts Degree

The total credit requirements vary based on language choices. A student enrolling in the Pre-Seminary Program with the entrance requirements and preferences listed in the admissions section can complete the program of study in four years. Most students can complete a degree program in four years even if they are lacking some of the preferred high school credits.

<b>General Education</b> (pp. 40-41) .....	<b>38 Credits</b>
<b>Greek Tracks</b> .....	<b>19/22 Credits</b>
<i>Classical Greek - 19 credits</i>	
<i>Koine Greek - 22 credits</i>	
<b>Hebrew</b> .....	<b>14 Credits</b>
<b>Non-biblical language</b> (choose one) .....	<b>12/13/19 Credits</b>
<i>German - 12 credits</i>	
<i>Latin - 13 credits</i>	
<i>Confessional Languages (German and Latin) - 19 credits</i>	
<i>Spanish - 12 credits</i>	
<i>Another spoken language - 12 credits</i>	
<b>Other Academic Areas</b> .....	<b>35 Credits</b>
<i>English - 6 credits</i>	
<i>History - 6 credits</i>	
<i>Psychology/Philosophy - 7 credits</i>	
<i>Science - 3 credits</i>	
<i>Theology - 12 credits</i>	
<i>Vocal Music - 1 credit</i>	
<b>Free Electives</b> .....	<b>9/12 Credits</b>
<i>Classical Greek Track – 12 Credits</i>	
<i>Koine Greek Track - 9 Credits</i>	
<i>(Confessional Language students will usually have fewer free electives.)</i>	

**Total credits required for graduation - 130/131 Credits**

## Course Listing for Pre-Seminary Studies

### Greek Tracks

After taking Elementary Classical Greek I and II, some students will continue in Classical Greek and some will shift into Koine Greek, based on achievement and the recommendation of the Greek professors.

### Classical Greek

GRK1101	Elementary Classical Greek I	5 credits
GRK1102	Elementary Classical Greek II	5 credits
GRK2101	Intermediate Classical Greek I	3 credits
GRK2102	Intermediate Classical Greek II	3 credits

	<u>Required Area Elective</u> (choose one)	
GRK3101	Greek Comedy	3 credits
GRK3102	Herodotus	3 credits
GRK3103	Lysias & Greek Oratory	3 credits
GRK3104	Homer's <i>Iliad</i>	3 credits
GRK3106	Plato	3 credits
	<u>Free Electives</u>	
GRK3001	Hellenistic Texts	3 credits
GRK3002	Greek Classics in Translation	3 credits

### Koine Greek

GRK1101	Elementary Classical Greek I	5 credits
GRK1102	Elementary Classical Greek II	5 credits
GRK2001	Intermediate Koine Greek I	3 credits
GRK2002	Intermediate Koine Greek II	3 credits
GRK3001	Hellenistic Texts	3 credits
GRK3002	Greek Classics in Translation	3 credits

### Non-Biblical Language Options

A student selects a non-biblical language option from a menu of German, Latin, a German/Latin combination, Spanish, or another language. Lutheran theologians once did much of their writing in German and Latin. Spanish and Mandarin are important in Gospel outreach, both within and outside the United States. A student may also fulfill the non-biblical language requirement with a different living language. A student choosing this option must furnish an official college transcript (or other recognized validation) confirming proficiency equivalent to six college semesters of another spoken language or must provide other recognized verification that demonstrates the equivalence of six college semesters of that living language.

### Beginning Language Courses

The elementary level of each non-biblical language option is considered a high school prerequisite. Elementary language courses are offered for students who do not test into the intermediate level in their non-biblical language at MLC, but the credits are not counted in the degree credits needed for graduation. Students who want to study another language in addition to their non-biblical language option may take elementary language courses as free electives.

GER1001	Elementary German I	4 credits
GER1002	Elementary German II	4 credits
GER1003	Elementary German III	3 credits
LAT1001	Elementary Latin I	5 credits
LAT1002	Elementary Latin II	5 credits
SPN1001	Elementary Spanish I	4 credits
SPN1003	Elementary Spanish II	3 credits

### Confessional Languages

GER2001	Intermediate German I	3 credits
GER2002	Intermediate German II	3 credits
GER2012	Luther German	3 credits
LAT2001	Intermediate Latin	4 credits
LAT2002	Vergil's <i>Aeneid</i>	3 credits
LAT2012	Ecclesiastical Latin	3 credits

### German

GER2001	Intermediate German I	3 credits
GER2002	Intermediate German II	3 credits

GER2011	Survey of Theological German	3 credits
GER2012	Luther German	3 credits
	<u>Free Electives</u>	
GER3021	European German Lutheran Writings	3 credits
GER3022	American German Lutheran Writings	3 credits
GER4010	German Immersion I	3 credits

#### Latin

LAT2001	Intermediate Latin	4 credits
LAT2002	Vergil's <i>Aeneid</i>	3 credits
LAT2011	Classical Latin Literature	3 credits
LAT2012	Ecclesiastical Latin	3 credits
	<u>Free Electives</u>	
LAT3001	Roman Historians	3 credits
LAT3003	Post-Reformation Latin Lutheran Writings	3 credits

#### Spanish

SPN2001	Intermediate Spanish I	3 credits
SPN2002	Intermediate Spanish II	3 credits
SPN2011	Intermediate Spanish III	3 credits
SPN2012	Communicating Christ in Spanish	3 credits
	<u>Free Electives</u>	
SPN3001	Latin-American Culture & Civilization	3 credits
SPN3002	Spanish & Latin American Literature	3 credits
SPN3011	Advanced Spanish Conversation	3 credits
SPN4001	Selected Topics in Spanish I	3 credits
SPN4002	Selected Topics in Spanish II	3 credits
SPN4011	Spanish Immersion I	6 credits

#### Other Subject Area Courses

##### Education/ Educational Technology

	<u>Free Electives</u>	
EDU2201	Introduction to Urban Education Ministry	3 credits
EDT3002	Teaching with Technology	3 credits

#### English – Communication Arts and Literature

ENG3311	Advanced Christian Rhetoric	3 credits
	<u>Required Area Elective</u> (choose one)	
ENG3002	American Renaissance Realism & Naturalism	3 credits
ENG3003	American Modernism	3 credits
ENG3004	Twentieth Century American Literature	3 credits
ENG3010	American Minority Writers	3 credits
ENG3102	British Authors before 1700	3 credits
ENG3109	Shakespeare	3 credits
ENG3111	British Authors from 1700 to 1832	3 credits
ENG3112	British Authors from 1832 to 1950	3 credits
ENG3207	Literature of the Modern World	3 credits
	<u>Free Electives</u> (in addition to the previous list)	
ENG3225	Literary Criticism	3 credits
ENG3302	Creative Writing	3 credits
ENG3322	Structure of English	3 credits
ENG3330	Film and Mass Media	3 credits

**Hebrew**

HEB1001	Elementary Biblical Hebrew I	4 credits
HEB1002	Elementary Biblical Hebrew II	4 credits
HEB2001	Intermediate Biblical Hebrew I	3 credits
HEB2002	Intermediate Biblical Hebrew II	3 credits
	<u>Free Elective</u>	
HEB3001	Prophetic & Poetic Texts	3 credits

**History/Social Sciences**

HIS2112	The Rise of the West	3 credits
SSC3030	Introduction to Philosophy	3 credits
	<u>Required Area Elective</u> (Choose one)	
HIS3020	Early America: Revolution & Constitution	3 credits
HIS3021	The Union in Crisis	3 credits
HIS3022	America's Gilded Age and Progressive Era	3 credits
HIS3025	The American Scene to 1877	3 credits
HIS3026	Immigration and Ethnicity in US History	3 credits
HIS3027	Religion in US History	3 credits
HIS3101	The Ancient Near East	3 credits
HIS3102	The High Middle Ages	3 credits
HIS3105	First Century Roman World	3 credits
HIS3110	History of Modern China	3 credits
HIS3111	Modern Russia	3 credits
HIS3121	From Despots to Nation States	3 credits
HIS3125	The Arab-Israeli Conflict	3 credits
HIS4101	The World in the Twentieth Century	3 credits
HIS4110	Foundations of History	3 credits
	<u>Free Electives</u> (in addition to the previous list)	
HIS3001	Survey of Art	3 credits
HIS3024	United States Government	3 credits
SSC3201	Sociology	3 credits
SSC3202	Principles of Economics	3 credits
SSC3210	World Regional Geography	3 credits
SSC4201	Introduction to Minority Cultures	3 credits

**Mathematics – Free Elective**

MTH2020	Elementary Statistics	3 credits
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**Music/Fine Arts**

	<u>Vocal Music Requirement</u> (Choose one)	
MUSxxxx	Participation in a choir for one semester	1 credit
MUS1103	Sight Singing Fundamentals	1 credit
MUS1104	Vocal Skills	1 credit

	<u>Free Electives</u> (A combination of 1 credit music courses may not substitute for a 3 credit free elective.)	
MUS2039	Männerchor	1 credit
MUS2047	Wind Symphony	1 credit
MUS2048	Chorale	1 credit
MUS2201	Introduction to Fine Arts	3 credits
MUS2302	Introduction to Conducting and Rehearsal Techniques	3 credits
MUS3036	College Choir	1 credit
MUS3101	Theory of Music I	3 credits
MUS3102	Theory of Music II	3 credits

MUS3103	Theory of Music III	3 credits
MUS3104	Theory of Music IV	3 credits
MUS3201	Music History: Ancient Times through Baroque	3 credits
MUS3202	Music History: Classical through Present	3 credits
MUS3213	Music in World Cultures	3 credits
MUS4302	Advanced Choral Conducting and Rehearsal Techniques	3 credits

### Psychology

PSY2001	Introduction to Psychology	4 credits
	<u>Free Electives</u>	
PSY3002	Abnormal Psychology	3 credits
PSY3020	Psychology of Learning	3 credits

### Science

SCIxxxx	<u>Electives</u> (One required, others may be free electives) Any science course except the one that was taken for the General Education requirement	3 credits
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### Theology

THE3010	Symbolics	3 credits
THE3011	St. John's Gospel	3 credits
THE4010	The Book of Acts	3 credits
THE4011	First Corinthians	3 credits
	<u>Free Electives</u>	
THE3020	World Religions	3 credits
THE3021	Patristic Readings in Context	3 credits



# Seminary Certification

## Purpose

The Seminary Certification Program at Martin Luther College provides an opportunity for men who are older than traditional college students to prepare for the pastoral ministry of the Wisconsin Evangelical Lutheran Synod (WELS). Students who successfully complete the program and demonstrate appropriate spiritual, academic, and personal attributes are recommended to Wisconsin Lutheran Seminary (WLS) to continue preparation for the pastoral ministry.

## Policies

1. Men older than traditional college students have the option of either a Bachelor of Arts program or a Seminary Certification program.
2. Men who are married or older than 21, and who have not attended MLC, should first contact the Pastoral Studies Institute at Wisconsin Lutheran Seminary.
3. Men whom the Pastoral Studies Institute recommends to apply for the MLC Seminary Certification program must meet with the Admissions Committee before they are accepted into the program.
4. The Seminary Certification program is designed for men who have demonstrated spiritual maturity and leadership skills in their local congregations.
5. Men older than traditional college students have the option of a degree program or a Seminary Certification program.
6. The Dean for Pre-Seminary Studies tailors a Seminary Certification program to correspond with the academic background of each student.
7. The Dean for Pre-Seminary Studies arranges a program that allows each student to acquire the needed academic skills in the fewest possible semesters.
8. MLC awards certificates to men who successfully complete their prescribed programs.
9. Students who complete a Bachelor of Science degree at MLC and then decide to prepare for pastoral ministry may enroll in a two-year Seminary Certification program with the approval of both the Education Dean and the Pre-seminary Dean.

## Course Listing for Seminary Certification

### Students without a bachelor's degree

The length of time needed to complete the requirements of a Seminary Certification program for students enrolling without a bachelor's degree will usually be three years, depending upon previous college credits.

In addition to the General Education courses (except physical education activity courses), students must take the program courses shown below.

### English

ENG3310	Advanced Christian Rhetoric	3 credits
ENGxxxx	English Literature elective	3 credits

### Greek

GRK1101	Elementary Classical Greek I	5 credits
GRK1102	Elementary Classical Greek II	5 credits
GRK2001	Intermediate Koine Greek I	3 credits

### Hebrew

HEB1001	Elementary Biblical Hebrew I	4 credits
HEB1002	Elementary Biblical Hebrew II	4 credits
HEB2001	Intermediate Biblical Hebrew I	3 credits
HEB2002	Intermediate Biblical Hebrew II	3 credits

**History/Social Sciences**

HIS2112	The Rise of the West	3 credits
HISxxxx	History elective	3 credits
SSC3030	Introduction to Philosophy	3 credits

**Psychology**

PSY2001	Introduction to Psychology	4 credits
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**Theology**

THE3001	Christian Doctrine I	3 credits
THE3002	Christian Doctrine II	3 credits
THE3010	Symbolics	3 credits
THE3011	St. John's Gospel (3-year certification program)	3 credits
THE3012	Selections from St. John's Gospel (2-year certification program)	2 credits
THE4010	The Book of Acts	3 credits
THE4011	First Corinthians	3 credits

**Free Electives**

	Two free electives	6 credits
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**Students with a bachelor's degree**

Students who hold a bachelor's degree before they enroll need two years to complete their certification requirements. The Dean for Pre-Seminary Studies draws up their certification program from the courses listed above, giving priority to theology and Biblical language courses. As much as possible, other listed courses that are not among the certification student's previous college credits are included in the individual student's certification program. Most certification students should anticipate full-time semesters – a minimum of 12 credits, but usually 15-18, depending upon previous college credits.

# Academic Minors

Unlike the licensed minors, academic minors are not eligible for Minnesota licensure. However, they do build valuable knowledge and useful skills for ministry. A listing of the academic minors and their courses follow. Select courses (as noted) may also fulfill general education or elementary education major requirements. While some minors may be completed during the regular semesters, others require additional summer session course work.

## **Coaching** *Note: Students that successfully complete the Physical Education Major also earn the Coaching Minor.* **14 credits**

PEDxxxx	Five Activity Courses (Two – General Education electives, Two – Elementary Education electives )	2.5
PED120x	First Aid	.5
PED1301	Fitness For Life	1
EDU3225	Teaching Physical Education	2
PED2015	Coaching Theory	2
PED3004	Care and Prevention of Athletic Injuries	2
PED3006	Principles of Coaching	2
PED3007	Organization and Administration of Physical Education and Athletics	2

## **German** **15 credits**

GER2001	Intermediate German I	3
GER2002	Intermediate German II	3
GER2011	Survey of Theological German	3
GER2012	Luther German	3
GER4010	German Immersion (taken during summer session)	3

## **Music** **20/21 credits**

EDU3220	Teaching Music <b>OR</b> EDU3221 Teaching Music in Elementary Schools	2/3
MUSxxxx	Choir – 1 semester (fulfills 1 credit of the Vocal/Choral requirement in the Elementary Education major)	1
MUS1110	Aural Skills I (fulfills 1 credit of the Vocal/Choral requirement in the Elementary Ed major)	1
MUS2302	Introduction to Conducting & Rehearsal Techniques	3
MUS3101	Theory of Music I	3
MUS3102	Theory of Music II	3
MUS3201	Music History: Ancient Times – Baroque <b>OR</b> MUS3202: Classical - Present (Gen Ed Fine Arts Elect)	3
MUS3213	Music in World Cultures (Gen Ed Intercultural Elective)	3
MUS3320	Music Technology	1

## **Physical Education** **15 credits**

EDU3225	Teaching Physical Education	2
PEDxxxx	Seven Activity Courses (Two – General Education electives, Two – Elementary Education electives)	3.5
PED120x	First Aid	.5
PED1301	Fitness For Life	1
PED2010	Foundations of Physical Education	2
PED3002	Motor Learning	3
PED3008	Assessment and Evaluation in Physical Education	3

## **Theology** **18 credits**

(All education, parish music, and staff ministry majors who complete the required theology courses automatically qualify for a theology minor.)

THE1001	Biblical History and Literature I (General Education Theology Requirement)	3
THE1002	Biblical History and Literature II (General Education Theology Requirement)	3
THE2001	Biblical History and Literature III (General Education Theology Requirement)	3
THE3001	Christian Doctrine I	3
THE3002	Christian Doctrine II	3
THE4001	Lutheran Confessional Writings	3

**Urban Education Ministry****23 credits**

EDU2201	Introduction to Urban Education Ministry	3
EDU2401	Early Field Experience II (Urban Setting)	.5
EDU2402	Exploring Urban Teaching Methods and Management (Summer Experience I)	3
EDU3250	Classroom Management and Teaching Strategies	3
EDU3401	Early Field Experience III (Urban Setting)	.5
EDU3402	Advanced Urban Teaching Methods and Management (Summer Experience II)	3
EDU4253	Student Teaching in Elementary & Middle Schools I (Urban Setting)	10

**Urban Education Ministry and Spanish****24 credits**

EDU2201	Introduction to Urban Education Ministry	3
EDU2402	Exploring Urban Teaching Methods and Management (Summer Experience I)	3
EDU3250	Classroom Management and Teaching Strategies	3
EDU3402	Advanced Urban Teaching Methods and Management (Summer Experience II)	3
SPN4011	Spanish Immersion (taken during summer session following first or second year)	6
SPNxxxx	Any combination of Spanish courses	6

**Additional Academic Minors**

Licensed minors (designed to be completed with the elementary major) may be completed as academic minors. Students that desire to increase their knowledge base may complete the course work without the field experience and the licensure exam to earn an academic minor.

# Course Descriptions

## ART

### **ART1001 Studio Art: Drawing**

3 credits. An introductory studio drawing course designed to develop basic drawing skills by employing fundamental design and compositional concepts, to experience working with a variety of subject matter and media, to explore different drawing techniques and methods, and to encourage an expression of individual style.

## EDUCATION

### **EDU0001 Study Skills Seminar**

1 credit. College level study skills with opportunities to apply these skills in current courses. Among others, topics include time management, note taking, test-taking, reading a college text, and memory strategies.

### **EDU1401 Early Field Experience I: Introduction to the Teaching Ministry**

0.5 credits. A week of activities and experiences designed to introduce students to the roles and responsibilities of the teaching ministry. (Year One students remain on campus for this week.) (Minimum 40 hours)

### **EDU2101 The Arts and Movement in Early Childhood**

3 credits. Objectives, methods, and materials for developmentally appropriate activities for young children in the areas of art, music, and movement.

### **EDU2201 Introduction to Urban Education Ministry**

3 credits. Introduction and exploration of cross-cultural contexts for teaching and ministry. Observation and participation in cross-cultural ministry settings will provide the experiential framework to organize and apply the course material to real-life application. Open to education and pre-seminary students.

### **EDU2401 Early Field Experience II: Observation and Participation**

0.5 credits. A week of observation and participation in an early childhood, elementary, middle or secondary classroom. (Minimum 40 hours)  
Prerequisite(s): EDU1401

### **EDU2402 Exploring Urban Teaching Methods and Management**

3 credits. A six-week, summer field experience in

urban Milwaukee schools to build basic instructional skills, cultural competencies, and classroom management techniques essential to the urban classroom in coordination with the Center for Urban Teaching.

### **EDU3102 Infant and Toddler Educare**

3 credits. A family-focused model for the care and early learning of infants and toddlers.  
Prerequisite(s): PSY3010

### **EDU3104 Teaching Literacy**

3 credits. Philosophy, methods, and resources for fostering the development of literacy in children (ages infant-preprimary).

### **EDU3109 Preprimary Curriculum**

3 credits. Developmentally appropriate experiences and materials for teaching preprimary aged children.  
Taken concurrently with EDU3407

### **EDU3116 Teaching Religion in Early Childhood Education**

2 credits. Materials and methods for effective Bible storytelling, for enabling children's retelling, and for learning memory treasures.

### **EDU3117 Observation and Assessment**

2 credits. The knowledge and skills necessary to establish a practical approach for the observation and developmental assessment of young children.

### **EDU3201 Children's Literature**

2 credits. An integrated, response-centered approach to literature in the elementary and middle level classroom curriculum with an emphasis on evaluating, selecting, and presenting literature for learning, enrichment, and pleasure.  
Taken concurrently with EDU3205, EDU3210, EDU3411

### **EDU3205 Teaching Language Arts**

2 credits. Objectives, instructional strategies, and materials for teaching writing, speaking, listening, media literacy, and the related areas of handwriting, spelling, capitalization, punctuation, and grammar in elementary and middle school classrooms.  
Taken concurrently with EDU3201, EDU3210, EDU3411

### **EDU3210 Teaching Reading**

4 credits. Philosophy, methods, and resources for teaching elementary and middle school classroom reading.  
Taken concurrently with EDU3201, EDU3205, EDU3411

**EDU3215 Teaching Religion**

3 credits. Objectives, curriculum requirements, materials, and methods of conducting classroom devotions and of teaching Bible history, catechism, and hymnology in the Lutheran elementary and middle school classrooms.

**EDU3220 Teaching Music**

2 credits. Methods and materials for teaching music in elementary and middle schools with emphasis on music programs for Lutheran schools.

**EDU3221 Teaching Music in Elementary Schools**

3 credits. Methods and materials for teaching music in grades K-6 with emphasis on WELS school music programs. Enrollment open to music majors and minors.

**EDU3225 Teaching Physical Education**

2 credits. Curriculum planning and methods of teaching physical education in elementary and middle school classrooms.

**EDU3230 Art in Elementary and Middle Schools**

2 credits. Exploration of a variety of art media useful in the elementary and middle school; teaching methods; and the history and appreciation of art. (One lecture period and two one-hour laboratory periods per week.)

Taken concurrently with EDU3231

**EDU3231 Art in Elementary and Middle Schools Lab**

Two one-hour laboratory periods.

Taken concurrently with EDU3230

**EDU3235 Teaching Social Studies**

1 credit. Goals, curriculum, methods, and materials for teaching social studies in elementary and middle school classrooms. Emphasis on authentic assessments and activities in teaching and learning social studies.

**EDU3241 Teaching Science Concepts**

3 credits. Mastery of content and implementation of standards for teaching science concepts in elementary and middle school classrooms by modeling inquiry-based methods, process skills, technology, and interdisciplinary activities.

**EDU3247 Teaching Mathematics in Pre-K to 8th Grade**

1 credit. Philosophy, objectives, techniques, and materials for teaching mathematics in preschool, elementary, and middle school classrooms. Emphasis on process-oriented teaching.

**EDU3250 Classroom Management and Teaching Strategies**

3 credits. Exploration of proven strategies that will promote high-performance teaching and classroom management for beginning teachers.

Prerequisite(s): EDU2201 or with instructor approval

**EDU3310 Adolescent Literature**

3 credits. An examination of popular and contemporary literature for young adults including the development of instructional techniques that integrate literature throughout the middle and secondary school curriculum.

**EDU3344 Teaching Communication Arts and Literature in Middle and Secondary Schools**

4 credits. Trends, issues, objectives, methods, and materials for teaching literature, writing and the language arts in middle and secondary schools.

Taken concurrently with EDU3420

**EDU3345 Teaching Mathematics in Middle and Secondary Schools**

4 credits. Philosophy, objectives, techniques, content, and materials for teaching mathematics in the middle and secondary schools.

Taken concurrently with EDU3421

**EDU3346 Teaching Music in Middle and Secondary Schools**

2 credits. Materials, methods, curriculum organization, and administration of the middle and secondary school music program.

Taken concurrently with EDU3422

**EDU3347 Teaching Physical Education in Middle and Secondary Schools**

3 credits. Philosophy, objectives, techniques, content, and materials for teaching physical education in middle and secondary schools.

Taken concurrently with EDU3423

**EDU3348 Teaching Science in Middle and Secondary Schools**

4 credits. Current trends, issues, theories, methods, and materials for teaching the life and physical sciences in the middle and secondary schools.

Taken concurrently with EDU3424

**EDU3349 Teaching Social Studies in Middle and Secondary Schools**

4 credits. Trends, issues, objectives, methods, and materials for teaching social studies in middle and secondary schools.

Taken concurrently with EDU3425

**EDU3351 Teaching Special Education**

4 credits. Current practices related to special education including planning, managing, delivering and evaluating instruction in elementary, middle, and high school settings.

Taken concurrently with EDU3427

**EDU3352 Teaching World Languages and Culture**

4 credits. Trends, methods, and materials for teaching world languages and culture in the ECE, elementary, middle and secondary schools.

**EDU3401 Early Field Experience III: Observation, Participation, and Teaching**

0.5 credits. A week of observation, participation, and teaching selected lessons in an early childhood, elementary, middle or secondary classroom. (Minimum – 40 hours)

**EDU3402 Advanced Urban Teaching Methods and Management**

3 credits. A six-week, summer field experience in urban Milwaukee schools to continue building instructional skills, cultural competencies, and classroom management techniques essential to the urban classroom in coordination with the Center for Urban Teaching.

Prerequisite(s): EDU2402

**EDU3405 Individual Field Experiences**

0.5 credits. Individual field experiences related to the teaching ministry. (Minimum 50 hours)

**EDU3407 Early Childhood Education Clinical**

1 credit. A semester-long experience of one day a week in a preprimary (ages 3-5) setting in conjunction with EDU3109 Preprimary Curriculum. Students observe children, interact, and facilitate individual, small group, or large group learning experiences.

(Minimum – 104 hours)

Taken concurrently with EDU3109

**EDU3411 Literacy Clinical**

1 credit. A semester experience of one day a week in elementary and middle school classrooms completed in conjunction with the language arts block of courses. Students observe, tutor, teach small groups, and teach selected whole class lessons. (Minimum - 104 hours)

Taken concurrently with EDU3201, EDU3205, EDU3210

**EDU3420 Communication Arts and Literature Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors,

teaches groups, and teaches selected whole class lessons. (Minimum—104 hours)

Taken concurrently with EDU3344

**EDU3421 Mathematics Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons. (Minimum 104 hours)

Taken concurrently with EDU3345

**EDU3422 Music Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons. (Minimum—104 hours)

Taken concurrently with EDU3346

**EDU3423 Physical Education Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons.

Taken concurrently with EDU3347

**EDU3424 Science Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons. (Minimum—104 hours)

Taken concurrently with EDU3348

**EDU3425 Social Studies Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons.

Taken concurrently with EDU3349

**EDU3426 World Languages Clinical**

1 credit. A semester experience of one day a week in a middle level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons.

Taken concurrently with EDU3352

**EDU3427 Special Education Clinical**

1 credit. A semester experience of one day a week in an elementary, middle, or secondary level classroom. The student observes, tutors, teaches groups, and teaches selected whole class lessons.

Taken concurrently with EDU3351

**EDU4101 Foundations in Early Childhood Education**

3 credits. Historical, philosophical, sociological, and theological foundations of current thought and

practice in early childhood education. An examination of popular curricular models and theoretical principles with their application to Christian education.

#### **EDU4103 Administration of Early Childhood Programs**

3 credits. Current and relevant topics in early childhood education, such as organization of an early childhood program, funding, budgeting, state laws and requirements, use of teacher aides, team teaching, and place and function of the early childhood program in the church's mission.

#### **EDU4154 Student Teaching I - Infant-Toddler**

8 credits. A full-time eight-week professional experience in infant and toddler care and education.

Prerequisite(s): EDU1401, EDU2401, EDU3116, EDU3210, EDU3401, EDU3405, EDU3407, PSY3010, PSY3020

Taken concurrently with EDU4155

#### **EDU4155 Student Teaching II - Preprimary**

8 credits. A full-time eight-week professional experience in preprimary settings

Prerequisite(s): EDU1401, EDU2401, EDU3116, EDU3210, EDU3401, EDU3405, EDU3407, PSY3010, PSY3020

Taken concurrently with EDU4154

#### **EDU4210 Curriculum and Instruction in Elementary and Middle Schools**

3 credits. Curricular designs and instructional strategies appropriate for elementary and middle school classrooms. Included are the multiage model, middle level model, and an emphasis on teaching to standards.

#### **EDU4253 Student Teaching in Elementary and Middle Schools I**

10 credits. A full-time ten-week professional experience in Lutheran elementary and middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU42xx

#### **EDU4254 Student Teaching Communication Arts and Literature in Middle Schools**

5 credits. A full-time five-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers

and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU3240, EDU3245, EDU4253

#### **EDU4260 Student Teaching in Elementary and Middle Schools II**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

#### **EDU4268 Student Teaching Special Education in Elementary and Middle Schools**

10 credits. A full-time ten-week professional experience in public elementary and middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, EDU3427, PSY2002, PSY3020

Taken concurrently with EDU4354

#### **EDU4270 Student Teaching Communication Arts and Literature in Middle Schools**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

#### **EDU4271 Student Teaching Mathematics in Middle Schools**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

#### **EDU4272 Student Teaching Science in Middle Schools**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective



teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

### **EDU4273 Student Teaching Social Studies in Middle Schools**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

### **EDU4274 Student Teaching Spanish in Middle Schools**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

### **EDU4275 Student Teaching Educational Technology in Middle Schools**

6 credits. A full-time six-week professional experience in public middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3210, EDU3215, EDU3401, EDU3405, EDU3411, PSY2002, PSY3020

Taken concurrently with EDU4253

### **EDU4280 Student Teaching Music in Elementary and Middle Schools**

6 credits. A full-time six-week professional experience in public elementary and middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3401, EDU3405, EDU3422, PSY2002

Taken concurrently with EDU4353, PSY3031

### **EDU4281 Student Teaching Physical Education in Elementary and Middle Schools**

6 credits. A full-time six-week professional experience

in public elementary and middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3401, EDU3405, EDU3423, PSY2002

Taken concurrently with EDU4353, PSY3031

### **EDU4282 Student Teaching Spanish in Elementary and Middle Schools**

6 credits. A full-time six-week professional experience in public elementary and middle school classrooms of cooperating schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3401, EDU3405, EDU3426, PSY2002

Taken concurrently with EDU4353, PSY3031

### **EDU4302 Reading in the Content Areas**

3 credits. An examination of the components that comprise a comprehensive, balanced reading curriculum including an investigation of various reading strategies for teaching and assessing students' reading progress in the content areas at the middle and high school level with an emphasis on previewing text, vocabulary development, comprehension strategies, and study skills.

### **EDU4353 Student Teaching in Secondary Schools I**

10 credits. A ten-week professional experience in secondary level classrooms of Lutheran high schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401 or EDU2401 or EDU3401 or PSY3020 or EDU1401 or EDU2401 or EDU3401 or PSY3020

Taken concurrently with EDU428x or EDU4355 or PSY3031

### **EDU4354 Student Teaching Special Education in Secondary Schools**

6 credits. A full-time six-week professional experience in secondary level (9-12) classrooms of participating Lutheran high schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

Prerequisite(s): EDU1401, EDU2401, EDU3401, EDU3405, EDU3427, PSY2002, PSY3020

Taken concurrently with EDU4268

### **EDU4355 Student Teaching in Secondary Schools II**

6 credits. A six-week professional experience in secondary level (9-12) classrooms of public schools, providing an opportunity to learn effective teacher

behavior through observation and practice under the guidance of licensed teachers and college supervisors. Prerequisite(s): EDU1401, EDU2401, EDU3401, EDU3405, EDU342X, PSY3020  
Taken concurrently with EDU4353, PSY3031

**EDU4356 Student Teaching in Secondary Schools II**  
10 credits. A full-time ten-week professional experience in secondary level (9-12) classrooms of cooperating public schools, providing an opportunity to learn effective teacher behavior through observation and practice under the guidance of licensed teachers and college supervisors.

**EDU4401 Early Field Experience IV**  
1 credit. Observation, participation, and teaching selected lessons in an early childhood, elementary, middle or secondary classroom. This experience is for students needing additional field experiences as directed by college personnel. Length of experience may vary.

## **EDUCATIONAL TECHNOLOGY**

**EDT0001 Introduction to Online Learning**  
Introduction to using a course management system for online learning.

**EDT1001 Digital Literacy**  
3 credits. The use of computer applications, digital tools, and web resources to locate, organize, create, evaluate, and analyze information.

**EDT2002 Emerging Technologies in Education**  
3 credits. An investigation of recent trends in hardware, software, policy, and pedagogy to develop a clearer picture of the possibilities for emerging technologies in the K-12 classroom.

**EDT3002 Teaching with Technology**  
3 credits. The integration of technology with curriculum content and instruction in K-12 schools.

**EDT3004 Coordinating Technology in Education**  
3 credits. An investigation of common duties and responsibilities of a technology coordinator in a K-12 educational setting.

**EDT3007 Google Technologies in Education**  
3 credits. An in-depth study of the Google tools available through the G Suite for Education platform, with an emphasis on K-12 classroom use, including collaborative learning approaches and assessment strategies.

## **ENGLISH-COMMUNICATION ARTS AND LITERATURE**

**ENG0001 Essential Skills for College Composition**  
1 credit. A combination of classroom instruction and individualized writing coaching to scaffold the development of critical composition skills. (This course does not fulfill any communication arts and literature requirements for graduation.)  
Taken concurrently with ENG1303

**ENG1201 Biblical History & Literature I**  
3 credits. The biblical record of God's grace from creation to the destruction of Jerusalem. (Cross-listed with THE1001 and HIS1101)

**ENG1202 Biblical History & Literature II**  
3 credits. The biblical record of God's grace from the destruction of Jerusalem, through the Intertestamental Period, to the life, death, and resurrection of Jesus Christ. (Cross-listed with THE1002 and HIS1102)

**ENG1303 Rhetoric and Composition**  
3 credits. The study of process and strategy in writing analytical and argumentative essays. This is a writing-intensive course in the General Education program.

**ENG1304 Literature Seminar: The Challenge of Faith**  
3 credits. A study of effective reading, analyzing, interpreting, and writing about literature in multiple genres focused on themed selections in a seminar format. (Challenge of Faith)

**ENG1305 Literature Seminar: Family and Identity**  
3 credits. A study of effective reading, analyzing, interpreting, and writing about literature in multiple genres focused on themed selections in a seminar format. (Family and Identity)

**ENG1306 Literature Seminar: Leisure and Labor**  
3 credits. A study of effective reading, analyzing, interpreting, and writing about literature in multiple genres focused on themed selections in a seminar format. (Leisure and Labor)

**ENG2201 Biblical History & Literature III**  
3 credits. The biblical record of God's grace in the life of the primitive church. A study of selected New Testament epistles and their background in the Acts of the Apostles. This is a writing-intensive course in the General Education program. (Cross-listed with THE2001 and HIS2101)

**ENG3002 American Renaissance, Realism, & Naturalism**

3 credits. A study of the major themes and literary movements from the early 19th century to the dawn of modernism in the 20th century.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3003 American Modernism**

3 credits. A study of the prose of major American writers from the dawn of modernism to the 1950s.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3004 Twentieth Century American Literature**

3 credits. Analysis of selected works of American fiction, drama, and nonfiction from WWII to the present.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3010 American Minority Writers**

3 credits. An analysis of selected works of contemporary American minority writers, including Asian-Americans, African-Americans, Hispanic-Americans, and Native Americans.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3102 British Authors before 1700**

3 credits. A study of major British authors from the 14th through the 17th centuries with emphasis on Chaucer, Spenser, Milton, and on the literary and religious issues in their writing.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3109 Shakespeare**

3 credits. An analysis of plays by William Shakespeare including comedies, histories, and tragedies.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3111 British Authors from 1700 to 1832**

3 credits. A study of British literature during the 18th and early 19th centuries, including the novels, poems, and essays.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3112 British Authors from 1832 to 1950**

3 credits. A study of selected British authors of the Victorian and early modern ages with emphasis on ideas, interpretation, and historical impact.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3207 Literature of the Modern World**

3 credits. A study of 19th and 20th century literary work from around the world, not including British and American authors. Key issues are cultural understanding and the movement from realism to modernism.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3225 Literary Criticism**

3 credits. A study and analysis of the development of literary theories and interpretations of texts.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3302 Creative Writing**

3 credits. An opportunity for students as writers to communicate literature born of experience, introspection, and conviction, to afford them the discovery of power of expression.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3303 Advanced Expository Writing**

3 credits. A study and practice in a variety of nonfiction prose forms to develop a lively and effective writing style, using models from classic essays to contemporary literary nonfiction.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**ENG3310 Interpersonal Communication**

3 credits. The theory and practice of communication in formal and informal settings, focusing on relationships, conflict resolution, and small-group dynamics.

Prerequisite(s): junior or senior standing

**ENG3311 Advanced Christian Rhetoric**

3 credits. An advanced speaking intensive course using rhetorical skills with an emphasis on Christian apologetics, devotional writing, and oral presentation.

Prerequisite(s): ENG1303

**ENG3322 Structure of English**

3 credits. A study of linguistics including an introduction to the theories and methods of comparative grammars.

Prerequisite(s): ENG1303

**ENG3330 Film and Mass Media Literacy**

3 credits. A critical overview of the rhetorical uses and impact of film and mass media within the broader cultural milieu. In addition to the primary emphasis of film, other topics include music, television and new media.

Prerequisite(s): ENG1303 or ENG1304 or ENG1305 or ENG1306

**GERMAN****GER1001 Elementary German I**

4 credits. The first of a two-semester introduction to the German language and culture using the four skills of listening, reading, writing, and speaking (4 hours + 1 one-hour language lab).

**GER1002 Elementary German II**

4 credits. The second of a two-semester introduction to the German language and culture using the four skills of listening, reading, writing, and speaking (4 hours + 1 one-hour language lab).

Prerequisite(s): GER1001

**GER2001 Intermediate German I**

3 credits. The first of a two-semester sequence which continues to develop a person's ability to read, write, speak, and understand German (3 hours + 1 one-hour language lab).

Prerequisite(s): GER1002

**GER2002 Intermediate German II**

3 credits. The second of a two-semester sequence which continues to develop a person's ability to read, write, speak, and understand German (3 hours + 1 one-hour language lab).

Prerequisite(s): GER2001

**GER2011 Survey of Theological German**

3 credits. A reading and writing focused German language course based on texts by key confessional Lutherans from 1546-1930. The course provides an overview of confessional Lutheran church history and theologians of the era. This course is taught in German.

Prerequisite(s): GER2002

**GER2012 Luther German**

3 credits. A reading and writing focused German language course based on writings from Luther. This course is taught in German.

Prerequisite(s): GER2002

**GER3021 European German Lutheran Writings**

3 credits. A reading intensive elective course focusing on the contributions of confessional Lutheran theologians from the 16th through the 19th centuries.

Prerequisite(s): GER2012

**GER3022 American German Lutheran Writings**

3 credits. A reading intensive elective course focusing on selected texts by confessional German Lutheran authors in America from the time of the Saxon immigrations of the late 1830s through the Synodical Conference of the early 1930s.

Prerequisite(s): GER2012

**GER4010 German Immersion I**

3 credits. A three-week immersion in Germany, attending a language institute, living with a host family and studying German language and culture.

(May be repeated.) Prerequisite(s): GER2002

**GREEK****GRK1101 Elementary Classical Greek I**

5 credits. An introduction to the vocabulary and grammar of classical Greek. Translation of simple prose.

**GRK1102 Elementary Classical Greek II**

5 credits. Basic vocabulary and grammar of classical Greek. Translation of simple prose.

Prerequisite(s): GRK1101

**GRK2001 Intermediate Koine Greek I**

3 credits. Comprehensive review of vocabulary and grammar of Koine Greek. Translation of selected koine Greek texts.

Prerequisite(s): consent of the division, GRK1002, GRK1102

**GRK2002 Intermediate Koine Greek II**

3 credits. Reading of New Testament Greek texts.

Prerequisite(s): GRK2001

**GRK2101 Intermediate Classical Greek I**

3 credits. Comprehensive review of vocabulary and grammar of classical Greek. Translation of selected classical texts.

Prerequisite(s): GRK1102

**GRK2102 Intermediate Classical Greek II**

3 credits. Translation of Plato's Apology. Advanced study of the Greek verb.

Prerequisite(s): GRK2101

**GRK3001 Hellenistic Texts**

3 credits. Translation of selections from the Septuagint, pseudepigraphal writings, Josephus, and early Christian documents. Collateral reading provides background on the history, culture, and religion of the Hellenistic period.

Prerequisite(s): GRK1002 for seminary certification candidates or GRK2002 or GRK2102

**GRK3002 Greek Classics in Translation**

3 credits. Study of classical Greek literature selections in their historical context, read in English translation. Selections taken from ancient Greek epic, poetry, tragedy, comedy, history, and philosophy. For students in the koine Greek program.

**GRK3101 Greek Comedy**

3 credits. Translation of selections from Aristophanes and/or Menander supplemented by readings in translation.

Prerequisite(s): GRK2102

**GRK3102 Herodotus**

3 credits. Selections from the History, read in the original and in translation. Discussion of Herodotus' approach to history and his treatment of the Persian War.

Prerequisite(s): GRK2102

**GRK3103 Lysias & Greek Oratory**

3 credits. Selections from Lysias' speeches, read in the original and in translation. Review of historical background. Emphasis on aspects of Greek rhetoric with attention to application for modern speakers and writers.

Prerequisite(s): GRK2102

**GRK3104 Homer's Iliad**

3 credits. Translation of selected portions of the Iliad, with the rest read in translation.

Prerequisite(s): GRK2102

**GRK3106 Plato**

3 credits. Reading of a major dialogue in Greek with appreciation of its literary form and critique of its argument. Supplementary readings in other dialogues (in English) and in the secondary literature.

Prerequisite(s): GRK2102

**HEBREW****HEB1001 Elementary Biblical Hebrew I**

4 credits. Elements of grammar, basic vocabulary, oral reading, and translation of simplified Biblical Hebrew.

**HEB1002 Elementary Biblical Hebrew II**

4 credits. A continuation of HEB1001. Translation and discussion of the book of Jonah. Introduction to the weak verbs.

Prerequisite(s): HEB1001

**HEB2001 Intermediate Biblical Hebrew I**

3 credits. Review of elementary Hebrew. Introduction to Biblia Hebraica Stuttgartensia and the Brown-Driver-Briggs Hebrew lexicon. Translation from a historical book. Special emphasis on verb analysis, oral reading, and developing a working vocabulary.

Prerequisite(s): HEB1002

**HEB2002 Intermediate Biblical Hebrew II**

3 credits. Translation of larger sections of prose and translation of poetry. Introduction to resource books. Special emphasis on verb analysis, dictionary use, oral reading, and developing a working vocabulary.

Prerequisite(s): HEB2001

**HEB3001 Prophetic & Poetic Texts**

3 credits. Translation of selected Old Testament prophetic and poetic texts with discussion of content.

Prerequisite(s): HEB2001

**HISTORY****HIS1101 Biblical History & Literature I**

3 credits. The biblical record of God's grace from creation to the destruction of Jerusalem. (Cross-listed with ENG1201 and THE1001)

**HIS1102 Biblical History & Literature II**

3 credits. The biblical record of God's grace from the destruction of Jerusalem, through the Intertestamental Period, to the life, death, and resurrection of Jesus Christ. (Cross-listed with ENG1202 and THE1002)

**HIS2101 Biblical History & Literature III**

3 credits. The biblical record of God's grace in the life of the primitive church. A study of selected New Testament epistles and their background in the Acts of the Apostles. This is a writing-intensive course in the General Education program. (Cross-listed with ENG2201 and THE2001)

**HIS2112 The Rise of the West**

3 credits. The rise of Western Civilization from its beginnings to the Renaissance.

**HIS2113 The Modern West: From the Renaissance to World War II**

3 credits. Maturation and diffusion of Western civilization from the Italian Renaissance to the end of the Second World War.

**HIS3001 Survey of Art**

3 credits. An introductory study of representative artists and their works for the purpose of developing an appreciation of the graphic arts, architecture, and sculpture.

**HIS3010 United States History Since 1945**

3 credits. A post-World War II survey on both domestic and foreign developments in the United States, examining political, economic, social, cultural, and religious trends. This is a writing-intensive course in the General Education program.

Prerequisite(s): recommended junior, senior, or fifth-year standing

**HIS3021 The Union in Crisis**

3 credits. A study of the causes, conduct and implications of the American Civil War as well as

major developments during the Reconstruction period that followed the war.

**HIS3022 America's Gilded Age and Progressive Era**

3 credits. A study of America's Gilded Age (1877-1900) and Progressive Era (1900-1915).

**HIS3024 United States Government**

3 credits. An introduction to the development, form, and function of the United States federal government.

**HIS3025 The American Scene to 1877**

3 credits. A survey of domestic and foreign developments in United States history, from the colonial period that predates the country's founding through Reconstruction, examining political, economic, social, cultural, and religious trends.

**HIS3026 Immigration and Ethnicity in United States History**

3 credits. An examination of the experience of immigrants in United States history and of the role that race and ethnicity have played in American politics and society from the colonial era to the present.

**HIS3027 Religion in United States History**

3 credits. A study of the various religious movements, denominations, and traditions in the history of the United States, from colonial times to the present, with particular focus on how religious ideas, institutions, and people have interacted with American politics and culture.

**HIS3101 The Ancient Near East**

3 credits. A study of the foundations of Western civilization in Mesopotamia, Egypt, and the Aegean. Political, economic, and social institutions and activities are examined, as well as religious life and cultural achievements.

**HIS3102 The High Middle Ages**

3 credits. The history of political, cultural and religious trends in Europe from the beginning of the eleventh century to the end of the thirteenth century.

**HIS3104 The Reformation Era**

3 credits. The history of the Reformation in the sixteenth century. Examines at first hand the concerns and conviction of those who participated in the Reformation.

**HIS3105 First Century Roman World**

3 credits. The Roman empire from Augustus to

Domitian. Topics include government, regions and cities, religions, and social and cultural issues.

**HIS3110 History of Modern China**

3 credits. The dynamism in the People's Republic of China and its rise as a world power, aimed at understanding and relating to the Chinese people in both domestic and international fields.

**HIS3111 Modern Russia**

3 credits. An introduction to the history of Russia and the Soviet Union from the sixteenth century to the present.

**HIS3121 From Despots to Nation States**

3 credits. European politics from the absolutism of Louis XIV to the new model for modern nation-states exemplified by Bismarck's Germany. Major attention is given to the French Revolution, Napoleon, and the rise of nationalism.

**HIS3125 The Arab-Israeli Conflict**

3 credits. The development of the state of Israel and Arab reaction to it in the modern Middle East. Issues and ideologies involving Israel and Palestine are traced from the nineteenth century to the present.

**HIS4101 The World in the Twentieth Century**

3 credits. The exploration of various issues relative to the history of Europe, Asia, and Africa in the twentieth century.

**HIS4110 Foundations of History**

3 credits. An investigation of the historical method, the historical approach, the meaning of history as viewed from the Christian and secular perspectives, and various problems of interpretation. Required of all History/ Social Sciences majors.

## **LATIN**

**LAT1001 Elementary Latin I**

5 credits. Basic vocabulary, morphology, and syntax of classical Latin. Translation of simple prose.

**LAT1002 Elementary Latin II**

5 credits. Basic vocabulary, morphology, and syntax of classical Latin. Translation of simple prose.

**LAT2001 Intermediate Latin**

4 credits. Review of elementary Latin morphology and syntax in addition to further development of translation skills.

**LAT2002 Vergil's Aeneid**

3 credits. Reading of the entire epic in translation and detailed study of selected passages in Latin.

Prerequisite(s): LAT2001

**LAT2011 Classical Latin Literature**

3 credits. Selections from classical Latin prose and poetry. Translation and interpretation.

Prerequisite(s): LAT2001

**LAT2012 Ecclesiastical Latin**

3 credits. Selections from the Latin literature of the church, with emphasis on the writings of Lutheran theologians. Translation and discussion.

Prerequisite(s): LAT2001

**LAT3001 Roman Historians**

3 credits. Study of historical writings from the best periods of classical Latin literature. Discussion of selected passages in Latin and their relevance to New Testament studies.

Prerequisite(s): LAT2011

**LAT3003 Post-Reformation Latin Lutheran Writings**

3 credits. Selections from Lutheran theologians active during the century and a half after Luther's death.

Translation and discussion.

Prerequisite(s): LAT2012

## **MATHEMATICS**

**MTH0002 Developmental Mathematics**

3 credits. Mathematical topics with special emphasis placed upon the use of mathematical ideas and mathematical thought processes. Topics include critical thinking, problem-solving, and concepts from set theory, logic, patterns of mathematics, and number theory. (This course does not fulfill any mathematics requirements for graduation.)

**MTH1012 Organizational and Personal Finance**

3 credits. A study of the mathematics of finance used in an organizational context and in a personal context. Applications include the following items: goal-setting and long-term planning; budget preparation, tracking, and reporting; executing capital projects; savings, loans, and investment options; and issues in taxes and health care.

**MTH2004 Mathematics for Educators I**

2 credits. Topics from the elementary and middle school curriculum (pre-K to grade 5) with an emphasis on gaining conceptual understanding and problem-solving skills.

**MTH2005 Mathematics for Educators II**

2 credits. Topics from the elementary and middle school curriculum (grades 3-8) with an emphasis on gaining conceptual understanding and problem-solving skills.

**MTH2010 Calculus I**

3 credits. An introduction to analytic geometry and single-variable calculus, with emphasis on limits and on differentiation and its applications.

Prerequisite(s): successful completion of high school pre-calculus course or equivalent

**MTH2011 Calculus II**

3 credits. Integration of algebraic, trigonometric, logarithmic, and exponential functions.

Prerequisite(s): MTH2010

**MTH2012 Calculus III**

3 credits. Topics include Integration techniques, L'Hopital's Rule, improper integrals, infinite sequences and series, parametric equations, and polar coordinates.

Prerequisite(s): MTH2011

**MTH2013 Calculus IV**

3 credits. Topics include vectors and the geometry of space, vector-valued functions, multivariable functions, multiple integration.

Prerequisite(s): MTH2012

**MTH2020 Elementary Statistics**

3 credits. Statistical concepts and methods for application. Topics include descriptive statistics, bivariate linear models, discrete and normal distributions, central limit theorem, estimation, and hypothesis testing.

**MTH2021 Linear Algebra**

3 credits. The study of matrices, determinants, vectors, and linear transformations with applications of each.

**MTH2022 Discrete Mathematics**

3 credits. The study of algorithms, graph theory, and Boolean algebra with applications of each.

**MTH2023 College Geometry**

3 credits. A survey of Euclidean, hyperbolic, transformational, and fractal geometry.

**MTH3001 Number Theory**

3 credits. The study of number properties, relationships, and congruences, with emphasis on beginning proof.

**MTH3002 History of Mathematics**

3 credits. Patterns of thought which include background to the mathematical revolution of the seventeenth century.

**MTH3003 Statistics**

3 credits. A study of statistical processes from a probability perspective. A calculus-based approach to distribution theory and statistical inference.

Prerequisite(s): MTH2013, MTH2020

**MTH3006 Abstract Algebra and Introduction to Topology**

3 credits. The study of groups, rings, and fields, and an introduction to topological properties.

## **MUSIC**

**MUS1010 Beginning Piano**

1 credit. Private instruction. Placement determined by evaluation of previous experience. (May be repeated.)

**MUS1024 Organ: Basic Service Playing**

1 credit. Private instruction. Entrance by audition and evaluation of previous experience. (May be repeated.)

**MUS1103 Sight Singing Fundamentals**

1 credit. Instruction in sight singing, ear training, and music fundamentals.

**MUS1104 Vocal Skills**

1 credit. Vocal production and expressive singing supported by sight reading.

**MUS1110 Aural Skills I**

1 credit. Instruction in sight singing and ear training.  
Prerequisite(s): consent of instructor, music major, music minor

**MUS1111 Aural Skills II**

1 credit. Instruction in sight singing and ear training.  
Prerequisite(s): MUS1110

**MUS2010 Intermediate Piano**

1 credit. Private Instruction. Placement determined by evaluation of previous experience. (May be repeated.)  
Prerequisite(s): MUS1010

**MUS2023 Organ: Intermediate Service Playing**

1 credit. Private Instruction. (May be repeated.)  
Prerequisite(s): MUS1024

**MUS2031 Beginning Applied Voice**

1 credit. Private voice instruction. Placement determined by audition. Twenty-five-minute weekly lessons. (May be repeated.)

**MUS2032 Intermediate Applied Voice**

1 credit. Private voice instruction. Prerequisite: high school choral experience or private voice instruction, ability to match pitch. Placement determined by audition. Twenty-five-minute weekly lessons. (May be repeated.)

**MUS2033 Advanced Applied Voice**

2 credits. Advanced private voice instruction. Fifty-minute weekly lessons. (May be repeated.)  
Prerequisite(s): 4 semesters of MUS2032

**MUS2034 Advanced Applied Voice**

1 credit. Advanced private voice instruction. Twenty-five-minute weekly lessons (May be repeated.)  
Prerequisite(s): 4 semesters of MUS2032

**MUS2038 Women's Choir**

1 credit. Female choral ensemble that meets three periods per week. Membership by audition. Normally students enroll for an entire academic year. (May be repeated.)  
Prerequisite(s): by audition

**MUS2039 Männerchor**

1 credit. Male choral ensemble that meets three periods per week. Normally students enroll for an entire academic year. (May be repeated.)  
Prerequisite(s): by audition

**MUS2040 Applied Instrument**

1 credit. Private musical instrument instruction. Fulfills advanced applied lesson study for Instrumental Music majors. (May be repeated.)

**MUS2041 Advanced Applied Instrument**

2 credits. Private musical instrument instruction. Fulfills advanced applied lesson study for Instrumental

Music Majors. (May be repeated.)

Prerequisite(s): 4 semesters of MUS2040

**MUS2047 Wind Symphony**

1 credit. Wind Symphony performs standard and contemporary literature. Concert and tour performances. Normally students enroll for an entire academic year. (May be repeated.)  
Prerequisite(s): by audition

**MUS2048 Chorale**

1 credit. Choral ensemble that meets three periods per week. Membership by audition. Normally students enroll for the entire academic year. (May be repeated.)  
Prerequisite(s): by audition



**MUS2201 Introduction to Fine Arts**

3 credits. An overview of music and the visual arts in Western culture, explored within religious, cultural, and historical contexts.

**MUS2302 Introduction to Conducting and Rehearsal Techniques**

3 credits. Basic conducting techniques and rehearsal procedures including individual conducting experiences. Concurrent enrollment in the MLC Wind Symphony and/or MLC choir required.

**MUS3010 Advanced Piano**

1 credit. Private Instruction. (May be repeated.)  
Prerequisite(s): consent of instructor

**MUS3011 Advanced Piano**

2 credits. Private Instruction. (May be repeated.)  
Prerequisite(s): consent of instructor

**MUS3023 Organ: Advanced Intermediate Service Playing**

2 credits. Private Instruction. (May be repeated.)  
Prerequisite(s): MUS2023

**MUS3024 Organ: Advanced Intermediate Service Playing**

1 credit. Private instruction. (May be repeated.)

**MUS3036 College Choir**

1 credit. Advanced choral ensemble that meets five periods per week. Membership by audition. (May be repeated.)  
Prerequisite(s): by audition

**MUS3101 Theory of Music I**

3 credits. Basic structures and principles of traditional Western tonal harmony. Intervals and triads, voice-leading, part-writing, cadences, and chord progression.

**MUS3102 Theory of Music II**

3 credits. Continuation of Theory of Music I. Seventh chords, secondary dominants, and modulations. Composition in binary and ternary forms.  
Prerequisite(s): MUS3101

**MUS3103 Theory of Music III**

3 credits. Continuation of Theory of Music II. Advanced chromaticism, 9th through 13th chords. Serial, non-tonal, and other compositional techniques of the 19th and 20th centuries.  
Prerequisite(s): MUS3102

**MUS3104 Theory of Music IV**

3 credits. A continuation of MUS3103. Basic

techniques and practice in arranging choral and instrumental music. Emphasis on writing for use in Lutheran elementary schools, high schools, and parishes. All work is prepared and submitted using music computer applications.

Prerequisite(s): MUS3103

**MUS3201 Music History: Ancient Times through Baroque**

3 credits. Survey of Western music from the Medieval through the Baroque periods.

**MUS3202 Music History: Classical through Present**

3 credits. Survey of Western music from the Classical period to the present. Note reading ability recommended

**MUS3213 Music in World Cultures**

3 credits. An examination of the role of music in selected world cultures. Includes analysis of representative genres and practices.

**MUS3301 Choral Repertoire**

2 credits. A study of historical and current choral literature suitable for use in Lutheran worship.  
Prerequisite(s): MUS2302

**MUS3314 Brass Techniques**

1 credit. Fundamental performance skills and methods for teaching brass instruments, including maintenance and minor repair. Requirement for instrumental music majors.

**MUS3315 Woodwind Techniques**

1 credit. Fundamental performance skills and methods for teaching woodwind instruments, including maintenance and minor repair. Requirement for instrumental music majors.

**MUS3316 Percussion Techniques**

1 credit. Fundamental performance skills and methods for teaching percussion instruments, including maintenance and minor repair. Requirement for instrumental music majors.

**MUS3317 String Techniques**

1 credit. Fundamental performance skills and methods for teaching string instruments, including maintenance and minor repair. Requirement for instrumental music majors.

**MUS3320 Music Technology**

1 credit. Using the electronic keyboard in the elementary classroom. Computer applications including music notation, sequencing, and music

tutorial programs. Two class periods per week.  
Prerequisite(s): MUS2010 or MUS3010 or Organ

**MUS4021 Organ: Advanced Service Playing and Performance**

1 credit. Private Instruction.  
Prerequisite(s): MUS3022

**MUS4022 Organ: Advanced Service Playing and Performance**

2 credits. Private Instruction. (May be repeated.)  
Prerequisite(s): MUS2023 or MUS3023

**MUS4201 Lutheran Worship**

2 credits. A study of hymnody and orders of worship in Christian Worship: A Lutheran Hymnal with application to the life and work of those called into gospel ministry. Includes significant developments in the history of Western worship.

**MUS4202 Musical Heritage of the Lutheran Church**

2 credits. A study of the diverse musical heritage of the Lutheran church. Survey and assessment of literature in relation to the Gospel and the function of music within the Lutheran church.

**MUS4302 Advanced Choral Conducting and Rehearsal Techniques**

3 credits. A study of advanced conducting and rehearsal techniques including individual conducting experiences. Concurrent enrollment in choir required.  
Prerequisite(s): MUS2302

**MUS4303 Advanced Instrumental Conducting and Rehearsal Techniques**

3 credits. Advanced conducting and rehearsal techniques including individual conducting experiences. Concurrent enrollment in Wind Symphony required.  
Prerequisite(s): MUS2302

**MUS4306 Vocal Pedagogy**

2 credits. Provides knowledge of the care and function of the adolescent singing voice in choral and solo settings. Fosters a sound understanding of vocal anatomy, physiology, and comparative methodology in future teachers of solo and choral vocal music.

**MUS4351 Parish Music Practicum**

16 credits. A full-time professional experience in cooperating congregations during which students experience activities such as service playing, choir directing, music teaching in parish educational agencies, and working with instruments.

## **PHYSICAL EDUCATION**

**PED1115 / PED1116 Archery**

0.5 credits. The National Archery in the Schools Program (NASP) provides experiences in developing competency, literacy, along with enthusiasm, for the sport of archery through equipment selection, terminology, shooting skills, scoring, and rules for competition. Basic Archery Instructor (BAI) Certification is offered to all but required of physical education majors, minors, and coaching minors.

**PED1117 / PED1118 Badminton**

0.5 credits. A Tactical Games approach provides practical experiences in problem solving by developing tactical skills for use in the game of badminton. Students acquire skill competency, literacy, and enthusiasm for badminton through active participation.

**PED1119 / PED1120 Basketball**

0.5 credits. A Skill/Theme approach provides instruction in the fundamentals of basketball as a lifetime leisure activity. Designed for beginning and intermediate skill levels with an emphasis on developing and practicing proper techniques, strategies, and the rules associated with the game of basketball.

Prerequisite(s): Beginning or intermediate skill level only

**PED1121 / PED1122 Bowling**

0.5 credits. A Sport Education approach is used to develop competency and enthusiasm for bowling through the development of skills, techniques, strategies, and rules governing the game.

**PED1123 / PED1124 Golf**

0.5 credits. A Cultural Studies approach provides practical experiences with the history of golf, equipment selection, terminology, full swing from irons to woods, scoring, rules and etiquette for competition, and in learning how golf contributes positively to individual well-being and to group, community, and national cultures.

**PED1125 / PED1126 Orienteering**

0.5 credits. An Outdoor Education approach makes use of the outdoor environment as a laboratory for learning the basics of land navigation employing map and compass.

**PED1127 / PED1128 Racquetball**

0.5 credits. A Tactical Games approach provides practical experiences in problem solving by

developing tactical skills for use in the game of racquetball. Students acquire skill competency, literacy, and enthusiasm for racquetball through active participation.

**PED1129 / PED1130 Self Defense**

0.5 credits. A Personal and Social Responsibility approach to mental and physical self-defense which includes creating the safest environment possible, the motivations and behaviors of criminals and what they look for in their victims, how to fight an attacker's weaknesses, not his strengths, and kicks, punches, strikes and other techniques for defending oneself in a variety of situations.

**PED1131 / PED1132 Soccer (First half of semester)**

0.5 credits. A Skill/Theme approach provides instruction in the fundamentals of soccer as a lifetime leisure activity. Designed for beginning and intermediate skill levels with an emphasis on developing and practicing proper techniques, strategies, and the rules associated with the game of soccer.

Prerequisite(s): Beginning or intermediate skill level only

**PED1133 / PED1134 Softball**

0.5 credits. A Sport Education approach provides experiences in developing competency, literacy, and enthusiasm for the game of softball through the development of beginning and intermediate softball skills, including throwing, catching, hitting, bunting, base running, rules, game strategies and tactics.

**PED1135 / PED1136 Tennis**

0.5 credits. A Tactical Games approach provides practical experiences in serving, backhand and forehands, lobs, and other tennis shots, along with understanding the strategies and health benefits of tennis.

**PED1137 / PED1138 Volleyball**

0.5 credits. A Sport Education approach is used to develop competency, literacy, and enthusiasm for volleyball through the development of skills, techniques, strategies, and rules governing the game.

**PED1139 / PED1140 Weight Training**

0.5 credits. A lifetime fitness skill/theme approach that provides instruction in the fundamentals of weight training as a lifetime fitness activity. Designed for all skill levels with an emphasis on developing and practicing proper and safe lifting and spotting techniques associated with overall body lifts that are based on lifetime fitness practices.

**PED1143 / PED1144 Folk and Square Dance**

0.5 credits. A Cultural Studies approach provides practical experiences in mastering the skills of a variety of folk and square dances and in learning how dance contributes positively to individual well-being and to group, community, and national cultures.

**PED1147 / PED1148 Swimming and Water**

0.5 credits. A Personal and Social Responsibility approach introduces students to swimming strokes, water entry and treading water. Topics on water safety are integrated with swimming instruction.

**PED1149 / PED1150 Ultimate Frisbee and Disc Golf**

0.5 credits. A Tactical Games approach provides practical experiences in problem solving by developing tactical skills for use in the games of Ultimate and Disc Golf. Students acquire skill competency, literacy, and enthusiasm for both ultimate and disc golf through active participation.

**PED1151 / PED1152 Advanced Swimming and Water Safety**

0.5 credits. A swimming course that utilizes basic swimming strokes for fitness development. Previous knowledge of strokes and the ability to use those strokes is required. Water safety is integrated with swimming activities.

**PED1153 / PED1154 Lacrosse**

0.5 credits. Instruction in the fundamentals of lacrosse using drills to develop skills, techniques, terminologies and strategies which lead to game-like activities for any skill level.

**PED1205 / PED1206 First Aid**

0.5 credits. A Personal and Social Responsibility approach develops the knowledge, skills, and attitudes, required to gain certification in the Green Cross National Safety Council First Aid, CPR, & AED.

Prerequisite(s): recommended junior or senior standing

**PED1301 Fitness for Life**

1 credit. This course gives the student background information and practical experience in developing and maintaining good health and fitness, including the use of heart rate monitors and other technologies.

**PED2010 Foundations of Physical Education**

2 credits. Investigation of the biomechanical, sociological, psychological, physiological, and historical foundations of physical education, exercise science, and sport.

**PED2015 Coaching Theory**

2 credits. Theory of coaching basketball, soccer, and softball/baseball. This course includes an examination of skill techniques, offensive and defensive systems, training methods, actual practice in coaching others, and game strategies.

**PED3002 Motor Learning**

3 credits. Investigation and analysis of human motor development and motor learning from birth through adolescence.

**PED3004 Care and Prevention of Athletic Injury**

2 credits. Prevention and treatment of athletic injuries, with emphasis on injury prevention, management, the practice of taping, and current research equips the future coach and physical education teacher.

**PED3005 School and Personal Health**

2 credits. Investigation of elementary, middle, and secondary school health problems and a study of personal health in the areas of physical, emotional, and social health.

**PED3006 Principles of Coaching**

2 credits. Theory and psychology of coaching analyzed and studied in a Christian context.

**PED3007 Organization and Administration of Athletics**

2 credits. An introduction to the basics of athletic administration through a very practical and hands on approach.

**PED3008 Assessment and Evaluation in Physical Education**

3 credits. An introduction to the process of collecting performance data in all three domains, developing assessment tools, analyzing and interpreting the results, and using the information to improve instruction and learning in physical education.

**PED4002 Applied Kinesiology**

3 credits. Study and analysis of human motion based on anatomical, physiological, and mechanical principles, with application to fundamental movement and sport skills.

Prerequisite(s): SCI2010

**PED4003 Physiology of Exercise**

3 credits. The application of anatomy and physiology concepts to how the human body performs and responds to physical activity.

Prerequisite(s): SCI2010

**PSYCHOLOGY****PSY2001 Introduction to Psychology**

4 credits. An overview of the field of psychology, covering basic areas of human behavior and mental processes.

**PSY2002 The Psychology of Human Growth and Development**

3 credits. A study of physical, cognitive, social, and emotional development throughout the lifespan.

**PSY3002 Abnormal Psychology**

3 credits. A study of psychopathology, with emphasis on the various types of disorders classified in the Diagnostic and Statistical Manual of the American Psychiatric Association - V, methods of therapy, and applications for the Christian.

Prerequisite(s): PSY2001

**PSY3010 Child Development (Ages 0-8)**

3 credits. Spiritual, physical, social, emotional, spiritual, and cognitive development in early childhood. Rates and styles of learning, perceptual motor development, and health and safety. Teacher observational skills for assessment.

**PSY3020 Psychology of Learning**

3 credits. An investigation of psychological findings and concepts regarding the learner, the learning process, and learning situations.

**PSY3031 Adolescent Psychology**

3 credits. Biological, cognitive, and socioemotional development of individuals from 12-23 years of age within the contexts of nature and nurture as well as the challenges adolescents face in their development.

Taken concurrently with EDU428x or EDU4353 or EDU4355

**SCIENCE****SCI1003 Biology**

3 credits. An introduction to the diversity of life forms and a correlation of their unifying and interdependent mechanisms with an emphasis on human interaction. Two lecture periods and one two-hour laboratory per week.

Taken concurrently with SCI1004

**SCI1004 Biology Laboratory**

A two-hour laboratory.

Taken concurrently with SCI1003

**SCI1102 Physical Science**

3 credits. Survey of physical science. Topics include:

mechanics, light and optics, electricity and magnetism, and properties of matter. Four periods per week inclusive of lab activities.

### **SCI2001 Advanced Biology**

3 credits. Study of the major principles of biology applied in diverse life forms. Topics covered are interaction and interdependence of energy, genetic continuity and reproduction, cellular growth, development and differentiation, maintenance of a dynamic equilibrium, cellular structure and organization, and evolution. Two lecture periods and one two-hour lab period.

Prerequisite(s): SCI1003

Taken concurrently with SCI2002

### **SCI2002 Advanced Biology Laboratory**

A two-hour laboratory.

Prerequisite(s): SCI1003

Taken concurrently with SCI2001

### **SCI2010 Human Anatomy & Physiology I**

3 credits. A study of the structure and function of the human body. Integumentary, skeletal, muscular, nervous, cardiovascular, and respiratory systems are covered. Two lecture periods and one two-hour laboratory period per week.

Prerequisite(s): SCI1003

Taken concurrently with SCI2011

### **SCI2011 Human Anatomy and Physiology I Laboratory**

A two-hour laboratory.

Prerequisite(s): SCI1003

Taken concurrently with SCI2010

### **SCI2015 Botany**

3 credits. Introductory plant biology, emphasizing the structure, reproduction, and function of plants in the bio-sphere. Two lecture periods and one two-hour laboratory periods per week.

Prerequisite(s): SCI1003

Taken concurrently with SCI2016

### **SCI2016 Botany Laboratory**

A two-hour laboratory.

Prerequisite(s): SCI1003

Taken concurrently with SCI2015

### **SCI2025 General Chemistry I**

3 credits. A study of the fundamental principles of chemistry, including an examination of atomic theory and structure, chemical bonding and molecular shapes, periodicity and descriptive chemistry of the elements, physical states, inorganic nomenclature, chemical reactions, stoichiometry, and solutions; and an introduction to chemical kinetics and

equilibria with emphasis on acids and bases. Four periods per week including a laboratory component.

### **SCI2101 Physics: Mechanics**

3 credits. Topics include kinematics, relative motion, dynamics, Newton's laws, work, energy, momentum, rotation and gravity. This course stresses guided inquiry using a laboratory-oriented approach.

Prerequisite(s): MTH2010

### **SCI2102 Physics: Electricity and Magnetism**

3 credits. Topics include the principles of electromagnetism, including electrostatics, electric circuits, magnetic induction, generation of electricity, electromagnetic oscillations, alternating currents, and Maxwell's equations. This course stresses guided inquiry using a laboratory-oriented approach.

Prerequisite(s): MTH2010

### **SCI2103 Astronomy**

3 credits. Topics include the solar system, stellar astronomy, and cosmology. This course stresses guided inquiry using a laboratory-oriented approach.

Prerequisite(s): SCI1102 or SCI2101

### **SCI2105 Geology**

3 credits. An examination of the composition, surface, and structural features of the earth and related geologic processes. Includes laboratory and field experiences. Two lecture periods and one two-hour laboratory per week.

Taken concurrently with SCI2106

### **SCI2106 Geology Laboratory**

A two-hour laboratory.

Taken concurrently with SCI2105

### **SCI3003 Zoology**

3 credits. An introduction to the animal kingdom with emphasis on unifying systems to integrate and understand both unity and diversity. Two lecture periods and one two-hour laboratory period per week.

Prerequisite(s): SCI1003

Taken concurrently with SCI3004

### **SCI3004 Zoology Laboratory**

A two-hour laboratory.

Prerequisite(s): SCI1003

Taken concurrently with SCI3003

### **SCI3005 Genetics**

3 credits. A study of the fundamental principles of genetics that include the mechanisms of inheritance and the action of genes from the molecular to the organismic and population levels. Two lecture periods

and two hours of laboratory work per week.

Prerequisite(s): SCL1003

Taken concurrently with SCL3006

### **SCL3006 Genetics Lab**

A two-hour laboratory.

Prerequisite(s): SCL1003

Taken concurrently with SCL3005

### **SCL3010 Human Anatomy & Physiology II**

3 credits. A study of the structures and functions of the human body. Blood and the endocrine, lymphatic, digestive, urinary, and reproductive systems of the human organism are covered. Two lecture periods and one two-hour laboratory period per week.

Prerequisite(s): SCL2010

Taken concurrently with SCL3011

### **SCL3011 Human Anatomy & Physiology II Laboratory**

A two-hour laboratory.

Prerequisite(s): SCL2010

Taken concurrently with SCL3010

### **SCL3015 Fundamentals of Ecology**

3 credits. The study of relationships between living organisms and their environments. The course develops fundamental knowledge and procedures necessary for laboratory and field investigations. Two lecture periods and one two-hour laboratory period per week.

Prerequisite(s): SCL1003

Taken concurrently with SCL3016

### **SCL3016 Fundamentals of Ecology Lab**

A two-hour laboratory.

Prerequisite(s): SCL1003

Taken concurrently with SCL3015

### **SCL3025 General Chemistry II**

3 credits. A continuation of General Chemistry I through an examination of nuclear processes, oxidation-reduction reactions, electrochemistry, ionic and acid-base equilibria, chemical kinetics, thermochemistry; chemical thermodynamics; and application of chemical principles to environmental problems. Four periods per week including a laboratory component.

Prerequisite(s): SCL2025

### **SCL3102 Physics: Light and Optics**

3 credits. Topics include the principles of oscillating systems and wave phenomena, including optics, simple harmonic motion, waves, sound, light, interference, diffraction, and polarization. This course

stresses guided inquiry using a laboratory-oriented approach.

Prerequisite(s): MTH2010

### **SCL4025 Chemistry of Life**

3 credits. An examination of the nomenclature, structure, function and reactivity of organic compounds and their relationship to human life. Four periods per week including a laboratory component.

Prerequisite(s): SCL2025

### **SCL4102 Physics: Thermodynamics and Properties of Matter**

3 credits. Topics included temperature and heat, the laws of thermodynamics, molecular interactions at equilibrium and non-equilibrium states, density and other properties of matter. The course stresses guided inquiry using a laboratory-oriented approach.

Prerequisite(s): MTH2010

### **SCL4105 Science in Our Society**

3 credits. A seminar approach to the examination of the nature of science and the role of science in society through a comparison of secular and Christian perspectives.

## ***SOCIAL SCIENCES***

### **SSC3030 Introduction to Philosophy**

3 credits. A survey course in the history of Western philosophy. (Cross-listed with THE3030)

### **SSC3201 Sociology**

3 credits. An introductory course concerning the basic concepts of society, its culture, and the functioning of its institutions.

### **SSC3202 Principles of Economics**

3 credits. An introductory course in economics. An examination of student behavior and choices as they relate to the entire economy.

### **SSC3210 World Regional Geography**

3 credits. An overview of the world's major realms from a spatial perspective. The physiographic and cultural landscapes of regions are explored using systematic geographic concepts.

### **SSC3220 Latin-American Culture & Civilization**

3 credits. An advanced level course presenting an overview of the history, beliefs, customs, and behaviors of Latinos in the United States and abroad. (Cross-listed with SPN3001)

**SSC4201 Introduction to Minority Cultures**

3 credits. An overview of the beliefs, customs, and behaviors of minority ethnic groups in the United States as compared to the student's own culture.

## **SPANISH**

*All courses are taught in Spanish. Foreign language prerequisites may be waived with consent of instructor.*

**SPN1001 Elementary Spanish I**

4 credits. An introduction to the Spanish language and culture through reading, writing, listening and speaking in Spanish. (4 hours + 1 one-hour language lab)

**SPN1003 Elementary Spanish II**

3 credits. A high-beginner Spanish language course that prepares the student for work at the intermediate levels in reading, writing, listening and speaking Spanish as defined by the ACTFL guidelines.

**SPN2001 Intermediate Spanish I**

3 credits. A transition course into the intermediate level that will develop reading, writing, listening, and speaking skills in Spanish. Materials have been chosen from a wide variety of sources to increase student awareness of Latino culture and to give students the opportunity to explore a variety of contemporary cultural issues and topics. (3 hours + 1 one-hour language lab)

Prerequisite(s): SPN1003 or a minimum of 2 years of high school Spanish with an acceptable score on the placement test

**SPN2002 Intermediate Spanish II**

3 credits. An intermediate level course that continues to develop reading, writing, listening and speaking skills in Spanish. Materials come from a wide variety of sources to increase student awareness of Latino culture and to give students the opportunity to explore a variety of contemporary cultural issues and topics. Grammar is consistently integrated with the content of the readings.

Prerequisite(s): SPN2001

**SPN2003 Spanish Cultural Immersion**

3 credits. A five-week study program in Latin America that requires a Spanish-only language pledge. The program is for students who wish to study and receive culture credits in a Spanish-speaking setting. It fulfills the intercultural elective requirement for preseminary men.

**SPN2011 Intermediate Spanish III**

3 credits. An upper-intermediate level course with a

strong focus on grammar and the development of writing skills. Reading, listening and speaking in Spanish serve as strong support skills for the writing process.

Prerequisite(s): SPN2002

**SPN2012 Communicating Christ in Spanish**

3 credits. A specialized upper-intermediate level Spanish course using the Bible and Biblical materials in Spanish as well as a wide variety of materials that can be used to further the Gospel of Jesus Christ within the Spanish speaking community.

Prerequisite(s): SPN2011

**SPN3001 Latin-American Culture and Civilization**

3 credits. An advanced level course presenting an overview of the history, beliefs, customs, and behaviors of Latinos in the United States and abroad.

**SPN3011 Advanced Spanish Conversation**

3 credits. An advanced-level Spanish course focusing on oral and listening proficiency at the intermediate-high advanced-low proficiency level (as defined by the ACTFL guidelines). Reading and writing will serve as support skills. (May be repeated with different content.)

Prerequisite(s): SPN3001

**SPN4000 Spanish and Latin American Literature**

3 credits. An advanced level course presenting a survey of literature from Latin America and Spain from Medieval times to the present.

**SPN4001 Selected Topics in Spanish I**

3 credits. An advanced level course designed to improve formal knowledge of the Spanish language in understanding, speaking, reading and writing. There is a heavy emphasis on grammar and vocabulary development including translation work. (May be repeated with different content.)

Prerequisite(s): SPN3011

**SPN4002 Selected Topics in Spanish II**

3 credits. A reading intensive, advanced level course that will further the students' Spanish reading, writing, listening and speaking proficiency. Students will read and respond to selected works by a wide variety of authors. Selected authors may vary from year to year. (May be repeated with different content.)

Prerequisite(s): SPN3011

**SPN4011 Spanish Immersion I**

6 credits. A five-week study program in Latin America requiring a Spanish only language pledge. (May be repeated.)

**SPN4012 Spanish Immersion II**

6 credits. A four to five-week study program for advanced level students who have already completed one or more previous MLC immersion programs. A Spanish only pledge is required. (May be repeated.)  
Prerequisite(s): SPN4011

***SPECIAL EDUCATION*****SPE1101 Foundations of Special Education**

3 credits. An introduction to a variety of disabling conditions in children as described in IDEIA Special Education guides.

**SPE2101 Educating the Exceptional Learner**

3 credits. Study of legislation, current issues, instruction, and resources as they apply to the needs and characteristics of exceptional learners ages birth to 21.

**SPE2102 Diagnosis and Assessment of Students with Special Needs**

3 credits. Administration and interpretation of standardized instruments used in the identification of students with developmental disabilities, emotional/behavioral disorders, and learning disabilities.

**SPE2103 The IEP Process and Professional Practice**

3 credits. Roles and responsibilities of the special education teacher in planning and delivering instruction.

**SPE2104 Intellectual, Developmental, and Physical/Health Disabilities**

3 credits. Diagnostic, etiological, and intervention issues in developmental cognitive disabilities (DCD) including autism spectrum disorders (ASD), and other health disorders (OHD).

**SPE3101 Learning Disabilities and Emotional/Behavioral Disorders**

3 credits. Identification and instructional supports for students with specific learning disabilities (SLD) and emotional or behavioral disorders (EBD).

**SPE3102 Assistive Technology in Special Education**

3 credits. Examination of assistive technology (AT) related to teaching and learning and using AT to help facilitate successful integration of people with disabilities into the school and community.

**SPE3103 Transition Planning and Collaboration in Special Education**

3 credits. Facilitating effective planning for transitions (preschool, elementary, middle, high school, and postsecondary/adult) and collaboration with parents and professionals.

***SEMESTER ABROAD*****SAB2001 Semester Abroad Pre-Departure**

1 credit. An introduction to culture general and culture specific intercultural concepts and skills needed to successfully live and study outside of the United States.

Prerequisite(s): Instructor's consent.

**SAB2002 Semester Abroad In-Country**

1 credit. Practice and reflection on transferrable intercultural skills and concepts while living outside of the United States.

Prerequisite(s): Instructor's consent.

**SAB2003 Semester Abroad Re-Entry**

1 credit. An advanced exploration of intercultural concepts and skills coupling previous instruction with the semester abroad experience to help ease the student back into the home culture and apply concepts experienced during the semester abroad experience.

Prerequisite(s): Instructor's consent.

**SAB4999 Semester Abroad**

12 credits. A semester abroad experience at an approved institution as arranged through the International Services Office.

***THEOLOGY*****THE1001 Biblical History and Literature I**

3 credits. A survey of God's grace through the literature of the Old Testament's historical and wisdom writings, with a focus on the promises God made throughout the history of ancient Israel.

**THE1002 Biblical History and Literature II**

3 credits. A survey of God's grace through the literature of the Old Testament major prophets and the New Testament gospel accounts set in the context of exilic, post-exilic literature and Intertestamental historical record.

**THE2001 Biblical History and Literature III**

3 credits. A survey of God's grace through the literature of selected New Testament epistles set in



the context of the book of Acts. This is a writing-intensive course in undergraduate General Education programs.

**THE2101 The Theology and Practice of Ministry**

3 credits. An examination of the biblical concept of ministry and the ways in which ministry is carried out, the use of timeless biblical principles in developing programs of ministry, and the responsibilities and relationships of called workers in the public ministry as they participate in congregational life.

**THE2102 Staff Ministry Early Field Experience II**

0.5 credits. A week of observation and participation in congregational ministry.

**THE2103 Biblical Interpretation**

3 credits. An analysis of the major approaches to biblical interpretation, and an examination and application of the correct principles used to understand the Bible.

**THE3001 Christian Doctrine I**

3 credits. A study of those truths that the Bible, as the divinely inspired source of doctrine, presents concerning the author, the object, and the mediator of salvation.

**THE3002 Christian Doctrine II**

3 credits. The scriptural truths concerning the blessing the Holy Spirit showers on believers, individually and collectively, in the presentation and appropriation of the gift of salvation.

**THE3010 Symbolics**

3 credits. A study of the ecumenical creeds and the Smalcald Articles according to content and historical development.

Prerequisite(s): THE1001, THE1002, THE2001

**THE3011 St. John's Gospel**

3 credits. An introduction to New Testament exegesis, using selected chapters from the Greek text of John's gospel.

Prerequisite(s): GRK2102 or GRK3001

**THE3012 Selections John's Gospel**

2 credits. An introduction to New Testament exegesis, using selected chapters from the Greek text of John's gospel. For Seminary Certification students.

Prerequisite(s): GRK1002

**THE3020 World Religions**

3 credits. A survey of the major non-Christian religions of the world.

**THE3021 Patristic Readings in Context**

3 credits. Study of excerpts of various writings from the early Christian era (90 - 500 A.D.). Emphasis on the development of Christian theology and the nurturing of Christian faith in the face of challenges from society, government, and sectarian movements. All readings are modern translations of the original works of early church fathers and others.

**THE3030 Introduction to Philosophy**

3 credits. A survey course in the history of Western philosophy. (Cross-listed with SSC3030)

**THE3101 Introduction to Youth and Family Ministry**

3 credits. A study of marriage, the family, and the biblical role of the family in spiritual growth, with an emphasis on youth ministry as a part of an integrated ministry to families. Addresses both developing healthy families and ministering to hurting families.

**THE3102 Staff Ministry Early Field Experience III**

0.5 credits. A week of observation and participation in congregational ministry.

**THE3103 Individual Staff Ministry Field Experiences**

0.5 credits. Fifty hours of individual field experiences related to parish ministry, completed prior to internship

**THE3110 Foundations of Evangelism**

3 credits. An examination of the biblical concept of evangelism as it relates to the mission of the church, and a presentation of personal and programmatic methods for evangelism.

**THE3111 Congregational Assimilation and Retention**

3 credits. A study of ways to integrate members into the life of the church through active use of the means of grace, Christian fellowship, and service. Includes examination of factors that can help to prevent inactivity and of methods for reaching out to inactive members.

**THE3120 Parish Education**

3 credits. An examination of the principles, methods, and materials of religious education in the parish for adults, youth, and children.

**THE3130 Caring and Counseling**

3 credits. An introduction to the basic principles and techniques of a Christian approach to counseling, based in Law and Gospel, and the formal and informal congregational settings in which they may be applied.

**THE3131 Parish Visitation**

3 credits. A presentation of visitation as a method of ministry, especially as a way to minister to the needs of the grieving, the sick and shut-in, and the inactive member.

**THE3140 Organization and Administration in the Parish**

3 credits. A presentation of organizational structure, planning, decision making, supervision, leadership, and human relations as tools in the administration of the church.

**THE3142 Developing and Training Leadership**

3 credits. Methods and techniques for training lay people. Includes how to identify their gifts and abilities, recruitment, and options for training.

**THE4001 Lutheran Confessional Writings**

3 credits. The origin, content, and significance of the confessions of the Lutheran Church as contained in the Book of Concord (1580).

Prerequisite(s): THE1001 or THE1002 or THE2001 or THE3001 or THE3002 or senior standing or consent of instructor

**THE4010 The Book of Acts**

3 credits. An exegetical reading of chapters 13-28 on the basis of the Greek text, with an emphasis on the life and work of the Apostle Paul and on the setting of Paul's epistles.

Prerequisite(s): THE3011 or THE3012

**THE4011 First Corinthians**

3 credits. An exegetical reading of the First Epistle to the Corinthians on the basis of the Greek text, with an emphasis on the doctrinal and practical aspects of Paul's writing.

Prerequisite(s): THE4010

**THE4150 One-Semester Staff Ministry Internship**

16 credits. A full-time experience of learning and serving in a congregation, carried out under the direction of a pastor and/or a staff minister.

# Student Life

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## ***A Christian Community***

In this world where sin separates and divides, we thank God for gathering us together as his people in Christ. God enables us to live with each other in a Christian community and enjoy the blessings of worshiping, working, laughing, and even crying together. God gives us the opportunity, as a campus family, to encourage and admonish, forgive and befriend, help and assist one another.

Common to all Christians is the struggle between the new man of faith and the old sinful nature. The new man wants to love God and people perfectly. The old Adam hates what is good and is completely selfish. God's Law uncovers and exposes sinful selfishness, and the Gospel of Jesus Christ covers, heals, and comforts with the message of forgiveness won on a cross. Moreover, God's gracious forgiveness provides the power for godly living, and maturing in faith and life. When hundreds of people share close quarters on our campus, opportunity abounds for selfishness to wound. But God the Holy Spirit uses his Word on our campus to turn us away from sin, turn us back to Christ in repentance and faith, and turn our hearts and hands toward others in love.

## ***Worship***

Martin Luther College plans its day around the worship of our Lord. Morning and evening chapel services provide our campus family with opportunities to gather together around the Word, to sing, to pray, and to praise God and to encourage one another in the faith. Students also have the opportunity to attend worship services at one of the area WELS congregations. In addition, the faculty and the student life staff provide organized opportunities for small group Bible study.

## ***Class Attendance***

Martin Luther College expects students to attend their classes. The public ministry calls for faithfulness, and regular class attendance is one training ground for that important requirement. Illness and emergency, of course, may necessitate absence from class.

The academic calendar specifies when classes are in session. Students and their parents and families are expected to follow the academic calendar, particularly when making travel arrangements and vacation plans. Travel arrangements should be made with the semester examination schedule in mind, that is, no one should plan to travel until all of their exams have been taken. Students who need to make airline reservations should do after consulting the shuttle times posted by local airport shuttle services.

## ***Vacations***

Dormitories and the cafeteria open the weekend before the first class in fall and close on graduation day in spring. Facilities are normally closed during the longer Christmas and spring breaks and the shorter Thanksgiving and Easter recesses. Students are encouraged to travel home during these holiday recesses. Those who live farther from home are encouraged to spend the break at the home of a friend.

Students and parents are often concerned about winter travel back to Martin Luther College after major vacation breaks. When winter weather causes travel concerns, students and parents are asked to check the MLC Portal ([www.portal.mlc-wels.edu](http://www.portal.mlc-wels.edu)) for information concerning school closing, or phone the college information desk at 507-354-8221. The college will also make use of its messaging service (email, text and voice messages) to alert students of school closing information.

## ***Housing***

In general, college policy states that students live in the dormitories provided by our synod. Unmarried students live with a roommate in one of the residence halls operated by the college. If enrollment numbers are greater than dormitory capacities, then single students who are four or more years out of high school and have reached the age

of twenty-one, may request an exemption from dormitory living, but the Vice-President for Student Life will make decisions regarding such requests. Married students arrange their own housing. The Student Life Office often hears about local rental opportunities.

The college provides a bed, mattress, desk, chair, dresser space, and wardrobe/closet for each dormitory resident. Rooms are equipped with connections for cable and internet TV as well as the campus computer network. Wi-Fi is also available throughout the dormitories and other campus buildings. Students provide towels, bed linens and blankets, phone, study lamps, and trash containers. Appliances and extra furniture may be brought into the dormitories with the approval of the dormitory supervisor. If you have any questions about the appropriateness of bringing certain items to campus, please contact the Vice-President for Student Life.

Residence halls are locked at all times. Students access their residence hall using their ID card which utilizes RFID technology.

### ***Meals***

Dormitory students are required to participate in the meal plan offered by the college. Our cafeteria offers continuous "7AM to Midnight" service. While full entrée items are available during traditional meal times, many other items are available at other times. Certain hot food items are also available from 7:30 PM until Midnight. Students with an ID can enter the cafeteria as often as their schedules permit. The cafeteria provides a variety of menu items and a number of specialty bars each day. Students with food allergy or gluten concerns are able to work with the cafeteria managers to arrange for meal planning options. Off-campus students may also purchase meals in the cafeteria.

### ***Financial Services***

The college receptionist cashes single party (written to MLC) personal checks up to \$50 per day and payroll checks up to \$150. Some local banks will cash personal checks for students who present proper identification and have an account with them. A no-fee ATM is available at the local Kwik Trip store.

### ***Health Services***

New students submit a physician's health evaluation and a profile of medical history on forms provided them by the college. Proof of immunization (Diphtheria/ Tetanus within the past 10 years, MMR, and Polio) is a legal requirement for campus residency. Due to the increasing occurrence of meningococcal disease and the danger it poses in dormitory settings, Martin Luther College also requires students to be vaccinated for protection against meningococcal disease. The College also requires that necessary medical and immunization forms be returned to the Admissions Office prior to a student's arrival on campus.

#### **Immunizations - Medical and Conscientious Exemption**

A student granted a medical or conscientious exemption from immunization requirements must present the college Health Service with a valid certificate of immunization exemption. The form needed can be found on the Forms tab of the MLC Health Services website (<https://mlc-wels.edu/health/wp-content/uploads/sites/26/2016/01/Immunization-Exemption-Form-MN-DOH.pdf>) A medical exemption certificate is only valid when it documents a medical condition and is signed by a licensed physician, nurse practitioner, or physical assistant. A certificate or notification for conscientious immunization exemption is only valid when notarized.

PLEASE NOTE that students who have filed an exemption certificate may be excluded from all campus activities, including classes, during a disease outbreak. The length of time a student is excluded from campus activities will vary depending on the type of disease and the circumstances surrounding the outbreak, and could range from several days to over a month.

An on-staff registered nurse holds regular hours on-campus each school day in an effort to meet the routine health

needs of students. New Ulm has a regional hospital and competent physicians. More extensive medical resources are within easy driving distance—the Mayo Clinic in Rochester, Minnesota and a number of fine medical centers in the Twin Cities. A student is responsible for the costs of off-campus care, which means carrying major medical insurance or being prepared to meet emergency medical costs should they occur. Intercollegiate athletes at Martin Luther College fall under the protection of NCAA coverage for catastrophic injury. In the same regard, intercollegiate athletes are required to carry their own major medical insurance and must update their health records with a physical exam every two years. In general, students are strongly encouraged to carry major medical health insurance coverage per the requirements of the Affordable Care Act. The college carries a secondary health insurance policy that may also assist in cases of accident or injury.

### ***Campus Living***

On its website, Martin Luther College publishes the *Student Handbook* that contains campus regulations and guidelines. Christian principles and courtesy form the necessary framework for day-to-day living on campus. By enrolling, each student declares a willingness to abide by both the letter and the spirit of these common-sense regulations. The college administration and elected student representatives work together to keep guidelines up-to-date and relevant. Fines may be levied and other penalties imposed when regulations are broken. In all cases the goal is to promote peace, harmony, and loving concern for others. The Holy Spirit works through the Word to make each believer more like Christ. When growth in Christian life is not apparent or when behavior calls into question a person's fitness or readiness for service in the public ministry, a student may be directed to leave school.

Campus regulations reflect the concerns of our civil government. The Martin Luther College Governing Board has declared our campus to be drug- and alcohol-free for the good of our students and the learning environment. Martin Luther College has also established procedures to deal with sexual harassment. Racial prejudice is a form of lovelessness inimical to the truth of the Gospel and to Christian love and concern and will be dealt with appropriately.

### ***Student Government***

Each class selects its own officers and elects delegates to the Student Senate. The Student Senate is the student body's voice in matters affecting life at MLC. Class officers attend to the specific concerns of each class.

### ***Marriage***

Students notify the Vice-President for Student Life when they are making plans for a marriage that will take place before graduation from Martin Luther College or prior to enrollment at Wisconsin Lutheran Seminary, or that may impact future assignment. The Vice-President for Student Life and the Campus Pastor counsel these students.

### ***Academic Counseling***

Each student is assigned a faculty member as an academic advisor. The advisor helps chart the path to graduation by tracking academic progress and assisting the student to choose appropriate courses. The advisor may also offer personal counseling or direct the student to someone who can also help with non-academic concerns.

### ***Personal and Spiritual Counseling***

Students who serve as resident assistants provide peer counseling. Each floor or wing of a dormitory has one resident assistant. Each dormitory has an adult resident supervisor to whom a student may also turn. The Vice-President for Student Life is available for other concerns. The Martin Luther College Campus Pastor offers confidential spiritual counseling. Trained and licensed WELS/ELS counselors meet with students on campus at the recommendation and referral of the Vice-President for Student Life and the Campus Pastor. Additional resources are also available.

## ***Motor Vehicles***

A student may bring a motor vehicle to campus under the following conditions:

- The vehicle must be covered by liability insurance.
- The vehicle must be in safe operating condition.
- The vehicle must be kept in operating condition throughout the year
- The vehicle must be registered with the Student Life office (early registration fee of \$100 per year, late registration fees range of \$120 per year).
- The vehicle must be parked on campus in the lot assigned by the Student Life Office

As a courtesy to our residential neighbors, parking on streets adjacent to campus is prohibited. Students who bring a vehicle agree to abide by motor vehicle regulations set by the college and the government.

Because parking space on campus is limited, perhaps not all students wishing to bring vehicles to campus can be accommodated. Therefore, students must register for parking prior to bringing their vehicles to campus.

## ***Orientation and Registration***

Current students register for classes prior to the end of each school year. New students and incoming freshmen will be pre-registered before the beginning of the school year. The college welcomes new students and their parents to a few days of orientation at the beginning of the first semester. (A brief orientation is offered to new and transfer students who enroll at MLC mid-term.) Matters such as room and roommate assignment, vehicle registration, parking, financial aid, and the initial payment of fees are handled by mail prior to arrival on campus. To facilitate these matters, students must supply the college with a correct summer address, email address and phone number.

## ***Employment, Shopping, Service, Events, etc.***

The community of New Ulm offers part-time jobs to as many students as need them. Employment opportunities are posted regularly on the Martin Luther College portal/website.

Students may shop for personal needs in New Ulm, nearby Mankato, or the Twin Cities. All three areas sponsor cultural and recreational activities.

## ***Vogel Recreational Facility***

Located just down the Center Street hill below the college stands the Vogel Recreational Facility. Students, Faculty, and Staff may use some of the facilities for no charge by presenting a valid MLC ID card. The swimming pool, walking/running track, gymnasium, and fitness center equipment may all be used.

## ***Handicapped Accessibility***

Although most campus buildings were built prior to the Rehabilitation Act of 1973 and the American Disabilities Act of 1990, attempts are made to assist those with disabilities. The Wittenberg Collegiate Center (WCC), the Library building, and the Gymnasium have ground-level wheel chair accessible entrances. The Library, Wittenberg Collegiate Center (WCC), Old Main, Luther Student Center (LSC), Concord and Summit dormitories are served by elevators. Concord and Augustana Halls have private handicap-accessible toilet, shower and laundry facilities. MLC attempts to eliminate any disadvantages and to create a sensitive learning environment for students with disabilities.

## ***Co-curricular Life***

- **Government:** Students can participate in campus leadership opportunities such as Student Senate, dormitory councils, class offices, an intramural athletic board, ad hoc college committees, task forces, etc.
- **Music and Dramatics:** Student-led drama club, Forum, produces a fall musical, a winter play, reader's theater, classical theater, and a children's theater play. The MLC Music Division sponsors multiple performances by choirs, bands, ensembles, jazz band, and hand bells, etc.

- **Publications:** Students write, edit, and lay out publications according to their particular interests and are also asked to utilize their writing gifts for the Public Relations Office.
- **Social Events:** Students participate in homecoming activities, winter carnival events, class events and outings, lyceums and cultural events, special interest clubs, and faculty-student gatherings.
- **Service Clubs:** Students can assist with campus life by joining audio-visual services, becoming recruitment hosts, serving as campus ambassadors, and participating in other college sponsored service activities. In addition, students are warmly encouraged to volunteer their time and energy in the community.

## ***Athletics***

Martin Luther College offers a comprehensive intercollegiate athletic program for men and women. The college is associated with the National Collegiate Athletic Association (NCAA Division III) and the Upper Midwest Athletic Conference (UMAC). The Athletic Director oversees the operation of MLC's athletic facilities and supervises the activities, schedules all intercollegiate athletics and intramural events, and supervises the dance team and cheerleading squads.

Cross-country, soccer, basketball, tennis, golf, and track and field are offered to both men and women. In addition, women compete in volleyball and softball, while men compete in football and baseball.

Intramural competition is offered for both men and women in tennis, indoor soccer, basketball, volleyball, bowling, badminton, basketball, softball, and flag football. All students not participating in intercollegiate sports during the respective sport season are eligible to be a part of the intramural program. The program is operated through a student board under the guidance of the Athletic Director.

Athletics at Martin Luther College help to contribute to a positive overall college experience for students. Christian sportsmanship is just as important as participation and winning is never placed at odds with learning. Gender equity in sports is observed.

# Faculty

## TENURED FACULTY

*Date indicates the year in which service began.*

*Primary academic division is noted.*

*(E) Advisor to Education and Staff Ministry students*

*(P) Advisor to Pre-Seminary Studies students*

*DMLC - Dr. Martin Luther College*

*NWC - Northwestern College*

*WLS - Wisconsin Lutheran Seminary*

### **Baganz, Peter A** (2015) (E)

History/Social Science

B.S.Ed., MLC

B.S., Marian College

M.A., Eastern Michigan University

### **Balge, Daniel N** (1995) (P)

Foreign Language

B.A., NWC

M.Div., WLS

M.A., University of Wisconsin

### **Bases, Paul A** (1996) (E)

Foreign Language

B.S., University of Dayton

M.A., University of Wisconsin

### **Bauer, David T** (1998) (E)

Music

B.S.Ed., DMLC

M.C.M., Concordia University

### **Berg, Darrell T** (2018) (E)

Education

B.S.Ed., DMLC

### **Biedenbender, David K** (2020)

Admissions

B.S.Ed., DMLC

M.S., Winona State University

### **Boeder, John C** (2000) (E)

Theology

B.A., NWC

M.Div., WLS

M.S., Minnesota State University Mankato

D.Min., Gordon-Conwell Theological Seminary

### **Carlovsky, James D** (2014) (E)

Math/Science

B.S.Ed., MLC

M.S.Ed., MLC

Ph.D., University of Minnesota

### **Clemons, Benjamin P** (2014) (E)

Education

B.S.Ed., MLC

M.A.Ed., Wisconsin Lutheran College

### **Cox, Rebecca L** (2009) (E)

Physical Education

B.S.Ed., DMLC

M.A., Mankato State University

### **Czer, Lawrence J** (1992) (E)

English

B.S.Ed., DMLC

M.A., St Cloud State University

### **Danell Jr, James C** (1998) (P)

Foreign Language

B.A., NWC

M.Div., WLS

M.A., Middlebury College

### **Diersen, Gregory T** (2012) (E)

Math/Science

B.S.Ed., MLC

M.Ed., South Dakota State University

M.S., University of Minnesota

### **Dose, Brian L** (1990) (P)

English

B.A., NWC

M.Div., WLS

M.A., University of Wisconsin Milwaukee

### **Feld, Rachel M** (2017) (E)

Education

B.S.Ed., MLC

M.A., Wisconsin Lutheran College

### **Fenske, Daniel J** (2015) (E)

Math/Science

B.S.Ed., DMLC

M.Ed., Cardinal Stritch University

M.S., Clemson University

### **Fredrich, Joel D** (1986) (P)

Foreign Language

B.A., NWC

M.Div., WLS

M.A., University of Wisconsin



**Fredrich, Rachel R** (2017) (E)  
Math/Science  
B.A., University of Minnesota  
M.A., Western Governors University

**Gawrisch, Daniel P** (2011) (E)  
Physical Education  
B.S.Ed., MLC  
M.A., University of Northern Iowa

**Green, Kelli L** (2018) (E)  
Education  
B.S.Ed., DMLC  
M.A., Saint Mary's University Of MN

**Grubbs, Paul J** (2011) (E)  
English  
B.S.Ed., MLC  
M.S., Indiana University  
M.A., Indiana University Of Pennsylvania

**Grundmeier, Timothy D** (2017) (E)  
History/Social Science  
B.A., MLC  
M.A., Minnesota State University Mankato  
M.Div., Bethany Lutheran Theological Seminary  
Ph.D., Baylor University

**Gurgel, Richard L** (2020)  
President  
B.A., NWC  
M.Div., WLS  
M.S., Concordia University Wisconsin  
D.Min., Trinity Ev Divinity School, Deerfield, IL

**Hanneman, Daryl B** (2011) (E)  
Education  
B.S.Ed., DMLC  
M.S., University of Wisconsin Milwaukee

**Hennig, Brian K** (2013) (E)  
Theology  
B.A., NWC  
M.Div., WLS

**Hennig, Grace A** (2014) (E)  
Music  
B.S.Ed., DMLC  
B.A., University of Wisconsin Oshkosh  
M.C.M., Concordia University

**Hirschmann, Craig R** (2016) (E)  
Music  
B.S.Ed., DMLC  
M.C.M., Concordia University

**Holzhueter, Greg A** (2016) (E)  
Math/Science  
B.S.Ed., MLC  
G.Cert., North Carolina State University  
M.S., Minnesota State University Mankato

**Klindworth, Robert F** (2004) (E)  
Education  
B.S.Ed., DMLC  
M.A., St Mary's University  
Ed.D., University of Minnesota

**Klug, Theodore A** (2019)  
Admissions  
B.S.Ed., MLC  
M.S.Ed., MLC

**Koelpin, Paul E** (1994) (P)  
History/Social Science  
B.A., NWC  
M.Div., WLS  
M.A., Minnesota State University Mankato

**Krause, Jennifer L** (2013)  
Education  
B.S.Ed., MLC  
M.S., University of Kansas

**Laabs, Jonathan A** (2017) (E)  
Music  
B.S.Ed., MLC  
M.Mus., University of Wisconsin Milwaukee

**Lange, Douglas F** (2005) (P)  
Physical Education  
B.A., NWC  
M.Div., WLS  
M.S.S., United States Sports Academy

**Loomis, Cheryl A** (1997) (E)  
Education  
B.S.Ed., DMLC  
M.S., Minnesota State University Mankato

**Mehlberg, Jennifer A** (2011) (E)  
Education  
B.S.Ed., MLC  
M.A.Ed., Concordia University

**Meyer, John E** (2008) (E)  
Education  
B.S.Ed., DMLC  
M.S., University of Wisconsin  
Ph.D., University of Minnesota

**Muente, Kari A** (2017) (E)  
History/Social Science  
B.S.Ed., MLC  
M.S.Ed., University of Missouri  
Ph.D., University of Missouri

**Nass, Thomas P** (1994) (P)  
Foreign Language  
B.A., NWC  
M.Div., WLS  
M.A., University of Wisconsin

**Ohm, Ronald C** (2002)  
Education  
B.S.Ed., DMLC  
M.A., Saint Mary's University Of MN

**Olson, Breanna L** (2019) (E)  
Physical Education  
B.S.Ed., MLC  
M.S.Ed., University of Wisconsin, LaCrosse

**Olson, Lawrence O** (1993) (E)  
Theology  
B.A., NWC  
M.Div., WLS  
S.T.M., WLS  
D.Min., Fuller Theological Seminary

**Otterstatter, Michael J** (2013)  
Mission Advancement  
B.A., NWC  
M.Div., WLS

**Paustian, Mark A** (2001) (P)  
English  
B.A., NWC  
M.Div., WLS  
M.A., Minnesota State University Mankato  
Ph.D., Regent University

**Pearson, Matthew S** (2014) (E)  
Education  
B.S.Ed., MLC  
M.A.Ed., University of Wisconsin La Crosse

**Pekrul, William A** (2002) (E)  
Mission Advancement  
B.S.Ed., DMLC  
M.S.Ed., University of Wisconsin Oshkosh

**Robinson, Aaron T** (2021) (E)  
English  
B.A., MLC  
M.Div., WLS

**Roux, Jonathan A** (2008) (E)  
Education  
B.S.Ed., DMLC  
M.S., McDaniel College

**Santos, Martin** (2020)  
Admissions  
B.S.Ed., DMLC

**Schaefer, Jonathan M** (2013) (E)  
Education  
B.S.Ed., MLC  
M.A.Ed., Cardinal Stritch University

**Scharf, David G** (2016) (E)  
Theology  
B.A., MLC  
M.Div., WLS

**Schmidt, John H** (1981) (P)  
Foreign Language  
B.A., NWC  
M.Div., WLS  
M.A., University of Wisconsin

**Schmoller, Nicolas C** (2010) (P)  
Foreign Language  
B.A., MLC  
M.Div., WLS

**Schmudlach, Scott D** (2013) (E)  
Education  
B.S.Ed., DMLC  
M.A., Concordia University

**Schone, Jeffrey L** (1997)  
Theology  
B.A., NWC  
M.Div., WLS  
M.S., Minnesota State University Mankato

**Schwartz, Tingting Z** (2012) (E)  
History/Social Science  
B.A., Liaoning Normal University  
M.A., Zhejiang University Graduate School  
M.S.Ed., MLC

**Smith, Adrian R** (2013) (E)  
Music  
B.S.Ed., MLC  
M.C.M., Concordia University Wisconsin

**Stein, Mark A** (2011)  
Admissions  
B.S.Ed., DMLC  
M.S., Capella University

**Stelljes, Ross A** (2007) (P)  
Theology  
B.A., NWC  
M.Div., WLS

**Tacke, Mark W** (2011) (E)  
Math/Science  
B.S., DMLC  
B.S., Mankato State University  
M.S., Mankato State University

**Thiesfeldt, Steven R** (1997) (E)  
Math/Science  
B.S.Ed., DMLC  
M.S.Ed., University of Wisconsin Platteville

**Thomford, Joel W** (2019)  
Admissions  
B.A., MLC  
M.A., Marquette University, Milwaukee  
B.A., Wisconsin Luther College, Milwaukee  
M.Div., WLS

**Thompson, Luke G** (2021)  
Theology  
B.A., NWC  
M.Div., WLS

**Uher, Alan E** (2018)  
Education  
B.S.Ed., MLC  
M.S.Ed., Northern State University

**Unke, James M** (1997)  
Physical Education  
B.S.Ed., DMLC  
M.S., Minnesota State University Mankato

**Unke, Lori L** (2007) (E)  
Admissions  
B.S.Ed., DMLC

**Waldschmidt, Daniel W** (2002) (P)  
Foreign Language  
B.A., MLC  
M.Div., WLS  
M.A., Trinity Ev Divinity School, Deerfield, IL

**Wessel, Keith C** (2002) (P)  
Foreign Language  
B.A., NWC  
M.Div., WLS  
Ph.D., University of Florida

**Whaley, Cynthia E** (1993) (E)  
Education  
B.S.Ed., DMLC  
M.A., Silver Lake College  
Ph.D., University of Minnesota

**Wiechman, Jeffery P** (2008) (E)  
Education  
B.S.Ed., DMLC  
M.S., University of Nebraska at Omaha  
Ed.D., University of Minnesota

**Wurster, Miles B** (2005) (E)  
Music  
B.A., Gustavus Adolphus College  
M.M.Ed., VanderCook College of Music  
M.Mus., Mankato State University

**Zarnstorff, Tyson J** (2017) (E)  
Math/Science  
B.S.Ed., MLC  
M.A., Western Governors University

## **ACADEMIC DIVISION CHAIRS**

Education (Early Childhood) -- Jennifer A Mehlberg  
Education (Elementary)----- Robert F Klindworth  
Education (Secondary) -----Kari A Muent  
English -----Paul J Grubbs  
Foreign Language-----Vacant  
History/Social Science----- Peter A Baganz  
Math/Science ----- James D Carlovsky  
Music-----Jonathan A Laabs  
Physical Education ----- Daniel P Gawrisch  
Staff Ministry -----Lawrence O Olson  
Theology -----John C Boeder

## **NON-TENURED FACULTY**

(2020-21)

### **ADJUNCT**

#### **Balge, Bethel A**

Music

B.Mus., Michigan State University

M.Mus., University of Wisconsin

Diplom, University of Frankfurt, Germany

D.M.A., University of Minnesota

#### **Boeder, Bethel J**

Music

B.S.Ed., DMLC

#### **Carlovsky, Kathryn E**

Music

B.S.Ed., MLC

#### **Czer, Ramona M**

English

B.S.Ed., DMLC

M.F.A., Mankato State University

#### **Gawrisch, Kaitlin A**

Physical Education

B.S., Edgewood College

#### **Haugen, Jennifer E**

Music

B.A., Bethany Lutheran College

M.Mus., The Boston Conservatory

#### **Hopp, Brian P**

History/Social Science

B.A., University of Iowa

M.S., Minnesota State University Mankato

#### **Laabs, Erin R**

Music

B.S.Ed., MLC

#### **Martens, Judith L**

Music

#### **Plocher, Michael D**

Education

B.S.Ed., DMLC

M.S.Ed., MLC

#### **Schubkegel, Joyce C**

Music

B.S., Concordia University

M.Mus., Northwestern University

#### **Spurgin, Dinah L**

Physical Education

B.S.Ed., MLC

#### **Trebelhorn, Julianne B**

Music

B.A., University of Minnesota

#### **Vogel, Marianne E**

Music

B.S.Ed., DMLC

#### **Wiechman, Elizabeth J**

Music

B.S.Ed., DMLC

#### **Wurster, Kathryn M**

Music

B.A., Gustavus Adolphus College

M.Mus., University of Colorado Boulder

### **TUTOR**

#### **Thomford, Hans J**

Theology

B.A., MLC

M.Div., WLS

#### **Uhlhorn, Jordan D**

Theology

B.A., MLC

M.Div., WLS

## EMERITI

*Dates up to 1995 indicate years of service to Dr. Martin Luther College (DMLC) or Northwestern College (NWC). Dates after 1995 indicate years of service to Martin Luther College.*

Ash, Richard F. ....	1999-2012	Wendler, David O. ....	1980-2014
Backer, Bruce R. ....	1956-1995	Wulff, Frederick H. ....	1971-1998
Bode, Glenn E. ....	1990-2011	Yotter, Harold D. ....	1970-2000
Brutlag, Ronald D. ....	1999-2011	Zarling, Mark G. ....	2007-2020
Buck, Drew M. ....	1983-2007		
Carmichael, Gary G. ....	1965-1999		
Dallmann, Gary L. ....	1964-2008		
Diels, Joyce A. ....	2008-2017		
Gosdeck, David M. ....	1985-2014		
Gronholz, John H. ....	1985-2013		
Grunwald, James R. ....	1998-2017		
Haar, Beverlee M. ....	1974-2005		
Haar, Susan G. ....	2005-2013		
Hartzell, Jonathan L. ....	1993-2018		
Heidtke, Earl R. ....	1992-2017		
Hunter, Thomas N. ....	1991-2021		
Hussman, Charles E. ....	1992-2003		
Isch, John R. ....	1970-2004		
Klockziem, Roger C. ....	1979-2015		
Koestler, Arlen L. ....	1978-2012		
Lenz, Mark J. ....	1981-2013		
Leopold, Barbara L. ....	1977-2014		
Levorson, LeRoy N. ....	1968-2003		
Lotito, Lawrence W. ....	2002-2019		
Meihack, Marvin L. ....	1970-2003		
Melendy, Carla E. ....	1999-2013		
Menk, Rolland R. ....	1980-2005		
Micheel, John H. ....	1970-2008		
Minch, Jack N. ....	1992-2010		
Moldenhauer, Kermit G. ....	1995-2017		
Nolte, John P. ....	1986-2014		
Paulsen, John W. ....	1971-2006		
Pelzl, David J. ....	1983-2009		
Plitzuweit, Jerald J. ....	1967-2003		
Pope, James F. ....	2000-2021		
Potratz, Robert C. ....	1999-2014		
Raddatz, Darwin H. ....	1970-2001		
Rupnow, Kenneth C. ....	2000-2017		
Schenk, Otto H. ....	1965-1997		
Schmidt, John H. ....	1981-2021		
Schubkegel, Joyce C. ....	1970-2009		
Schulz, Arthur J. ....	1957-2002		
Shilling, Ronald L. ....	1965-2012		
Sponholz, Martin P. ....	1982-2011		
Tess, Paul A. ....	2006-2021		
Wagner, Wayne L. ....	1978-2016		

# Martin Luther College Directory

For additional information, contact the following persons directly. To reach the person, dial (507) 233-9156 and the extension number.

Martin Luther College  
1995 Luther Court  
New Ulm, MN 56073-3300  
FAX (507) 354-8225  
[www.mlc-wels.edu](http://www.mlc-wels.edu)

## Academics

Jeffery P. Wiechman, Vice-President for Academics .....	Ext. 207
James C. Danell, Academic Dean – Pre-Seminary .....	Ext. 377
Benjamin P. Clemons, Academic Dean – Education and Staff Ministry .....	Ext. 377
Randall L. Cox, Director for the Academic Success Center .....	Ext. 200
Rachel M. Feld, Director of Academic Computing & Online Learning .....	Ext. 349
John E. Meyer, Director of Graduate Studies, Continuing Education, and Ministry Certification .....	Ext. 398
Kelly A. Diersen, Administrative Assistant to the Academic Deans .....	Ext. 377
Deborah A. Plath, Executive Assistant, Administration .....	Ext. 207

## Administration

Richard L. Gurgel, President .....	Ext. 211
Scott D. Schmudlach, Vice-President for Administration .....	Ext. 211

## Athletics

James M. Unke, Director of Athletics .....	Ext. 256
Randall L. Cox, Assistant Athletic Director .....	Ext. 200
Sheree J. Danell, Administrative Assistant to Athletics .....	Ext. 232

## Bookstore

Linette M. Scharlemann, Bookstore Manager .....	Ext. 214
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## Continuing Education and Graduate Studies

John E. Meyer, Director of Graduate Studies, Continuing Education, and Ministry Certification .....	Ext. 398
Lisa K. Fenske, Assistant to Graduate Studies and Continuing Education .....	Ext. 365
Jonathan M. Schaefer, Professor of Continuing Education/New Teacher Induction .....	Ext. 352
Valerie K. Fischer, Communications Specialist .....	Ext. 368

## Cultural Engagement Center

Megan R. Kassuelke, Cultural Engagement Center Director .....	Ext. 275
Aaron T. Robinson, Cultural Diversity Coordinator .....	Ext. 309
Tingting Schwartz, International Services Coordinator .....	Ext. 248

## Education Office

Vacancy, Director of Field Experiences .....	Ext. 287
Cynthia E. Whaley, Licensure Officer .....	Ext. 347
Katherine S. Christensen, Education Office Administrative Assistant .....	Ext. 204
Megan C. Plocher, Administrative Assistant for Field Experiences .....	Ext. 282
Susan M. Plocher, Education Office Administrative Assistant .....	Ext. 324
Shelley M. Zacate, Education Office Administrative Assistant .....	Ext. 297

## Enrollment, Admissions, Recruitment, Informational Presentations

Theodore A Klug, Director of Admissions .....	Ext. 298
David K. Biedenbender, Admissions Counselor .....	Ext. 355
Martin Santos, Admissions Counselor .....	Ext. 209

Mark A. Stein, Admissions Counselor .....	Ext. 360
Joel W. Thomford, Admissions Counselor .....	Ext. 306
Lori L. Unke, Admissions Counselor .....	Ext. 361
Wendy L Ristow, Administrative Assistant for Admissions .....	Ext. 280

#### **Environmental Services**

Vacancy, Maintenance Lead .....	Ext. 304
Wade T. Greenwaldt, Custodial Lead .....	Ext. 174
Timothy A. Rambow, Grounds Lead .....	Ext. 208
Heidi K. Schoof, Administrative Assistant for Environmental Services .....	Ext. 260

#### **Financial Aid**

Mark D. Bauer, Director of Financial Aid .....	Ext. 221
Valerie J. Bovee, Financial Aid Administrative Assistant .....	Ext. 293
JoElyn K. Krohn, Financial Literacy Coordinator .....	Ext. 225

#### **Financial Services**

Carla J. Hulke, Director of Finance .....	Ext. 299
Christiana M. Frey, Receptionist .....	Ext. 0
Jodie L. Braulick, Accountant .....	Ext. 366
Jackie L. Dalueg, Student Accounts Receivable/Payroll .....	Ext. 217
Michelle S. Grubbs, Accounting Clerk .....	Ext. 218
Constance L. Paustian, Receptionist .....	Ext. 0
Michael A. Thom, Accounting Manager .....	Ext. 391

#### **Food Service**

Gary L. Schwichtenberg, Food Service Manager .....	Ext. 213
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#### **Graphic Arts**

John L. Ring, Graphic Arts Director .....	Ext. 230
Caci M. Hoffman .....	Ext. 230
Rachel L. Sturm .....	Ext. 230

#### **Health Services**

Kelsey L. Horn, Nurse .....	Ext. 101
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#### **Human Resources**

Andrea E. Wendland, Director of Human Resources .....	Ext. 399
Tamara L. Hanson, Administrative Assistant for Human Resources .....	Ext. 235

#### **Library**

Linda M. Kramer, Director of Library Services .....	Ext. 296
Vacant, Technical Services Manager .....	Ext. 364
Vacant, Media Specialist and Reference Librarian .....	Ext. 249
Janice A. Nass, Serials Manager .....	Ext. 327
Elizabeth A. Wessel, Administrative Assistant for Library Services .....	Ext. 242

#### **Mission Advancement**

Michael J. Otterstatter, Vice-President for Mission Advancement .....	Ext. 386
Stephen J. Balza, Director of Alumni Relations .....	Ext. 387
William A. Pekrul, Director of Public Relations .....	Ext. 367
Tami L. Board, Data Management Specialist .....	Ext. 295
Michelle L. Gartner, Events Coordinator .....	Ext. 393
Laurie F. Gauger-Hested, Writer/Editor .....	Ext. 240
Leah M. Matzke, Web Content Manager .....	Ext. 392
Beth M. Scharf, Administrative Assistant for Mission Advancement .....	Ext. 241
Kathryn J. Tohal, Resource Development Director .....	Ext. 220

**Music**

Camille P. Wyffels, Administrative Assistant for Music Division.....Ext. 215

**Records, Courses, Transcripts, Evaluation of Credits**

Jeffery P. Wiechman, Vice-President for Academics .....Ext. 207

Daniel N. Balge, Academic Dean, Pre-Seminary.....Ext. 377

Benjamin P. Clemons, Academic Dean, Education and Staff Ministry .....Ext. 377

Gwen L. Kral, Records Office Coordinator .....Ext. 222

**Staff Ministry**

Lawrence O. Olson, Professor, Director of Staff Ministry and Congregation Assistant Program, .....Ext. 252

Diane L. Tracy, Administrative Assistant for the Congregational Assistant Program & Staff Ministry.....Ext. 383

**Student Life, Housing, Automobiles, Student Government**

Jeffrey L. Schone, Vice-President for Student Life .....Ext. 289

Angela R. Scharf, Director of Women's Housing.....Ext. 127

John C. Boeder, Campus Pastor .....Ext. 310

Melissa A. Stein, Executive Assistant, Student Life .....Ext. 289

**Technology, Network Services**

James A. Rathje, Director of Information Technology .....Ext. 100

Kenneth D. Jones, Network Support Services .....Ext. 100

Robert L. Martens, Webmaster/Technician .....Ext. 100

Jill L. Roux, Network Services Helpdesk and Training .....Ext. 100

Aaron C. Spike, Web Applications .....Ext. 100

Laura L. Stelljes, Network Support Services.....Ext. 100

**Urban Ministry**

Benjamin P. Clemons, Director of Urban Ministry .....Ext. 377



# Governing Board

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## **2020-21 Governing Board Members**

Pastor Michael A. Woldt, Chairman* (2021)	Jackson, WI
Teacher Joe E. Archer (2024)	Beecher, IL
Pastor Goeffrey A. Kieta, Secretary* (2024)	Livonia, MI
Mr Thomas Klaudt (2024)	Herreid, SD
Mr Dale L. Krause (2024)	New London, WI
Mr Joel T. Lauber (2024)	Omaha, NE
Pastor Daniel P. Leyrer (2022)	Bayside, WI
Pastor Michael A. Lindemann, Vice Chair* (2024)	Lewiston, MN
Mr Timothy A. Petermann* (2022)	Eau Claire, WI
Teacher David J. Uhlhorn (2020)	Manitowoc, WI
Mr Michael S. Valleau (2024)	Maplewood, MN
Teacher Andrew W. Van Weele (2024)	Friendswood, TX
Pastor Mark W. Wessel (2022)	North St Paul, MN

*(Date indicates the year the term expires.)*

## **Advisory Members to the Governing Board**

Pastor Mark G. Schroeder, President, WELS	Watertown, WI
Pastor Dennis C. Klatt, President, Minnesota District, WELS	New Hope, MN
Pastor Paul T. Prange, Administrator, Board for Ministerial Education, WELS	Burlington, WI
Pastor Richard L. Gurgel, President, Martin Luther College	New Ulm, MN
Mr Michael G. Krueger, Board Appointed Advisory (2023)	Midland, MI

*\*Member of the Executive Committee of the Governing Board*

# 2021-2022 Academic Calendar

## FIRST SEMESTER

August 17	Tuesday	Secondary Student Teachers Begin
August 19-22	Thursday to Sunday	Freshman Orientation Days
August 21-22	Saturday & Sunday	Arrival of Upper Classes
August 22	Sunday	Early Childhood Student Teachers Begin
August 23	Monday	Classes Begin
August 30	Monday	Elementary Student Teachers Begin
September 6	Monday	Labor Day – No Classes
October 15	Friday	Midterm
October 20*	Wednesday	Midterm Break begins after scheduled classes
October 21-22	Thursday & Friday	No Classes – WELS Minnesota District Teachers' Conference
October 25	Monday	Classes Resume
November 3	Wednesday	Evangelism Day
November 23*	Tuesday	Thanksgiving Break begins after scheduled classes
November 29	Monday	Classes Resume
December 4	Saturday	7:30 p.m. – Christmas Concert
December 5	Sunday	4:00 p.m. – Christmas Concert
December 10	Friday	Last Day of Classes before Exams
December 11-16	Saturday - Thursday	Exams (Exams begin Saturday Morning & end Thursday at 4:35 p.m.)
December 16*	Thursday	10:00 a.m. - Commencement Service

\*Note: Students in their professional semester (Student Teaching) follow the school calendar where they are teaching.

## WINTERIM / SEMESTER BREAK

December 17 – January 3	
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## SECOND SEMESTER

January 3	Monday (evening)	Secondary Student Teachers Begin
January 4	Tuesday	Early Childhood Student Teachers Begin
January 5	Wednesday	Classes Begin, Elementary Student Teachers Begin
January 17	Monday	MLK Day
February 25	Friday	Midterm - Spring Break begins after scheduled classes

## FIELD EXPERIENCE INTERIM / SPRING BREAK

February 26-March 2	Saturday to Wednesday	Freshman Education & Staff Ministry Early Field Experience (EFE) I
March 2	Wednesday	Spring Vacation for Education & Staff Ministry Freshmen after EFE Classes
February 26-March 13*		Spring Vacation and a Week of EFE for Education & Staff Ministry Sophomores & Juniors

## SECOND SEMESTER RESUMES

March 14	Monday	Classes Resume
April 13*	Wednesday	Easter Break begins after scheduled classes
April 19	Tuesday	Classes Resume
May 6	Friday	Last Day of Classes Before Exams
May 9-13	Monday to Friday	Exams (Exams begin Monday morning & end Friday at 2:30 p.m.)
May 13	Friday	4:00 p.m. – Commencement Concert 7:30 p.m. – Commencement Concert
May 14	Saturday	10:00 AM - Commencement Service

\*Note: Students in their professional semester (Student Teaching) follow the school calendar where they are teaching.

## 2022 Summer Session

June 6-July 29	Online Classes
July 11-22	On Campus Classes

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